1. Approval of Minutes and business arising

Members noted several amendments to the October 12, 2012 meeting:

- There was a correction noted under Item #1 that responsibilities for the teaching workshops for the Orientation, Fall and Winter Instructional Series workshop had been shared amongst all librarians, not just Ms. Kathleen Scheaffer.
- A member presented a document regarding current staffing structures and the need for a Director of Information Services. – Item #1
- A member pointed out that the names of the proposed task force members were not captured in the Minutes and the discussion of the collections was not listed as one of the task force’s mandates. – Item #5

It was agreed that the revised Minutes be presented for approval at the December 14, 2012 meeting.
2. Report from Information Services

2a. INFORUM (Nalini Singh)

Ms. Kathleen Scheaffer, Ms. Nalini Singh, and Ms. Elisa Sze submitted a written report. Discussion focused on two main areas:

1. Staffing solutions for the upcoming maternity leave of Ms. Meera Thirunavukarasu.
2. The status and scope of technical skills development at the iSchool.

During the discussion of Item #1, the following issues were raised:

- There was some discussion among the members and guests that any service cuts come before the Committee i.e. there was the possibility of a scenario of cutting service hours with the upcoming maternity leave which could mean sharing responsibilities among the Librarians, (Ms. Kathleen Scheaffer, Ms. Nalini Singh, and Ms. Elisa Sze) and other staff of this Serials and Acquisitions Technician role.
- There was some brainstorming for solutions to the potential non-replacement scenario of the upcoming maternity leave:
  1. The possibility of allowing unfettered student access from 9 am to 9 pm to the Inforum.
  2. The implications of allowing fob access to our students while balancing needs of broad, public access, impact on IT service model.
  3. Instead of closing on Sundays – opening at 11 am (reduced hours) on weekdays.
  4. Reference desk issues such as the tracking of loans, collections, and security issues etc.
  5. The consideration of other options for staffing and funding the reference desk of the Inforum.

During the discussion of Item #2, members and guests raised several issues:

- There was considerable discussion about the issue of student concern over technical skills development via the offerings of the Instructional Series Workshops which included the following items:
  - Dean Seamus Ross asked Ms. Kathleen Scheaffer to liaise with students regarding the Instructional Series Workshops. (Ms. Scheaffer already liaises with students and faculty).
  - Tension between requirements for technical skills and the Faculty’s professional masters programs more generally.
  - The IS Annual Survey which provided feedback regarding current workshop offerings and future planning requests.
  - The funding and human resources constraints that impacted the Instructional Series Workshops.
• Dean Ross noted that the Provost had withdrawn the funds to match the Tech Fund in 2011-2012.
• Ms. Mari Vihuri reported that there was a Strategic Plan for the Tech Fund.
• Prof. Siobhan Stevenson expressed an interest in working together with the Tech Fund re: the Strategic Plan.
• Ms. Kathleen Scheaffer partnered with Semaphore this year to offer 4 completely new workshops this fall. Kathleen will continue to garner partnerships within the iSchool and beyond.
• Prof. Kelly Lyons and Kathleen Scheaffer have been in contact regarding the proposal for Prof. Lyons’ IBM colleagues to teach without pay at the Faculty. Currently, we are waiting for correspondence on the other end.
• Prof. Lynne Howarth wondered if funds from the Tech Fund could be allocated to train student to run workshops.
• Ms. Adriana Rossini mentioned The Co-Curricular Record, which was an official U of T document that recognized student involvement as a significant part of university experience. It would be available to all University of Toronto students starting September 2013. This initiative was developed out of the Office of the Vice-Provost, Students. Ms. Kathleen Scheaffer requested to participate in an information meeting regarding this initiative but it is not open for others to attend yet.
• Mr. Ivan Sestak reminded the membership that the University of Toronto was subscribed to the Microsoft Office training program software which is self-paced and, at the end of which, there is a Microsoft Office Specialist (MOS) certification issued. This initiative was launched in January 2011.
• Prof. Kelly Lyons and Mr. Ivan Sestak referenced the membership options and resources available through the Association for Computing Machinery (ACM).

2b. IT Services (Ivan Sestak)

Mr. Ivan Sestak presented a summary report of the Microsoft Campus Agreement and the financial impact on the Faculty of Information.

• Overview: the iSchool had an opportunity to save approximately $12,000 over 4 years on its licensing costs for Microsoft products. The Faculty could achieve savings by moving from a purchasing model to a leasing model for core desktop software products. The Microsoft Campus Agreement was a university-wide annual program that allowed iSchool staff and faculty to use designated software for the agreement period. Under a campus agreement, license counts were FTE based, but cover all university owned equipment – a significant savings for iSchool as there were more workstations FTE’s. The program also extended work-at-home rights for iSchool faculty and staff.

Mr. Sestak made a recommendation: An iSchool-wide Campus Agreement was the best option for achieving significant savings on core Microsoft software and attaining significant benefits. The Faculty should therefore sign up with the service and agree to a multi-year agreement.
3. Update on the Web

Mr. Ivan Sestak presented a summary report on the Faculty of Information Job Site Plan outlining the plan to password protect the Job Site, implement user management and job posting workflows.

- The Job Site module was being modified in coordination with Ms. Isidora Petrovic (Careers Officer) and Ms. Kathleen O’Brien (Communications and Development Officer).
- A notice would be drafted and posted on the current job site that stated the nature of the changes that were going to happen (password protection), the date on which the changes would happen, and who to contact with specific questions/comments or inquiries.

Mr. Ivan Sestak provided an update as to the mail server plan after re-visiting the mailing list failures.

- The plan was to use UTORlist for the support of the mailing lists.
- IT does not have to manage the lists; individual list owners, moderators, and subscribers could be specifically determined.

Dean Seamus Ross requested to have reports circulated to the membership ahead of future meetings.

4. Progress Lecture Capture

Mr. Ivan Sestak presented a report on the University of Toronto Lecture Capture Solution.

- The University had built a test environment that they have invited a select number of units within the University to preview and beta test the Echo360 solution in preparation for deployment in the Summer of 2013.
- Dean Seamus Ross emphasized that lecture capture was not a replacement for classroom-based education but it could be used for guest-lecture capture.
- Prof. Kelly Lyons inquired about the personal use of the U of T Lecture Capture Solution and integration with Blackboard.

5. Report on Status of Inforum/Information Services Planning Task Force

Dean Seamus Ross reported that the Inforum/IS Planning Task Force would be initiated in early December with recommendations due February or March 2013. Prof. Kelly
Lyons made a suggestion to a phased approach to the research and implementation or that the Task Force should be permitted to decide on the timeline.