Minutes

Present: Dean Seamus Ross (Chair), Prof. Kelly Lyons, Prof. Aviv Shachak, Ms. Susan Brown, Ms. Eva Piorkowski, Mr. Ivan Sestak

Regrets: Prof. Brian Cantwell Smith, Ms. Adriana Rossini, Ms. Nalini K. Singh, Ms. Mari Vihuri (MI Student), Ms. Emily Porta (MI Student), Ms. Ana Martins (MMSt Student), Mr. Antonio Gamba-Bari (PhD Student)

Observers: Mr. Percy Lo, Mr. Jerome Poon-Ting, Mr. Ned Struthers (MI Student)

Recorder: Ms. Areti Vourinaris

1. Approval of the Minutes of December 14, 2012

The minutes were approved as amended under Item #2.

2. Matters arising

The Chair reported that the Task Force on Strategic Directions for Information Services had begun its work.

3. Student Tech Fund

The Chair recognized Mr. Ned Struthers who reported that there would be a vote on whether to continue the fund next year. He also reported that there had been some long-term planning undertaken in addition to developing a refresh plan for some of the portable hardware.

Ms. Eva Piorkowski reported that she had met with the Tech Fund in early December and had discussed proposals for developing more training via the iSchool Institute and had explored the possibility of working out training with her contacts.

There was some discussion about the Fall 2012 IS Workshops which were based on databases e.g. SQL. There was also some discussion about exploring the possibility of developing a
certificate for students before the start of the Fall 2013 term that could be incentive-based and/or would require the completion of a certain number of courses to earn certification.

Mr. Ivan Sestak reported that Prof. Periklis Andritsos had been involved with database conversations to date.

4. Staffing and Resources

The Chair reported that there had been some discussion with Chief UT Librarian Larry Alford about potentially securing a seconded Director for IS for an 18-month term. There was some discussion about the logistics of this possible arrangement.

It was announced that Ms. Adriana Dragomir had replaced Ms. Meera Thirunavukarasu during her maternity leave.

There was some discussion about which email address would be kept with the merging of the “Support.iSchool” and “Help.iSchool” support email addresses. It was recommended that the “Help.iSchool” email address would be maintained. Members agreed with this suggestion.

5. Long-Term Planning

Mr. Ivan Sestak presented a sample structure of the IS Hardware Budget as a planning document e.g. the software budget was not included. It was recommended that Mr. Sestak would re-articulate this document with the missing software budget information. Members agreed with this suggestion.

Prof. Kelly Lyons reviewed the one-off costs and the monthly charge for Go-To-Meeting and recommended that the iSchool community knows about this resource and that there is a booking option for it (e.g. one meeting at a time). Members agreed with this suggestion.

The Chair recommended that the membership explore other multi-use, online meeting software or other Adobe Connect products to expand offerings. The Chair requested that at the next meeting, there would be a service catalogue and listings of software services and costs as well as hardware cost information included in the document. Members agreed with this suggestion.

There was also some discussion about the future of Room 116. It was recommended that any decisions regarding Room 116 would wait until after the Task Force on Strategic Directions for Information Services had reported back with its recommendations. Members agreed with this suggestion.

6. Other business

Mr. Ivan Sestak gave a short presentation of the new website. There was also some discussion regarding the status of the iSchool Institute website. The Chair requested that Mr. Ivan Sestak and Mr. Jerome Poon-Ting report to him and Ms. Eva Piorkowski about the timeline for the completion of the work on the iSchool Institute website as it was a crucial reputation and
branding issue. It was noted by Ms. Piorkowski that externally the iSchool Institute website was associated with the iSchool itself.

There was also some discussion about the recruitment focus of the new website as well as whether there were different testing mechanisms in place for the new website with respect to testing various platforms.

Ms. Susan Brown reported that Mr. Glen Menzies, Facilities Coordinator, had sent out a message to faculty members communicating the decision to keep only the 2nd floor fax machine. This fax machine would be available to faculty members only during regular business hours; with the provision that received faxes would be delivered to their secure mailboxes. To date, he had only received two replies to his solicitation for feedback. It was reported that, if there were to be a lot of complaints in the future, they would look into other fax service options.