FACULTY COUNCIL  
Fourth Regular Meeting, 2012-2013 Session  
Friday, April 12, 2013  
9:35 a.m. – 10:37 a.m.

PRESENT:  
Members (ex officio): Seamus Ross


Professional Librarians: Kathleen Scheaffer, Elisa Sze

Senior Administrative Officers: Susan Brown, Andrew Drummond (in the Chair), Adriana Rossini

Associated Instructor or Sessional Lecturer:

Administrative Staff: Kathy Shyjak

Students:

Doctoral: Jenna Jacobson

Masters (MI): Octavio Escalante Menchaca, Jessica Gallinger, Laura Chuang, Kate Restivo, Alexandra Kwan, Kim Pham

Masters (MMSt): Caitlin Tracey-Miller

Alumni/Alumnae: Kimberly Silk

External Members: Michael Ridley

Assessors: Audrey Johnson, Eva Piorkowski

Observers: Isidora Petrovic

Recorder: Areti Vourinaris

REGrets:

The President of the University of Toronto, Vice-President and Provost, Chief Librarian of the University, Dean of the School of Graduate Studies, Periklis Andritsos, Andrew Clement, Juris Dilevko, Sarah Anne de Groot, Gillian Eguaras, Fiorella Foscarini, Sara Grimes, Jenna Hartel, Susan Maltby, Heather MacNeil, Rhonda McEwen, Katrina Palacios-Cohen, David Phillips, Matt Ratto, Ramona Sansait, Aviv Shachak, Nalini K. Singh, Brian Cantwell Smith, Laura Sorbara, Siobhan Stevenson, Ned Struthers, Melody Tacit, Mari Vihuri
Call to order and acceptance of the Agenda

The meeting was called to order at 9:35 a.m., with quorum established. The Chair, Andrew Drummond, welcomed all members to the fourth regular meeting of the Faculty of Information Council for 2012-13.

Minutes of the Meeting of March 1, 2013

A motion to accept the minutes of the March 1, 2013 meeting was made and CARRIED.

Business arising from the Minutes

None

Dean’s report:

The Dean reported on the following issues:

- Attendance at series of classes and events for end-of-year student presentations, projects, and exhibitions which were of superlative quality and a testament to the excellence of our students and boded well for the future of their professional careers.
- The anticipation of another exciting year ahead in 2013-14.
- Congratulations were extended to faculty who got partnership grants: Prof. Cara Krmpotich and Prof. Lynne Howarth; Prof. Sara Grimes and Prof. Fiorella Foscarini, and another one that could not be mentioned as there were two other faculty members who had received part of one but it was part of a grant from another institution and it had not been formally announced yet.
- Good success with the NSERCs and research grants – Prof. Kelly Lyons, Prof. Barry Wellman, and Prof. Rhonda McEwen.

Council Committees’ reports

a) Executive Committee

Chair Andrew Drummond submitted the report (attached to the original of these minutes).

- Strategic Plan

MOTION: It was moved by Dean Seamus Ross THAT Pathways to Our Future: iSchool at University of Toronto Strategic Plan 2012-17 be endorsed as the Strategic Plan of the Faculty; and

THAT a Strategic Plan Implementation and Development committee be struck according to the (attached) terms of reference. Seconded by Prof. Anthony Wensley.

There was some discussion regarding the Strategic Plan.

During the discussion of the item, the following issues were raised:
- Overview of the substantial time spent discussing the elements of a strategic plan.
- There was a variety of places and times involving consultation.
- As a faculty, the necessity of having a basis from which to springboard to something else.
- Reflection of discussion and input from a variety of communities.
- The proposed Implementation and Development committee would bring forward the necessary support to bring the Strategic Plan into action.
An invitation for members of the iSchool community to serve on the Strategic Plan Implementation and Development committee and welcomed volunteers and expressions of interest to be forwarded to Chair Andrew Drummond.

The motion was **PUT** and **CARRIED**.

b) Report from the *ad hoc* Course Evaluation Committee

Prof. Cara Krmpotich submitted the report (attached to the original of these minutes).

There was some discussion regarding the Draft Guidelines & Procedures for the Student Evaluation of Teaching in Courses.

During the discussion of the item, the following issues were raised:

- An overview of the committee’s work in shaping this guideline.
- The interplay of roles and responsibilities among the University, Faculty, programs, and instructors to use the new course evaluation system effectively.
- The idea to have the Programs Committee to be in charge of the policy and to have a set of procedures to identify key roles within our faculty to have the course evaluation system run smoothly.
- The idea to trial-run the course evaluation system in July 2013 so that it could be up and running with most of the kinks worked out by Fall 2013.
- Specific wording regarding creating student reports e.g. quantitative, composite scores as well as distribution score that would be available for students to see and help them make decisions about courses, for the use of instructors for their own professional development, and for the Faculty as a whole to measure teaching/learning objectives.
- Ongoing discussion of the availability of student reports and possibility of being publicly available i.e. issues of transparency and compliance with accreditation guidelines etc.
- Instructor opt-out option to share data referenced on page 4, i.e. extenuating circumstances, health-related reasons, and sensitive to the fact that these are employee evaluations which are not always public e.g. the default option is to opt-in sharing data for every course and the opt-out is before the course evaluations are done.

**MOTION:** It was moved by Professor Cara Krmpotich THAT the Draft Guidelines & Procedures for the Student Evaluation of Teaching in Courses be endorsed; according to the (attached) terms of reference. Seconded by Prof. Matthew Brower.

The motion was **PUT** and **CARRIED.** (There were 2 abstentions).

c. Standing Committees

i) Admissions and Recruitment

No written report. Dean Ross reported on the following items:

- Overall applications were lower than last year.
- Based on our survey the job market was buoyant.
- A more active recruitment process than ever before e.g. gratitude expressed to Admissions and Recruitment team.
- All ideas, thoughts, guidance, and advice were welcomed on this initiative and were to be directed to Prof. Wendy Duff
- Importance was emphasized of the student participation in the “Meet and Greet” events.

ii) Awards

No report.
iii) **Committee on Standing**

No report.

iv) **Programs**

Prof. Chun Wei Choo submitted the report (attached to the original of these minutes).

**MOTION:** It was moved by Prof. Chun Wei Choo that the Change on normal length of the MMSt Program Length Change Form A Proposal

AND the MMSt new course: MSLxxxx Global Cultures and Museums Form C Proposal

as set out in the documentation provided by the Programs Committee

BE APPROVED. Seconded by Prof. Costis Dallas. **CARRIED.**

There was some discussion.

The motion was **PUT** and **CARRIED.**

For information only (did not require Council approval):
Change in course title MSL2500H Constructing and Curating Digital Heritage (Form B)

Dean Ross reminded Council that the deadline to submit any major course change material to the Chair of the Programs Committee was May 3, 2013 beyond that nothing would be considered until Fall 2013.

v) **Information Services**

Dean Ross submitted the report (attached to the original of these minutes).

During the discussion of the item, the following issues were raised:
- The transition from an operational to strategic committee.
- An interim report would be circulated for information from the Task Force on Strategic Directions for Information Services by Chair Michael Ridley.
- A brief overview of the forthcoming update report by the TFIS.

Dean Ross asked Council to make a note of thanks to Michael Ridley for all his work on the Task Force on Strategic Directions for Information Services.

d) **Special**

i) **Life and Times**

Kathleen Scheaffer submitted the report (attached to the original of these minutes).

During the discussion of the item, the following issues were raised:
- The Chair requested that a new person volunteer to chair the committee for the 2013-2014 year.

6) **Reports from Institutes**

a) **Coach House Institute**

No report.
b) Digital Curation Institute

No report.

c) Identity, Privacy and Security Institute

No report.

d) iSchool Institute

No report.

e) Knowledge Media Design Institute

No report. Amy Ratelle submitted a report from Semaphore (attached to the original of these minutes).

Chair Drummond noted that all the Institute heads would be requested for Annual Activity reports to be submitted at the next Council meeting on June 14, 2013.

7) Other reports

a) Careers

Isidora Petrovic submitted the report (attached to the original of these minutes).

There was some discussion about the importance of the iSchool 2102 Employment Report which would be done on a yearly basis as it will have tremendous value for recruitment, accreditation purposes etc.

b) Communications and Alumni Relations

Kathleen O’Brien submitted the report (attached to the original of these minutes).

c) Development and Advancement Initiatives

Audrey Johnson submitted the report (attached to the original of these minutes).

There was some discussion about the Faculty/Staff Giving Campaign and it was noted that the matching fund opportunity by the Provost would continue until the end of the 2013 calendar year. The VP of University, David Palmer, had offered to come to the iSchool to provide an update on the Boundless Campaign.

d) iSchool Students

i) MI

Jessica Gallinger submitted the report (attached to the original of these minutes).

ii) MMSt

No written report. Caitlin Tracey-Miller reported on the following items:
  o Incoming President and Vice-President had been elected.
  o Tech Fund referendum – 97% voted in favour of continuing the fund.
  o A note of thanks was made for Prof. Matthew Brower for all his work and leadership on organizing the Museum Studies Graduating Exhibition Projects.
Dean Ross made a special note of thanks to the conference organizers for the outstanding Student Conference: Theory, Practice & Praxis (March 22-24, 2013).

iii) Ph.D.

Jenna Jacobson submitted the report (attached to the original of these minutes).

e) iSchool Alumni

i) MI and Ph.D.

No written report. Kimberly Silk reported on the following items:

- The success of the Special Libraries Course Exhibition and SLA Pub Night.
- Accepting nominations for Executive Committee of the FIAA.
- Support of Sarah Anne de Groot’s fundraising campaign.
- The planning of the Bertha Bassam Lecture for Fall 2013.
- Reminder of Spring Reunion May 30th Spring Reunion.
- Accepting nominations for student and alumni awards: deadline of April 30, 2013.
- A commitment to re-visioning of the Ask an Alum program.

ii) MMSt

No report.

8) Other business

None

9) Academic Board report

No report.

10) Question period

None

11) Announcements

Prof. Lynne Howarth invited the iSchool community to PhD Research Days on April 25-26, 2013.

Prof. Wendy Newman gave an update regarding the inaugural cohort of the Public Library Leadership Fellows Program. The cooperation from the host libraries had been outstanding.

12) Other Business

None

13) Adjournment

The meeting was adjourned at 10:37 a.m.