Information Services Committee

University of Toronto
Faculty of Information
Thursday, February 13, 2014 3:00 – 4:30 pm
Room 212 (DCR), Bissell Building

Minutes

Present: Prof. Kelly Lyons, Prof. Christoph Becker (via Skype), Prof. Patrick Keilty, Ms. Elisa Sze, Mr. Glenn Cumming, Mr. Jerome Poon-Ting, Ms. Eva Piorkowski, Ms. Nora Venezky (MMSt Student), Ms. Christie Oh (PhD Student) represented by Elysia Guzik, Mr. Andrew Drummond, Mr. Paul Weitzmann (MI Student)

Regrets: Prof. Rhonda McEwen, Ms. Laura Chuang (MI Student),

Invitees: Mr. Tony Lemmens, Prof. Lynne Howarth

Observer: Mr. Percy Lo

Recorder: Ms. Areti Vourinaris

1. Welcome

The Chair welcomed Glenn Cumming, CAO, to his first meeting of this Committee.

2. Approval of the Minutes from December 19 Meeting (attached)

Members noted minor amendments. The minutes were approved as amended under Item #4.

3. Business arising from the Minutes

The meeting scheduled in January had been cancelled due to the recent External Review.

4. 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)

- Prof. Lynne Howarth gave an overview of the work of the Subcommittee and its report (attached to the original of these minutes).
- During the discussion of the item, the following issues were raised:
  - Opportunities for generating revenue and broader consideration of iSchool’s Strategic Plan via research partnerships and strong brand of the iSchool Institute.
The Subcommittee focused on revenue-generating initiatives to support the hiring of an Executive Director recognizing that funding to hire the ED recommended for iField Institute in the TFIS Report is unlikely at this time to come either from further cost cutting (expense reduction) or from the iSchool operating budget.

- Short, medium and long-term initiatives were explored re: brand-value building, revenue-generating and other (soft) funding for generating income.
- Urgent need for the implementation of a small oversight/management group with recommended membership: ISC Chair, Manager Strategic Planning, one faculty member [Subcommittee Chair is one possibility for continuity], with iSi Interim Director and Instructional Outreach Librarian as assessors/advisors with a limited (12 month) mandate.

- Prof. Howarth welcomed comments and ideas.
- The Committee approved the motion to accept the Report from Subcommittee of the Information Services (IS) Committee.
- There was further discussion of the item, and the following issues were raised:
  - Proposed working group would need to have someone spur direction and opportunities for the short-term, not in perpetuity.
  - Challenges of trying to oversee the mandate of the TFIS recommendations when there is no one to liaise with to take direction.
  - The Chair of the Subcommittee noted that the Dean indicated that the iSi-SCS monies generated would be set aside for securing a Director as the position remains protected.
  - Immediate engagement of iSchool Institute and Information Services in working together (e.g. registration and charge system).

The Committee agreed that it was comfortable with the proposed working group.

5. Update on iSchool Institute and School of Continuing Studies

- Eva Piorkowski gave an update on the iSchool Institute and School of Continuing Studies negotiations; negotiations had concluded and as of February 4, 2014, the staff was in the re-deployment pool as there were no positions for the staff here or at the School of Continuing Studies.
- Glenn Cumming would answer any questions regarding this transition.
- iSchool Institute would continue operations until April 30, 2014 after which point the School of Continuing Studies would assume fiscal responsibility for the majority of the iSchool Institute’s course offerings.
- During the discussion of the item, the following issues were raised:
  - Transition of the website and the customer database hand-over etc.
  - Glenn Cumming would share more detailed information with Tony Lemmens.
  - Questions about the intellectual property of course content and revenue generation; in most cases it belongs to instructors and in some belongs to iSchool Institute instructors e.g. Public Library Leadership Fellows (PLLF) program and symposia with Dysart and Jones.
• The Committee noted its recognition of the sad reality that that iSchool Institute would go on without actual staff members. The Committee expressed its support for the departing iSchool Institute staff.

6. **Update on move of materials from 5th floor (Elisa)**

• Elisa Sze gave an update on the status of this project and gave criterion for back-end clean-up of items. Anything published before 2008 that had not circulated from 2008 are being targeted for Downsview. Of those targeted for Downsview, if a copy is already at Downsview, then the Inforum copy is being placed on a book truck in the Inforum lobby for anyone to take. Books that remain on the book truck after a few weeks are subsequently recycled.

• The concern about being able to keep a third of the collection on site given the conversation with space planners given that Downsview was not currently accepting any material.

• Elisa presented a first draft of the Inforum Collection Development Policy to gain input and feedback for an updated policy to reflect interdisciplinarity (attached to the original of these minutes).

• During the discussion of the item, the following issues were raised:
  o Requiring input via a working group and then input from external stakeholders, program directors, concentration liaisons, student and alumni representatives regarding collection depth.
  o The Chair suggested next steps could be circulating a current copy of the draft collection development policy at a meeting, get feedback, and develop final version.
  o A proposal to have study and basic level collection here and have the research collection at other UTL locations.
  o The suggestion to use this collection policy development as a ‘teachable moment’ for Collection Management (INF + MSL) and Practicum classes.

7. **Costing for items in research grants (Kelly)**

• The Chair will pursue with Glenn Cumming and Kathy Shyjak.

8. **Inviting research services to present to the Faculty (Kelly)**

• In process via Kathy Shyjak.

9. **Policy regarding loaner iPads (clearing the cache; iCloud requirement) (Kelly)**

• The challenges of iPads which require connecting to iCloud.

• Tony Lemmens was hoping to use iPad configuration to standardize Mac equipment.

• During the discussion of the item, the following issues were raised:
  o Inventory and asset management of iPads which are Tech Fund purchases; to what extent is user/staff responsible for clearing cache on devices.
  o The suggestion of making borrowers/users responsible for clearing cache on devices with reminder stickers on everything as we don’t have the staff to reset all devices.
  o The possibility of using an app to reset all devices given the popularity of loaned technology.
10. NVIVO (Need a machine in the Inforum for it; there is one in Robarts) (Kelly)
   - A request from PhD student to Chair to buy NVIVO for data analysis. The Chair was willing to buy a license but Tony Lemmens wanted the opportunity to find out Tech Fund’s willingness to fund the purchase of 4 licenses (for one Inforum “pod”).

11. Other business
   - Elisa Sze reported that Nalini Singh had begun setting up the iSchool Inforum’s new partnership with the Toronto Seed Library to provide an opportunity for faculty, staff, students, and alumni to participate.
   - The Chair suggested leveraging the Inforum’s Seed Library with the Faculty’s Collaborative Program in Environmental Studies.
   - Glenn Cumming and Tony Lemmens will have a meeting to discuss needs assessment in relation to budget.
   - Tony Lemmens reported that support for Internal Audit would not continue past April 30, 2014, and he was concerned about losing this potential revenue, which could be used for equipment renewal (e.g. new file server and attached storage array).
   - Glenn Cumming said that there needs to be a realistic plan to identify what is needed for unforeseen things.

Adjournment at 4:45 pm.