Information Services Committee

University of Toronto
Faculty of Information
Thursday, December 19, 2013 1:00 – 2:30 pm
Room 212 (DCR), Bissell Building

Minutes

Present: Prof. Kelly Lyons, Prof. Christoph Becker (via Skype), Ms. Elisa Sze, Ms. Susan Brown, Ms. Eva Piorkowski, Ms. Nora Venezky (MMSt Student), Ms. Christie Oh (PhD Student)

Regrets: Prof. Patrick Keilty, Prof. Rhonda McEwen, Mr. Jerome Poon-Ting, Ms. Laura Chuang (MI Student), Mr. Ned Struthers (MI Student)

Invitees: Mr. Andrew Drummond

Observer: Ms. Nalini Singh

Recorder: Ms. Areti Vourinaris

1. Approval of the Minutes from the November 14 Meeting

The minutes of the meetings were approved.

2. Business arising from the Minutes:

None.

3. Report from Subcommittee of the Information Services (IS) Committee to Examine Options for Implementing Recommendation 7.1 of the Task Force on Strategic Directions for Information Services (TFIS) Report (Lynne)

- Lynne Howarth gave an overview of the terms of reference of the IS Subcommittee and delivered an oral report on the activities of the Subcommittee of the Information Services (IS) Committee to date (attached to the original of these minutes).
- The Committee learned that the assets of the iSchool Institute and IT/IS staff had been identified by the Subcommittee and ways were being explored to strengthen and leverage these assets as well as to look at recommendations for funding a leader for the iField Institute given current fiscal reality and with respect to the overall branding of the iSchool.
There was a brief overview of the enabling recommendations of the Task Force on Strategic Directions for Information Services (TFIS) such as combining iSchool Institute and IT/IS (Inforum) with the desire to have moved on this initiative fairly quickly as instrumental to revenue generation.

Lynne presented the proposed partnership with the School of Continuing Studies and the iSchool Institute and the boutique programs that could continue with the hope for revenue generation for funding of the Executive Director for the iField Institute. Negotiations were ongoing.

A number of proposed piloting activities combining IS/iSchool Institute were examined such as:

- Current educational initiatives to support current students, alumni, and faculty.
- Offering Winter 2014 workshops that could be of interest to alumni and allocating certain spots for external registrants.
- The potential of engaging with other groups on campus to deliver ‘Cite It Right’ workshops to external partners.
- Continuing to offer brand-building colloquia/sponsorship.
- Products for sale e.g. taxonomies handbook.
- Offering subscriptions e.g. newsletters.
- Extending boutique programs into MMst areas e.g. Public Library Leadership Fellows (PLLF) Program.
- Student consultancy/ node building, as money would be generated; funds would go toward funding Executive Director.
- Strategic planning in research initiatives and fostering research opportunities and culture e.g. identify areas for research funding/granting agencies for hiring of students and for funds specific to research and equipment funding.

The proposal of a small oversight/working group effective January 1, 2014 - December 31, 2014 with a very small and active proposed membership: ISC Chair Kelly Lyons, Council Chair and Manager, Strategic Planning Andrew Drummond, Acting Director of iSchool Institute Eva Piorkowski, and two faculty members with priorities on services e.g. ‘quick wins’.

Lynne expressed appreciation with regard to iSkills collaborations among staff: Elisa Sze, Kathleen Scheaffer, Eva Piorkowski as well as to the Subcommittee membership as a whole for its work.

It was confirmed for the Committee that the new budget year begins May 1 and that it was proposed that if the small working group didn’t see gains by calendar year end for fiscal year-end 2014-2015, it could re-assess where things stood at that point.

The Committee was reminded that revenue generation had to have particular goals and be front of mind while also prioritizing the academic mission of the Faculty.

The Chair encouraged the Committee to send any comments to Lynne or Subcommittee members in the development of the written report.

The Committee was reminded to think of ways to implement items if report recommendations were to be accepted.

4. Update on renovations on 4th and 5th floor (Elisa/Andrew)

Elisa reported that she met with the central space planner with draft plans for the 4th floor. There were options being explored to move the Information Desk. Renovations for
Room 417 would need to incorporate a computer classroom set-up at least for the next few years, until Faculty issues a policy that all students must bring their own device. The 3 adjacent group study rooms will become 2 group study rooms. Soundproofing of Room 417 and adjacent rooms is part of the plan.

- Elisa updated the Committee that Inforum staff was still going through the 5th floor periodicals and books and were culling, sorting, and moving items to the 4th floor with a view to have cleared the 5th floor space by April 2014.
- There was some discussion about how the research labs could be oriented with an emphasis on flexible furniture types and low-height shelving (air circulation may be an issue).
- Elisa indicated that the space planner understood the need for the security of collections and IT area.

5. Update on move of materials from 5th floor (Elisa)
- Elisa reported that the move of books and journals from 5th floor to Downsview was at a standstill. Wendy Duff had been trying to arrange work student hours to assist with the boxing up of materials (e.g. a proposed pilot of 5-6 students to process and pack up materials for 20 hours/week for 1 week to go to Downsview, (4 hours per day for 5 days a week) and who would work under the supervision of Senior Technician, Nadia Moro, lifting and sorting of heavy boxes. Students should have experience with library terminology, cataloguing, SIRSI, and Dewey Decimal system familiarity.
- The challenges of finding empty boxes, and securing a temporary storage space for this material; while waiting for final word on whether Downsview will accept any material.
- Susan suggested Reading Week (Feb. 17-21) as the time-frame for this work to be done.
- Elisa encouraged the Committee to forward her the names of any students who have a general interest in doing this work.

6. Update on costing for items in research grants (Susan)
- Susan reported that there was no update yet; no one else could provide this information except Tony. The Committee recognized that it was more than just costs detailed by Tony; a broader research landscape perspective was required.
- The Committee discussed the printing of posters as a cost recovery item as well as perhaps having a tiered rate for students.
- The Committee agreed with the suggestion that if things could be charged through research grants, they should be because they would cost more elsewhere.

7. Update on inviting research services to present to the Faculty (Susan)
- Susan and Kathy went to a Research Services meeting and they thought it would be a good topic for the next meeting in March 2014.
- Susan reported that Kathy would be investigating/consulting with individual research experts re: funds and would report back.
- Elisa reported that she had a colleague who had research assistants to help run resources.
- The Chair knew of research funds from leadership research but didn’t know how they worked that as the Ontario Research Fund structures kept changing.
8. Summary of update on Information Services activities (provided on Dec. 10 as an email from Kathleen Scheaffer) (Elisa)
   • Elisa mentioned the highlights from Kathleen’s email as follows:
     o Extended technology loans over the holidays until Mon. Jan. 6th 2014.
     o Course reserve books due date extended to Mon. Jan. 6th 2014.
     o The launch of the “Librarian In Residence Program” with Ravit David, Digital Content Production Coordinator at Scholars Portal, as the Winter 2014 iSchool Librarian in Residence.
     o Winter 2014 iSkills Workshops: http://current.ischool.utoronto.ca/workshops
     o Inforum Hours: Dec. 2013-Winter 2014: http://current.ischool.utoronto.ca/services/inforum-is#hours
     o Clothing Drive and Food Drive from Monday, November 18, until Friday, December 13, 2013.

9. Other business

   Members thanked Susan Brown, who was attending her last ISC meeting, for her extensive service to the Faculty and to the University of Toronto as a whole.

   Adjournment at 2:14 pm.