1. Members of the MISt Admissions Committee are:

Joan Cherry, Chair
Chun Wei Choo
Judy Dunn
Andrea Gagliardi
Heather MacNeil

2. The Committee met on October 2nd and discussed the following items

**Targets**
Professor Jens-Erik Mai, Acting Dean, attended part of the meeting to discuss the strategy for the 2008-09 admission cycle. Target enrolment of new students for the MISt program for September 2009 is 230 students. There will be 10 full tuition scholarships and 8 assistantships ($3,000) for MISt students.

**Pool of applicants**
Judy Dunn, Assistant Dean (Academic and Program) reported on recruitment events for September 25 - October 25. Recruitment directly effects admissions. We need a large pool of applications in order to ensure that in meeting our target enrolment we do not jeopardize quality. We discussed the idea of recruitment at the high school level, perhaps by distributing our new brochures to guidance counselors. Perhaps alumni could be involved in recruitment at the high school level by visiting schools or offering field trips.

Andrea Gagliardi will review the admissions material on the iSchool website from a student’s perspective and suggest changes that might encourage applications.

**Acceptance rate and registration rate**
To encourage applicants who are offered admission to accept the offer and enroll in the MISt program, the Committee decided to send them a small item (e.g., a USB key or tote bag) when we offer them admission. We also suggest that those who are accepted be invited to the iSchool Graduate Student Conference and to Research Day.

**Application review process**
Committee members (except the student member) will review applications using the online system, SAM. Laura Jantek, Acting Admissions Officer, demonstrated the online system.

3. Applications (as of November 26, 2008)

Applications received: 121
Application fee paid: 33 (6 files are complete; 27 files are incomplete)

All complete files have been reviewed.

(As of December 4, 2007 there were 39 paid MISt applications.)