COUNCIL

2015-2016 Session – 3rd Regular Meeting

MINUTES

Thursday February 4, 2016

4:00pm-6:00pm

Room 728, Claude Bissell Building

PRESENT:
Members (ex officio): Prof. Wendy Duff (Dean)

Teaching Staff: Prof. Leslie Shade (Council Chair), Prof. Christoph Becker, Prof. Matthew Brower, Prof. Jenna Hartel, Prof. Cara Krmpotich, Prof. Kelly Lyons, Prof. David Phillips, Prof. Matt Ratto, Prof. Siobhan Stevenson, Prof. Anthony Wensley, Prof. Eric Yu.

Professional Librarians: Ms. Lari Langford, Ms. Elisa Sze

Senior Administrative Officers: Ms. Barbara Brown, Mr. Glenn Cumming, Ms. Anna Pralat

Associated Instructor or Sessional Lecturer:

Administrative Staff:

Students:

Doctoral: Mr. Allen Kempton

Masters (MI): Ms. Stephanie Abba, Ms. Emily Deere, Ms. Victoria Hawkins, Ms. Christopher Hogendoorn, Ms. Danielle Klein, Ms. Chelsea Misquith, Ms. Shevaun Ruby.

Masters (MMS): Ms. Dylan Dammermann, Ms. Sanja Ljaskevic

Alumni/Alumnae: Ms. Angela Henshilwood

External Members:

Assessors: Ms. Rebecca Raven
Observers: Ms. Isidora Petrovic

Recorder: Ms. Mary-Marta Briones-Bird

REGRETS: The President of the University of Toronto, Vice-President and Provost, Chief Librarian of the University, Dean of the School of Graduate Studies, Prof. Nadia Caidi, Prof. Costis Dallas, Prof. Alan Galey, Prof. Sara Grimes, Prof. Patrick Keilty, Prof. Heather MacNeil, Prof. Irina Mihalache, Ms. Nalini Singh, Ms. Kathleen O’Brien, Ms. Sari Gutman, Mr. Tristan Smyth.

ON LEAVE: Prof. Lynne Howarth, Ms. Kathleen Scheaffer, Prof. Victoria McArthur, Prof. Seamus Ross, Prof. Aviv Shachak.

ABSENCES: Prof. Jeffrey Boase, Prof. Kenzie Burchell, Prof. Brian Cantwell Smith, Prof. Brett Caraway, Prof. Mark Chignell, Prof. Chun Wei Choo, Prof. Nicole Cohen, Prof. Allesandro Delfanti, Prof. Juris Dilevko, Prof. Dimitrios Hatzinakos, Prof. Mike McCaffrey, Prof. Rhonda McEwen, Prof. Cosmin Munteanu, Prof. Jeremy Packer, Prof. Sarah Sharma, Prof. Alan Stanbridge, Ms. Susan Maltby, Ms. Rotem Anna Diamant, Ms. Ling Lam, Ms. Stephanie Pegg.

1) Call to order and acceptance of the Agenda
   Welcome and call to order from Prof. Leslie Shade.

2) Approval of the Minutes of November 26, 2015.
   Prof. Shade – The first order of business is to review the minutes of the previous meeting.

   MOTION: Prof. Kelly Lyons moved to approve the minutes, seconded by Prof. Siobhan Stevenson. Ms. Elisa Sze wanted to add a revision to page 6 of the minutes that for the summer construction, the Inforum collection will reside on the 13th floor and services on the 1st floor of Robarts Library. The majority were in favour, with one abstention, the motion was CARRIED.

3) Business arising from the Minutes
   No business arising.

4) Dean’s report
   Prof. Shade welcomed Dean Wendy Duff. Prof. Duff – Thanked everyone for the welcome.

   UTM party: Dean Duff – We are going to have a party with UTM have a bus to have faculty come out and meet the colleagues at UTM. Looking for a date sometime in March.

   Cycle of accreditation: We are going to be reviewed for accreditation next year. Every 7 years there is an accreditation review by the American Library Association (ALA). First we need to submit a plan on how we will write the self-study that is due the end of March 2016, the plan will document what’s already available out there. It will pull from a number of data sources, it is a very structured report and it breaks down into the categories to report on. As well we will pull together a committee for the plan and ask the MI students to send a representative. Can also report that Professor Linda C. Smith, Professor and Associate Dean for Academic Programs at the iSchool at Illinois, will be the Chair of our Accreditation Review Committee. The site visit is scheduled for March 27th to 28th of 2017. Normally there would be a Canadian Library Association member however it has been recently dissolved.
Health Informatics Executive Program: As you may know we provide some classes to the Health Informatics program. The Institute for Health Policy, Management, and Evaluation (IHPME) has developed a new Executive program that will be offered during the day on Fridays and Saturdays, it’s a two year program. And so we will begin to teach some of our courses in modular format.

Archives Canada: A partnership with a number of institutions, been in a conversation in some places at the University level and they have many partnerships and with the UTL with digitization. Dean Duff attended a meeting with the Mr. Larry Alford, Chief Librarian, UTL and Archives Canada to discuss future projects.

CARL Conference: The Deans and Directors of iSchool’s met at the CARL conference and discussed different ways to collaborate. One of the things that the academic librarian reported on was that often when enrolled in the research methods course as a Master student it appears it is not that apparent how useful it will be, but once in the field is has proved invaluable when working. So thought the student’s might be interested to note that finding.

Ontario Library Association (OLA) Alumni Event: This was an amazing event, tremendous thanks to Ms. Kathleen O’Brien and the Alumni for organizing a fantastic event. A big thanks as well to Ms Petrovic who was also there to help the students and coach them on networking.

Gender Neutral Washrooms (Mr. Glenn Cumming): The issue was raised by two students and they have been working with the Dean and Chief Administrative Officer to pursue the project. The gender neutral washroom issue touches on accessible washrooms as well. It is possible, although not necessarily a sure thing, that we might be able to convert some of the washrooms in Bissell to not only gender neutral washrooms but also accessible washrooms. The ability to create accessible washrooms out of this exercise will be determined by whether existing washroom entrances will allow wheel chairs to enter the washroom and make the turn into the proper area of the washroom. Funding for this work will be largely, if not totally, paid out of centrally-sourced funds. The Dean will be asked to approve this project before work commences.

Council Committees’ reports

Executive Committee
Prof. Leslie Shade – The Executive Committee met on February 3, 2016 to review the Faculty Bylaws and Constitution, the committee also invited Prof. Cara Krmpotich, Chair of the Information Services Committee and Prof. Kelly Lyons, Associate Dean Academic and Chair of Programs to attend. The committee have reviewed the Bylaws and are making the following recommendation to Council.

Recommendation No. 9: To recommend that the Information Services Committee be dissolved, that the head of the Inforum provide a report to each Faculty Council meeting, that the Faculty website be handled by the Dean’s Office, and that the Constitution and Bylaws be amended to reflect this change (Article 2, Sec. 4).

Discussion. Prof. Krmpotich – The Information Services Committee met on Oct. 28th, to discuss how the Information Services Committee functions, as it helped and directed three areas, the Inforum library, Information Technology services and the website. Because Information Technology services are being managed centrally, we can’t provide direction through a committee. In terms of the Inforum, the ISC evaluated that it was unusual to make
suggestions to the department itself and felt the librarians are very qualified to provide advice when needed. Talking with Ms. Lari Langford, Director of Information Services, she raised the point that Academic libraries very often have some form of advisory body. Regarding the website the recommendation is that there is the need to resolve the website problem soon, that there has been enough discussion, and this cannot be done in house. We thought the model of the renovations wherein a smaller committee can be struck and put to tender, is the way forward, and that this doesn’t need to be the Information Services Committee.

Please provide any feedback on recommendation no. 9 by March 1st to Council Chair Prof. Leslie Shade. It will be voted on at the next Council meeting.

Prof. Shade – Coming out of the Nov. 26, 2015 meeting there were a series of recommendations that were made to Council that there is the need to vote on and were also a topic of discussion at the Feb. 3, 2016 Executive meeting.

Recommendation No. 1: To remove the iSchool Institute Director as a voting member of the Information Services Committee.

MOTION: Prof. David Phillips moved to accept executive recommendation No. 1, Prof. Cara Krmpotich seconded the motion, all were in favour and the motion CARRIED.

Recommendation No. 2: To replace the member Director of Student Services with Assistant Dean, Registrarial and Student Services on the following Committees of Council: Awards Committee, Committee on Standing, Information Services Committee, Programs Committee, Recruitment and Admissions Committees.

MOTION: Prof. Matt Ratto moved to accept executive recommendation No. 2, Dean Wendy Duff seconded the motion, and all were in favour and the motion CARRIED.

Recommendation No. 3: To increase the membership of the Awards Committee. To revise Article 2, Sec. 2, subsection a) from two full-time regular members of the Teaching Staff with at least one holding professorial rank; to three full-time regular members of the Teaching Staff with at least two holding professorial rank;

MOTION: Prof. David Phillips moved to accept executive recommendation No. 3, Prof. Kelly Lyons seconded the motion, all were in favour and the motion CARRIED.

Recommendation No. 4: To revise the mandate of the Awards Committee as follows: To revise Article 2, Sec. 2, subsection 4.) 4. Oversee annual awards event(s) that recognize outstanding student achievement; and to promote the discovery and applications of internal and external awards for alumni, faculty, staff and students; and

MOTION: Prof. Kelly Lyons moved to accept executive recommendation No. 4, Dean Wendy Duff seconded the motion, the majority were in favour, and there was one abstention, the motion CARRIED.

Prof. Matt Ratto – The term is ‘promote’ which is not to do, just make sure that activity is going on, petition the Dean and others to make administrative resources. Prof. Brower – What about something like a 3M teaching award support coming from Awards Committee? Prof. Ratto –
Perhaps if there are multiple candidates coming forwards, Awards could assist with evaluating but not with preparing the submissions for awards per se.

**Recommendation No. 5:** To remove the Professional Librarian from the Awards Committee membership.

**MOTION:** Dean Wendy Duff moved to accept executive recommendation No. 5, Ms. Lari Langford seconded the motion, and all were in favour and the motion CARRIED.

**Recommendation No. 6:** Remove the SGS Dean’s Representative for all committees of Council.

**MOTION:** Prof. Siobhan Stevenson moved to accept executive recommendation No. 6, Mr Chris Hogendoorn seconded the motion, all were in favour and the motion CARRIED.

**Recommendation No. 7:** To revise the mandate of the Program Committee as follows: To revise Article 2, Sec. 5, subsection b) point 8.) 8. For each degree program of the Faculty, either in the Committee as a whole or in a subcommittee established for that purpose, oversee the operations, and procedures, accreditation and review of such degree program.

Discussion. Prof. David Phillips – The motion was discussed at length in both the Programs and Executive Committees and ultimately it was decided to recommend against supporting the motion. That is because it was felt that the actual procedures and administration of these accreditation processes are best done elsewhere. Dean Duff – Mentioned that it was also within the Faculty of Information Constitution to create a Special Committee of Council, perhaps not this year, maybe next year.

**MOTION:** Prof. David Phillips moved to accept executive recommendation No. 7, Dean Wendy Duff seconded the motion, all were opposed and the motion was DEFEATED.

**Recommendation No. 8:** Replace the Provostial policy cited from Policy on Interdisciplinary Education and Research Planning (2007) to the revised policy, University of Toronto Guidelines for Extra-Departmental Units (January 2015) in Article 2, Section 2, Subsection O).

**MOTION:** Ms. Chelsea Misquith moved to accept executive recommendation No. 8, Prof. Cara Krmpotich seconded the motion, the majority were in favour, one member abstained and the motion CARRIED.

b) Standing Committees

**Awards Committee**

Prof. Ratto - Thanks to Ms. Brown for her tremendous guidance, CGS-M went out today and we submitted the top 5 +1. One doctoral student nominated for Adel S. Sedra Award, nominated didn’t win but an excellent candidate nonetheless. One professor will be nominated for the JJ Berry Doctoral Supervision Award. This is a sign of the ongoing and active promotion of all times of awards as part of the ongoing activity of the Awards Committee.

**Committee on Standing**

Prof. Lyons – It’s been a busy couple of meetings, we approved 5 course work extensions, 2 late withdrawals, supported one request for a 2nd course work extension and denied one course work extension. We have also approved to Qualifying Exam Committees (Mr. Zia Babar, Mr.
Vik Pant) and two Doctoral Thesis Committees and Thesis Titles (Mr. Matthew Bouchard, Mr. Hervé St. Louis).

**Information Services Committee**
Prof. Krmpotich – Fairly summarized in the Executive report. Can provide an update on the renovations. We recognized that we needed to create a broader communication strategy, so have been working with Mr. Glenn Cumming, Ms. Kathleen O’Brien, Mr. Glen Menzies, and Ms. Barb Brown on communications, both regular and multimedia to reach the different members of our community and to keep everyone informed.

**Programs Committee**
Prof. Lyons – It has been very active in the Program Committee. Some of the highlights include posting the updated guidelines for course evaluations. The approval of a new shared course with Music, likely to be offered in 2016-17 and removing INF 3007Y and 3008Y as required courses in the doctoral program.

**Recruitment and Admissions**
**Master’s Recruitment and Admissions Committee (M-RAC)**
Prof. Hartel asked Ms. Barb Brown to speak on the committees behalf. Ms. Brown – Had a really great event, ran concurrent events, one for students interested in the Master of Information and one for prospective students interested in the Master of Museum Studies. We saw a spike of applications afterwards. Kudos to all our staff, and students who participated. We look forward to February 27th Meet and Greet. We are reaching out at UTM and UTSC. Making Feb. 27th a very special day, one general and one for specific UofT. Will be implementing a new format, when students come if they are A- and above, they give us ROSI permission to look at their grades, allow a fast track. They can come back within a week. Meet with the Dean, bring their CV. A quick understanding of how they can present themselves. It will be a normal Information Day session but with an alternate approach. Ms. Brown – Seeing more paid applications are more indicative, we are up MI 90 (218 to 306), MS (94 to 153), significant advancements being made.

**Doctoral Recruitment and Admissions (P-RAC)**
Prof. Shade noted that Prof. MacNeil, Director of the PhD Program had sent regrets for the meeting. Ms. Barb Brown presented that the committee was underway in reviewing 25 domestic applications for the PhD program, 48 applications in total.

5) **Reports from Institutes**
**Digital Curation Institute (DCI)**
Prof. Becker – Pleased to announce a 7 year, yearly Marshall McLuhan Centenary Fellowship in Digital Curation, putting together information on that and thanked the Coach House Executive Committee.

7) **Other reports**
**Careers**
Ms. Petrovic reported that she and Professor Stevenson were very busy working on the Co-op program.

**Communications and Alumni Relations**
Ms. Kathleen O’Brien has sent regrets. The report is included in the package.
Development and Advancement Initiatives

Prof. Shade – Reported that Ms. Audrey Johnson had provided a final report and members were so grateful for her contributions to the Faculty, and to welcome Ms. Robin Kester back mid-February from leave. Prof. Stevenson noted that she would be meeting with Ms. Johnson on the UNESCO initiative the following week to shortlist the candidates.

8) iSchool Students

MISC

Mr. Christopher Hogendoorn – A lot of activity in MISC.

i.) Firstly thanks to everyone the iBall was a very successful and well attended event.

ii.) MISC has decided to open the 7th floor lounge to ICCIT student from Mississauga. Prof. Wensley – Thank you for doing this, it is wonderful for the students to have a home downtown.

iii.) After much thought and consultation, MISC have decided to remove the class rep structure and to instead of students liaise with our Academic Affairs Committee Chair. The message was getting lost and students were largely bypassing class reps and going directly to the President and Vice-President.

iv.) Coffee Chats with Ms. Barb Brown are very successful and another way to connect with the administration.

MUSSA

i.) Ms. Dylan Dammerman - Like in MISC, MUSSA will also be evaluating value of class rep system. A much smaller program, may be easier to access Program Director and Instructors directly.

ii.) Bringing back to students the importance of constructive criticism on course evaluations.

iii.) May be abandoning student survey, hasn’t worked as effectively as would like.

iv.) Reporting on a great holiday part and a great trip to Niagara region with a tour of 3 museums. Two more upcoming trip, Hamilton trip on the 19th, fully booked. Two museums. A trip in March, a go bus to visit PAMA, opening up to MISC. Peel Art Gallery Museum and Archives.

a.) DSA

i.) Mr Allen Kempton – Hosted a mid-term party, it was well attended however encouraging more faculty members to please join.

ii.) Getting PhD research days thought and planned out. Having met with the Prof. Heather MacNeil and talked about the format PhD research days. Lightning talks instead of posters. Submission deadline Jan. 29th. Getting a keynote speaker right now. We are inquiring now to speakers including Prof. Grieg de Peuter from Wilfred Laurier in the Department of Communication Studies.

iii.) DSA reports that they are supportive re: removing of INF 3007Y and INF 3008Y in colloquia.

iv.) Forum Fridays has made a return with Prof. Rhonda McEwen.

9) iSchool Alumni

Ms. Henshilwood – Echoing the comments of the students, the OLA evening event at Baton Rouge was great and well attended, thanks to Dean Wendy Duff and Ms. Kathleen O’Brien, the students and others who participated to make the event so successful.

10) Other Business

11) i. Truth and Reconciliation Committee.

Ms. Dammerman – The iSchool Truth and Reconciliation met and took suggestions and it was a very constructive meeting. Prof. Krmpotich outlined a lot of areas for realignment for priorities and will speak to those at a future meeting. One of the proposals that the Dean is supporting is a $500 a
year decanal fund. Additionally Dean Duff has submitted the names of two faculty members in the hopes that they can serve on the University wide Truth and Reconciliation Committee.

**MOTION:** Motion to accept the recommendations outlined in the report and to encourage the faculty to move on the recommendations. The motion was moved by Mr Chris Hogendoorn and seconded by Prof. Siobhan Stevenson.

Discussion on the motion. Prof. Phillips – How do we really ensure this actually happens. Prof. Stevenson – For example with student learning outcomes. Prof. Brower – We are already incorporating more talks by Aboriginal scholars. Prof. Phillips – Recommended having each committee of council report on how it was undertaking to implement these proposals. Prof. Stevenson – Also stressed needing to pursue a stronger recruitment strategy as well.

**FRIENDLY AMENDMENT TO THE MOTION:** That the committees of council are asked to consider the faculty’s commitment specified in this report and to report on how they can address those commitments. Prof. David Phillips moved the friendly amendment, and Mr Christopher Hogendoorn accepted. All were in favour and the amended motion was CARRIED.

**ii. Public Library Leaders Fellowship Program (PLLF)** – Ms. Rebecca Raven – Happy to report on the PLLF program; it is offered as a continuing education program, through the iSchool. Recently had the graduation of the last class, Dean Wendy Duff, Associate Dean Academic Kelly Lyons and Mr Glenn Cumming all were in attendance at the ceremony. There are currently 19 new students in the program. We hope it will become accepted as a preferred requirement for senior positions in the field. In the process of evaluating the second cohort. Producing a report that will come here in advance of gaining support for a third cohort. If all goes well will launch a third cohort in September 2016. Getting the word out.

12) **Question period**
   No questions.

13) **Announcements**
   Prof. Shade noted that the April 14th, 2016 Faculty Council meeting may move up to Thurs. March 17th, 2016, based on moving some business that requires Council approval that has a March deadline.

14) **Adjournment**
   Prof. Eric Yu motioned to adjourn the meeting.