COUNCIL

2015-2016 Session – 3rd Regular Meeting

AGENDA

Thursday February 4, 2016

4:00pm-6:00pm

Room 728, Claude Bissell Building

1) Call to order and acceptance of the Agenda

2) Approval of the Minutes of November 26, 2015 (attached)

3) Business arising from the Minutes

4) Dean’s report
   • Gender Neutral Washrooms

5) Council Committees’ reports
   a) Executive Committee
   b) Standing Committees
      • Awards (attached)
      • Committee on Standing (attached)
      • Information Services
      • Programs (attached)
      • Recruitment and Admissions
         • Master’s (attached)
         • Doctoral

6) Reports from Institutes
   a.) Digital Curation Institute (DCI) (attached)

7) Other reports
   a) Careers (attached)
   b) Communications and Alumni Relations (attached)
   c) Development and Advancement Initiatives (attached)

8) iSchool Students
   a.) MISC
b.) MUSSA

c.) DSA

9) iSchool Alumni (attached)

10) Other Business

11) Question period

12) Announcements

13) Adjournment
COUNCIL

2015-2016 Session – 2nd Regular Meeting

MINUTES

Thursday November 26, 2015

4:00pm-6:00pm

Room 728, Claude Bissell Building

PRESENT:

Members (ex officio): Seamus Ross (Dean)

Teaching Staff: Wendy Duff (Council Chair), Christoph Becker, Matthew Brower, Alan Galey, Sara Grimes, Jenna Hartel, Cara Krmputich, Kelly Lyons, Heather MacNeil, Mike McCaffrey, Irina D. Mihalache, David Phillips, Rebecca Raven, Siobhan Stevenson.

Professional Librarians: Lari Langford, Nalini Singh, Elisa Sze

Senior Administrative Officers: Barbara Brown, Audrey M. Johnson, Anna Pralat

Associated Instructor or Sessional Lecturer:

Administrative Staff: Kathleen O’Brien

Students:

Doctoral: Harrison Smith

Masters (MI): Emily Deere, Rotem Anna Diamant, Victoria Hawkins, Sari Gutman, Christopher Hogendoorn, Danielle Klein, Ling Lam, Chelsea Misquith, Shevaun Ruby, Tristan Smyth

Masters (MMSt): Dylan Dammermann, Sanja Ljaskevic

Alumni/Alumnae: Angela Henshilwood

External Members:

Assessors:

Observers: Aleatha Cox, Isidora Petrovic

Recorder: Mary-Marta Briones-Bird
Call to order and acceptance of the Agenda

Prof. Duff called the meeting to order at 4:07pm. Mr. Chris Hogendoorn moved to accept the agenda. The agenda was accepted.

Approval of the Minutes of October 15, 2015

MOTION: Mr. Chris Hogendoorn moved to approve the minutes, Mr. Harrison Smith seconded the motion and all members were in favour and the motion to approve the minutes CARRIED.

Business arising from the Minutes

No business arising.

Dean’s report

The Faculty’s Workload Policy: Dean Ross reported that the workload policy group met earlier in the week and had made minimal changes to the policy going forward. When finalized, the report will be available on the Faculty’s website.

Public Library Leadership Fellows program: Dean Ross welcomed Ms. Rebecca Raven as a Guest Lecturer in the Public Librarian Leadership Program. Ms. Raven thanked members of Council and noted that following the legacy of Ms. Wendy Newman was no small undertaking. Ms. Raven will continue to work on developing the relationship with public libraries across Canada, continuing on the work of Ms. Newman.

Ian P. Sharpe Lecture: Dean Ross – Reminded everyone to register for the Ian P. Sharpe Lecture being given by Dr. Haim Gertner, Director of the Archives at Yad Vashem, Israel. Dr. Gertner will discuss the linkages among multiple archives holding holocaust records on Dec. 2nd at the Innis Town Hall at 6:30pm. Please register if you would like to secure a seat, as the event will be high demand.

KMDI External Review: Dean Ross – The report of the Knowledge Media and Design Institute review has become available and is attached to the Council package. The reviewers wrote a glowing and extremely positive report.

UNESCO initiative: Dean Ross – We are pleased to be launching the UNESCO pilot internship program, sending two students to Paris next spring. Dean Ross commended Ms. Audrey M. Johnson on behalf of the Faculty for her work in securing this opportunity for the students. Only two other universities have participated in this program, one in Japan and one in Pennsylvania. The internship is an extraordinary opportunity.
Sketch art project: Dean Ross – Students will continue to participate in the Sketch Art Project this year. Sketch, a very successful project for the iSchool, supports creative initiatives for street-involved, homeless and at-risk youth. More pieces will be displayed in room 728. Sketch provides a great opportunity to gain experience and exposure in the museum studies field.

New Administrators: Please join the Dean in welcoming Ms. Barbara Brown, Assistant Dean, Registrarial and Student Services and Ms. Aleatha Cox, Research Services Officer to the Faculty.

5) Council Committees’ reports

a) Executive Committee

Prof. Duff presented a series of recommendations coming forward to Council for revisions to the Faculty of Information Bylaws and Constitution. Prof. Duff reviewed the 8 proposed recommendations, and noted that they were being presented to the members of council, but would be voted on at a future meeting. Prof. Duff – highlighted the two most significant changes to the bylaws. The Executive Committee recommends expanding the Awards Committee’s mandate to include identifying and supporting awards for alumni, faculty and staff in addition to students. The Committee also recommends adding oversight of the accreditation and review of programs process to the mandate for the Programs Committee. Discussion ensued. Prof. Galey raised concerns about the significant work involved in accreditation. Prof. Duff – clarified that the Program Committee would be the central locust for oversight of the reviews and would be able to draw on resources across the Faculty to accomplish the reviews. Dean Ross – also reported that the Programs committee could also look at other opportunities for accreditation, expanding beyond the American Librarian Association (ALA), which is the current body of accreditation for the Master of Information program. Members of the Programs Committee would discuss the potential implications at the next meeting.

Please send any feedback on the recommendations to Ms. Mary-Marta Briones-Bird prior to the next Executive Committee meeting, which will be scheduled for January 2016.

b) Standing Committees

Awards Committee

Prof. Duff noted that we had not received the correct Awards report and unfortunately Prof. Ratto was not able to attend Council. Prof. Duff reported that the Awards Committee had met twice; they had reviewed SSHRC doctoral applications at one meeting and internal awards for MI and MMSt students at the other. Ms. Brown- reported that the fall 2015 awards review was underway. The Committee had received a significant number of applications and decided on a number of awards in several categories. It’s a very busy time for the committee with many applications to review.

Committee on Standing

Prof. Lyons – reported in brief from the Committee on Standing. She highlighted the formation of the doctoral thesis committees and titles for candidates, Ms. Karen Dewart McEwen and Mr. Steven Chuang.

Information Services Committee

Prof. Cara Krmpotich – Provided an update on the renovations for the 4th and 5th floor. She reported that the Capital Project and Space Allocation Committee (CaPS)’s has approved the plans. Prof. Krmpotich shared an electrical drawing, showing mainly the schematics that indicate where the lighting and electrical, heating and venting will go. The renovation will provide a lot of open space for students, more soundproofing, two research labs on the 5th floor, and a lot of space for collaboration. The space will be accessible to students 24 hours a day with fob access. She noted the Faculty should prepare for
some temporary inconvenience, as construction will break ground on April 9th, 2016. Ms. Lari Langford has been working hard to rehouse the Inforum to the 13th floor of Robarts library. During this time the collection, course loans, tech loans, collection and librarians will all be operating out of Robarts. Dr. Krmpotich gave a big thank you to Mr. Glenn Cumming, Ms. Lari Langford, the 4th and 5th floor committee members, Mr. Tony Lemmens and Mr. Glen Menzies for their tremendous work on this project.

Prof. Krmpotich – suggested that faculty, staff and students who use the 4th and 5th floor should be prepared to move off site in April as construction will be underway including asbestos abatement and so forth. The goal is to complete the construction prior to the start of class in September but this may change as with any renovation project. Prof. Krmpotich – would like to express additional gratitude to the librarians who worked to coordinate and enable the project to go ahead in one phase. She also thanked Dean Ross who worked quietly behind the scenes and secured the short term gap funding of $250,000 for the project. Graduate expansion funding of $3,000,000 will cover the overall cost of project.

Programs
Co-op Courses (for information): Prof. Kelly Lyons – reported on the approval of 4 new courses in the co-op program by the Programs Committee. The first is a preparatory course, non-credit. Students then have the option of taking two half courses (each half for a 4 month long co-op) or one full course (for an 8 month long co-op), with the courses amounting to 1.0 F.C.E. in either option. These two options allow students the maximum flexibility in either being able to complete one longer co-op placement or two shorter placements.

Revisions to the Course Evaluation Policy (for approval): Prof. Lyons reported on the draft Course Evaluation Policy for approval. Prof. Lyons pointed out that it was too resource intensive to customize access to evaluations to only the faculty wide level and this option would require in house support. Therefore at this time the faculty should regularize their policy with the University and CTSI’s recommendations. The Faculty can revisit this decision in the future. Additionally, Prof. Lyons noted that the Provost was conducting an institution wide review of the course evaluation framework so we can expect more changes to the university policy. Dean Ross serves as a member of this Provostial Advisory Committee.

MOTION: To approve the revised Faculty of Information Guidelines and Procedures for the Student Evaluation of Teaching in Courses (Nov. 26, 2015), replacing the original guidelines adopted at the April 12, 2012 Faculty Council, moved by Prof. Kelly Lyons, seconded by Prof. Alan Galey, all were in favour and the motion was CARRIED.

Recruitment and Admissions
Master’s Recruitment and Admissions (M-RAC)
Prof. Jenna Hartel – reviewed the report of the committee and thanked Ms. Barbara Brown and Mr. Adrian Berg as well as the other staff from student services for their work on the Information Days, Prof. Hartel also thanked the students for participating in the events. The committee will investigate other venues for hosting Information Days as room 205 cannot hold all potential attendees. She also noted they might hold the event in two room at the same time, and have the faculty move between the rooms. She also thanked Prof. Mihalache for her work in coordinating the Museum Studies program’s information day.

Doctoral Recruitment and Admissions (P-RAC)
Prof. Heather MacNeil – reviewed the report of the committee and thanked Ms. Laura Jantek and Mr. Adrian Berg for their hard work. The P-RAC also held an information session. Prof. MacNeil thanked the student services staff and noted the numerous tools created including digital flyers, power point presentations, etc. She also thanked Prof. Kelly Lyons and Prof. Leslie Shade, who have offered to provide doctoral students fellowships connected to their research grants. Prof. Kelly Lyons is offering a fellowship on data-driven research and Prof Leslie Shade on youth and social media.

6) Reports from Institutes
   a.) Knowledge Media and Design Institute (KMDI) External reviewer report
   Dean Ross reported that he had received the external reviewer report for KMDI. The reviewers had only high praise for the Knowledge Media and Design Institute. Some highlights in the report included recommendations to increase KMDI research profile and to increase the number of students in the introductory course to 125 students. Prof. Phillips indicated he welcomed the opportunity to review and comment on the report more carefully, as the recommendations might impact on the IDM program.

   Dean Ross – encouraged members of Council to review the report and bring any questions to the next Council meeting.

   b.) Coach House Institute (CHI) External reviewer report
   Dean Ross – The Coach House Institute review was discussed at the June Council meeting. The external review report was attached for review. The reviewers made many favourable suggestions and comments regarding the Coach House Institute. Prof. Duff asked about the appointment of the Coach House Director. Dean Ross reported that the CHI Executive Committee would meet within the next two weeks to discuss the appointment.

7) Other reports
   a) Careers Report
   Ms. Isidora Petrovic – reported that she and Prof. Stevenson had completed all the interviews with students for the co-op program. They had accepted 31 students from a variety of concentrations and are now underway securing co-op opportunities. The opportunities would come from all sectors, non-profit, private and public. Prof. Stevenson thanked Ms. Petrovic for her tremendous work on this program and indicated her excitement in seeing the program unfold. Ms. Petrovic – encouraged all members of Council to review their contact lists for potential co-op opportunities. She thanked members of Council for their involvement in developing leads.

   a) Communications and Alumni Relations
   Ms. Kathleen O’Brien reported that the faculty had a number of ongoing publicity and marketing activities underway and more to come.

   b) Development and Advancement Report
   Ms. Audrey M. Johnson reported on securing funding for internship with UNESCO in Paris for two students in the spring. UNESCO positions are primarily within the knowledge management area.

   c) Research report
   Ms. Aleatha Cox – Will be supporting doctoral students working on developing their research grants. Ms. Cox also wanted to remind Council members of the upcoming information session being held by the Innovations and Partnerships Office. Ms. Cox has been meeting with faculty members and will continue to seek one on one meetings to engage with Professors on their research proposals.

8) iSchool Students
   a.) Master of Information Student Council (MISC)
   Updates: Mr. Christopher Hogendoorn – MISC has held two meetings since the last Council meeting. The have many initiatives underway. They have had several meetings with the Dean, and
Assistant Dean, Registrarial and Student Services. They are very excited to be planning next year’s student conference and look forward to working with Ms. Brown in the future.

Merchandise: The MISC merchandise office is now up and running and have items available for sale.

Weekly newsletter: The MISC weekly digest has a new name ‘MISCellaneous’, which will be available soon.

Social: There will be an end of term holiday iBall at the Faculty Club, and all are welcome; this will be followed by the iCrawl. Space is limited, so please rsvp on the Eventbrite.

b.) Master of Museum Studies Association (MUSSA)

Holiday Party: Ms. Dylan Dammermann – noted MUSSA has a lot of activities underway. They are planning a holiday party at the Victory Café. They are also organizing a a special tour at Spadina House with cider and cookies for refreshments.

Alumni event: Special thanks to Ms. Audrey Johnson for her work on engaging alumni for an upcoming mix and museum event.

Field Trips: The first field trip was very successful; MUSSA is organizing another to Niagara Falls in January, 22-23rd, and a third to museums and archives in Hamilton on Feb. 19th. Faculty are encouraged to attend.

Merchandise – The MUSSA merchandise is now up and running, producing new shirts and other products available for sale.

c.) Doctoral Student Association (DSA)

Doctoral Mixer: Mr. Harrison Smith – Reported on the success of the Faculty Doctoral Student mixer held on Oct. 27, 2015 and noted that the DSA is organizing another for end of term.

Memorial: Mr. Smith also thanked the faculty for their support at this difficult time with the sad loss of a doctoral student. He reported that the Faculty is organizing a memorial scheduled for December 15, 2015.

9) iSchool Alumni

Ms. Angela Henshilwood – reported from the Alumni Association and encouraged students to apply for alumni research grants by the deadline, which is Nov. 30th, 2015.

10) Other Business

- Prof. Krmpotich provided an update on the working group to respond to the Truth and Reconciliation Summary of Evidence and Calls to Action regarding Museums and Archives, formed at the Oct. 15, 2015 Council meeting. Many students have pledged to volunteer. The group is continuing to work on the response and initiatives.

- Prof. Duff, who has accepted the appointment as the Interim Dean of Faculty of Information effective January 1, 2016, called for nominee for Chair of Council. A call for nominations was put forth to Council members. Prof. Duff nominated Prof. Leslie Shade who will also serve as Associate Dean, Research effective January 1, 2016

  **MOTION:** Prof. Duff moved to accept Prof. Shade as the Chair of Council, Prof. David Phillips seconded the motion, all were in favour and the motion was **CARRIED**. Prof. Leslie Shade was appointed the Chair of Council effective Jan. 1, 2016 until Dec. 31, 2017.

11) Question period

- Prof. Jenna Hartel – Thanked the alumni for the travel grants they support. The grants have enabled many students to attend conferences. The students get to present in front of international audiences, something that they could not do without this funding. The application process is not onerous. Ms. Angela Henshilwood said she would convey the gratitude to the alumni association
members. Mr. Christopher Hogendoorn – noted that the students benefited tremendously from the awards and he wanted to thank the alumni association for this opportunity on behalf of students.

12) Announcements

- Prof. Kelly Lyons – the AIS Student Chapter won an award from the School of Graduate Studies to pursue developing professional profiles for students and for professional development opportunities,
- Ms. Kathleen O’Brien – Thanked Ms. Audrey M. Johnson for her contributions to the Faculty. Ms Johnson will be leaving at the end of January. Thanks to Ms. Johnson from the Faculty.
- Prof. David Phillips – A big thank you to Dean Seamus Ross for his contributions towards the Faculty as Dean of the Faculty of Information. Thank you.

13) Adjournment

Prof. Heather MacNeil motioned to adjourn the meeting at 5:40pm.
Awards Committee

University of Toronto
Faculty of Information

Report to council

At Jan 14 meeting Barbara Brown, Assistant Dean, Registrarial & Student Services, presented us with a document outlining the eligible students for winter bursaries. Rather than evaluate all 48 applications, including letters, Barbara suggested that she evaluate and provide the committee recommendations.

We granted all three applications to the Doctoral Completion Awards funds based on their requests, spending down the total amount of this fund (refreshed yearly.)

At Jan 21 meeting we reviewed the bursary overview provided by Barbara and granted funds to students based on need and other criteria. Students will be notified by Jan. 29.

We also evaluated 11 cgs-m files (received Monday, Jan 18) along with a summary document, and began rating the applications. The top five will be submitted by Feb 3.

At the Jan 14 and 21st meetings we discussed the need for a more consultative process regarding effort associated with awards, linking awards to recruitment, development, advancement needs. The committee would like to bring this issue to the attention of council in order to determine how to move it forward.
Since the last meeting of Council, the Committee on Standing has:
Approved 5 course work extensions, 2 late withdrawals, supported 1 request for a 2nd course work extension and denied one course work extension.

On December 7th, 2015 the Committee on Standing approved the Qualifying Examination Committee (QEC) for Mr. Zia Babar as follows:

QE Committee:
Prof. Eric Yu (Supervisor),
Prof. John Mylopoulos (Dept. of Computer Science, Member),
Prof. Kelly Lyons (Member).

On December 21st, 2015 the Committee on Standing approved the Doctoral Thesis Title and Committee for Doctoral Candidate Mr. Matthew Bouchard as follows:

Supervisory Committee:
Prof. Sara Grimes (Supervisor),
Prof. Cara Krmpotich (Member),
Prof. Kelly Lyons (Member).

Thesis Title: “Playing with progression, immersion, and sociality: a study of meaning in APPMMAGs.”

On January 14th, 2016 the Committee on Standing approved the Doctoral Thesis Title and Committee for Doctoral Candidate Mr. Hervé St. Louis as follows:

Supervisory Committee:
Prof. Rhonda McEwen (Supervisor),
Prof. Brett Caraway (Member),
Prof. Cosmin Munteanu (Member).

Thesis Title: “User Perceptions of Security Risks in Multiple Authentications”.

On January 14th, 2016 the Committee on Standing approved the Qualifying Examination Committee (QEC) for Mr. Vik Pant as follows:

QE Committee:
Prof. Eric Yu (Supervisor),
Prof. Chun Wei Choo (Member),
Prof. Kelly Lyons (Member).
Faculty of Information Program Committee Report – Feb. 4, 2016

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Programs Committee

Since the last Council meeting the following items were approved in the Programs Committee:

- The revisions approved at the last Faculty Council to the “Guidelines & Procedures for the Student Evaluation of Teaching in Courses” are now available on the iSchool website in the governance section. [http://current.ischool.utoronto.ca/governance-policies](http://current.ischool.utoronto.ca/governance-policies)

- The shared course with Music and Law has been approved and there will be further information about its next offering (fall 2016 or winter 2017).

- A motion to approve removing INF 3007Y Colloquium I and INF 3008Y Colloquium II as required courses in the Doctoral Program was approved at the Dec. 3, 2015 Program Committee. It was decided that it would be better to let students decide for themselves whether to attend colloquia or not. Students have a heavy course load in their first and second years and removing INF 3007Y and INF 3008Y will give them more time to meet their other program requirements.

Since the last Council meeting the following items were discussed at the Programs Committee:

- Prof. David Phillips presented the program changes in the IDM program which runs out of the ICCIT program at UTM. These program changes will be approved via the UTM governance approval process and are brought for consultation to Faculty of Information stakeholders.

- Preliminary discussion regarding whether the MI program should reduce to 15 courses from 16.

- DAIS diploma, whether it would be advantageous to open the available prerequisite degrees up to a wider number of degrees.

- The Executive Committee’s proposal to include accreditation and reviews in the scope of the Programs Committee.
Information Day, January 16

- We welcomed a record number of attendees to Information Day.
- 53 prospective students plus guests attended the MMSt session, compared to 36 in 2015 (47% increase year over year); 112 prospective students (plus guests) attended the MI session, compared to 73 in 2015 (53% increase year over year); approximately 40 students attended both MI-MMSt sessions (CRO).
- All rooms (325 and 205) seemed full and high energy.
- Student presentations were exceptional for both programs.
- For the MI program a new “concurrent” presentation format worked well, thanks to excellent administration by Adrian Berg and the dexterity of all presenters.
- A new “chat room” approach for the MI Information Fair was also a success.
- 15 MMSt and 35 MI applicants stayed for a tour of the iSchool.

Information Day, February 27

- A special campaign will target U of T undergraduates between January 25 – February 12. Promotional pitches will be made in undergraduate courses that are taught by iSchool Faculty.
- Adrian will attend a graduate education fair at Ryerson on January 20.

Admissions

- As of January 13 there were 57 more applicants (not paid) for the MI program over 2015; 30 more applicants (not paid) for MMSt.
- As of January 13, there were 42 more applicants (paid) for the MI program and 21 more applicants (paid) for the MMSt program.

PLEASE SAVE THE DATE for the Faculty Meet & Greet with accepted applications on Saturday, April 2.

Thanks to all Faculty, Staff, and Students who help with Info Days!
A more comprehensive DCI report will be provided for the spring Council meeting; however, several updates are worth mentioning in the meantime.

The focus has been on growing the potential of the DCI and establishing a base to work on.

1. I am delighted to report that the DCI has been allocated, for the coming 7 years, funding for a yearly “Marshall McLuhan Centenary Fellowship in Digital Sustainability at the UofT iSchool Digital Curation Institute”. Details about the fellowship, selection criteria and process, and dates will follow very soon.

2. The DCI will soon get a physical location in the lab space to be constructed on the new Inforum 5th floor. Details to follow.

3. The lecture series continued with Prof. Ian Milligan in October 2015, whose lecture was very well-visited and discussed. The workshop on visualizing web archives he held the following day was fully booked and feedback was extremely positive.

4. Future events are being planned, including a 2-day workshop with the Data Carpentry, an organization who teaches researchers basic concepts, skills and tools for effectively working with data.

5. In collaboration with the Research Data Management (RDM) Working Group at UTL, we have conducted a baseline study of the library’s RDM initiative and will present it at the International Digital Curation Conference in Amsterdam in February.
Careers Report to Faculty Council

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<td>FC Meeting Date</td>
<td>February 4, 2016</td>
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<td>Isidora Petrovic, Careers Officer</td>
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**Practicum (INF2173H) and Internship (MSL3000Y) courses**

- Assisted practicum host supervisors and students with organizing placements and submitting practicum projects for the INF2173H Information Professional Practicum course (Winter 2016 term); 101 projects (*117 placements) were posted for 58 students enrolled in this course

- Assisted with MSL 3000Y MMSt Internship course by communicating with host supervisors and students with questions regarding the new portal, insurance, and similar

- Designed and delivered 2 tailored, combined, career workshops for MMSt Internship students on how to write resumes and cover letters; this workshop was held on Jan. 19; another workshop on job interviewing will be held on Feb. 12

*One project can be done by one or more students; therefore the number of placements is always higher than the number of projects

**Career Services**

- Organized a career panel with 5 ISD and KMD alumni currently employed in a variety of roles, held on Wednesday Jan. 20; for the first time, this event was promoted and open to prospective students; it was attended by approx. 20 current students and approx. 20 prospective students

- Organized a career panel with 4 alumni in prospect research roles; the event was held on Thursday, Jan. 21 and attended by approx. 20 current students

- Wrote a report and posted on the website the latest employment results from the 2015 Alumni Survey, available at: [http://current.ischool.utoronto.ca/careers/outcomes](http://current.ischool.utoronto.ca/careers/outcomes)

- Assisted with student recruitment by presenting at the recruitment information sessions for both MI and MMSt programs held at the iSchool on Saturday, Jan. 16

- Designed and delivered 7 career development workshops on topics such as career options, resume writing, etc. as part of the iSkills workshop series; All workshops were well attended and held during December and January 2016

**MI Co-op**

- Organized in-person and phone meetings with potential co-op employers, including KPMG, Archives of Ontario, RIMAC (Records and Information Management Advisory Committee)
for Ontario Ministries, Chief Librarian at Ryerson University; upcoming meetings with University Archivist and Chief Librarian at York University, LoyaltyOne, Deloitte Digital

✓ Arranged with RBC Digital to give access to MI Co-op students to attend RBC Digital information session held on campus on Jan. 19, originally intended for Engineering and Computer Science students only
✓ Promoted the co-op to potential employers from financial, government, health, education, and other sectors; answered questions about the MI program and the co-op option
✓ Collected and organized co-op job postings, and made them available to co-op students via Blackboard (ongoing January – March)
✓ Assisted co-op students with their co-op applications, e.g. reviewing resumes, in person or via email
✓ Together with the MI Co-op Director, currently preparing co-op students for the co-op work terms as part of the INF39000H Professional Preparation course

Ongoing Activities
✓ Provide career advice to students, alumni, and prospective students individually in one-hour meetings on career topics such as career options, resume, cover letter, CV, interviewing techniques, professional networking, job search, and similar
✓ Receive, verify, and post new work opportunities on the iSchool’s job site
✓ Administer and collect signed WSIB insurance forms for practicum hosts and students
COMMUNICATIONS
Publicity/Media/Event Management

- Successfully pitched UofT News to write story on Professor Irina Mihalache research on food and culture. Appeared in the campus Bulletin (using my photos shot outside food truck)
- Article in FASHION magazine featuring doctoral student Jenna Jacobson published
- Pitched freelance journalist on women entering computer science
- Gave presentation to Prof. Matt Brower’s exhibitions class on Media Relations Shared requests with faculty (e.g., comment on Wikipedia anniversary)
- Met with Alethea to discuss structure for new awards and grant page for spring/summer
- Promoted Mix With Masters and IP Sharp events
- Helped with details of IP Sharp Lecture, took photos, wrote story
- Pitched that story to UofT News and they published (with photos), Appeared in the campus Bulletin as well
- Gave iSkills presentation to students on how to write press release
- Asked Prof. Jenna Hartel to share her teaching methodologies with the Centre for Teaching Support & Innovation (CTSI), as a part of a team compiling and preparing stories for a spring 2016 publication and website that will highlight and celebrate teaching and learning at the University of Toronto
- Met with writer Heidi Singer to write historical overview of McLuhan Program
- Quoted, worked with photographers to capture Sketch ARTitecture exhibit
- Did social media and posted photo albums of events (Semaphore lab; MMSt class trip)
- Set up and managed photo shoot for Interim Dean Wendy Duff
- Reviewed and provided suggestions for employment survey
- Proofread City as Classroom Booklet
- Worked with Wendy Duff to craft outgoing messages announcing her new role (website, news story, front page banner, social media, leader announcement, list serv)
- Met with internal team to discuss branding, messaging, what makes the iSchool great, for future publications, website messages, recruiting, etc.
- Publicized Andrew Clement IXmaps press release
- Met with colleagues and wrote draft Communications Plan for upcoming renovations
- Edited and posted six news stories to website promoting faculty research, promotions, awards, and alumni & students news. Did social media
- Sold MISC merchandise internally to help raise funds for the Association
- Organized colleague’s farewell party
- Working on facts and graphics to help publicize Faculty round up statistics
- Edited UNESCO application and added logos; designed promotion pieces
- Part of new committee looking at website issues
DEVELOPMENT

Stewardship/Alumni Relations/Event Management

- Published fall alumni e-newsletter to more than 4,500 recipients
- Compared 200 return address labels to new donor list to update
- Addressed student question re grant process and set her up with professor to get advice on panel appearance
- Added new alumni to hard copy list and updated addresses from returned mail
- Updated Alumni Presidents’ Message on website
- Holiday cards for 21 FIAA executives and student reps
- Sent out 150 thank you cards to regular donors over past 7 years
- Publicized student conference grants and coordinated getting reports online
- Wrote letters to donors updating them in Donor Financial Report package
- Responded to alumnus who wanted news of fellow classmates. Arranged for research to find out more of their lives, and sent update to him
- Pitched 5 news stories to UofT News alumni newsletter. Accepted Holocaust one for social media
- Publicized and held OLA Super Conference Reception
- Attended monthly executive meetings and gave report
Advancement Highlights
Since the last Faculty Council Meeting:

UNESCO Internship
- Funding for first two years of the program has been secured ($30k from a donor and 30K matched by the Provost’s office)
- Efforts underway to secure additional money to fund two more years and build an endowment
- Recruitment process for May internships underway (see Student Services for details)

Events
- Successful Museums Studies Alumni Mixer Event held Dec 3, 2015
  - Tour of Museum of Inuit Art followed by social at Shoeless Joe’s pub
  - Opportunity to engage with alumni / donors in the Niagara Region
- Next Alumni engagement event being planned for end of April – possibly in conjunction with the McLuhan Centre.

Fundraised Revenue since May 1, 2015. (See table below)
- Year-to-date numbers show continue to show strong growth in fundraised revenue area overall compared to same time last year
- December was a very good month for gifts

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<th>YTD 2014/15</th>
<th>YTD 2015/16</th>
<th>% Increase</th>
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</tr>
<tr>
<td>Annual Fund &amp; LAG</td>
<td>37,217</td>
<td>60,036</td>
<td>38%</td>
</tr>
<tr>
<td>Other</td>
<td>800</td>
<td>3,000</td>
<td>83%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>66,517</td>
<td>146,537</td>
<td>55%</td>
</tr>
</tbody>
</table>

*Major gifts = $25K+*  
*LAG = Leadership Annual Giving (gifts between $500 – $24,999)*  
*Other includes Gifts-in-Kind and miscellaneous revenue*

- Good results anticipated in the spring in Major Gifts and bequests
Personal Note
I have left the University effective January 29, 2016 to start a new chapter of my life with my fiancée in Washington D.C. Robin Kester will return to resume the SDO role mid-February. It has been a pleasure and a privilege to serve the Faculty of Information. I will miss all my colleagues who made the work so enjoyable. Thank you and best wishes for the continued growth and success of the iSchool.

Audrey M. Johnson

For more information about any of the above, please contact (after mid-February):

Robin Kester
Senior Development Officer | Faculty of Information
Phone: 416-978-3934 | Email: robin.kester@utoronto.ca
1. **Grants and Awards Committee**
   - FIAA Outstanding Alumni Award – nominations accepted until March 31, 2016
   - FIAA Outstanding Student Award – nominations accepted until April 15, 2016
   - For more information go to: [http://www.ischool.utoronto.ca/fiaa-outstanding-alumni-award-fiaa-outstanding-student-contribution-award](http://www.ischool.utoronto.ca/fiaa-outstanding-alumni-award-fiaa-outstanding-student-contribution-award)

2. **Ask an Alum – mentoring program**
   - Our Ask an Alum (AaA) program helps iSchool students and recent grads make contacts with professionals in their field of interest
   - Currently need more mentors in the “Critical Information Studies” area
   - Please go to the AaA page for more information and to sign up: [http://www.ischool.utoronto.ca/ask-alum](http://www.ischool.utoronto.ca/ask-alum)

3. **Job Shadowing Program**
   - FIAA is currently seeking hosts to participate in this year’s Job Shadowing Program.
   - Please forward this information to anyone in the information field who might interested in hosting a student for a half or full day.
   - Contact: [jobshadow.ischool@utoronto.ca](mailto:jobshadow.ischool@utoronto.ca)