COUNCIL

2015-2016 Session – 1st Regular Meeting

A G E N D A

Thursday October 15, 2015

4:00pm-6:00pm

Room 728, Claude Bissell Building

1) Call to order and acceptance of the Agenda

2) Approval of the Minutes of June 12, 2015

3) Business arising from the Minutes

4) Dean’s report

   MOTION #1: To remove the Director of the iSchool Institute from the Committees of Council.

   MOTION #2: To change the status of the Chair of Faculty Council from a member of all faculty council committees (counting towards quorum) to a right to attend all faculty council meetings.

5) Council Committees’ reports

   a) Executive Committee
      • Nominations for the 2015-2016 Executive Committee

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

6) Reports from Institutes

   a) Identity, Privacy and Security Institute (attached)
7) Other reports
   a) Careers (attached)
   b) Communications and Alumni Relations
   c) Development and Advancement Initiatives (attached)

8) iSchool Students
   a.) MISC (attached)
   b.) MUSSA
   c.) DSA (attached)

9) iSchool Alumni

10) Other Business
    Prof. Cara Krmpotich would like to bring the following motion to Council:

    **MOTION:** That the iSchool formally respond to the Truth and Reconciliation Commission's Summary of Evidence and Calls to Action regarding Museums and Archives.

11) Question period

12) Announcements

13) Adjournment
FACULTY COUNCIL

2014-2015 Session - 5th Regular Meeting

MINUTES

Friday, June 12, 2015

9:30am-11:30am

Room 538, Claude Bissell Building

PRESENT:

Members (ex officio): Seamus Ross (Dean)

Teaching Staff: Wendy Duff (Council Chair), Christoph Becker, Matthew Brower, Nadia Caidi, Mark Chignell, Lynne Howarth, Patrick Keilty, Cara Krmpotich, Irina D. Mihalache, Brian Cantwell Smith, Siobhan Stevenson

Professional Librarians: Nalini Singh, Elisa Sze

Senior Administrative Officers: Glenn Cumming, Audrey M. Johnson, Anna Pralat

Associated Instructor or Sessional Lecturer:

Administrative Staff: Kathleen O’Brien

Students:

Doctoral: Sarah Lubelski

Masters (MI): Stephanie Abba, Christopher Hogendoorn

Masters (MMSt): Dylan Dammermann

Alumni/Alumnae: Jeannie An

External Members:

Assessors:

Observers: Isidora Petrovic
**Recorder:** 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, Angela Henshilwood, Lari Langford, Sanja Ljaskevic, Adriana Rossini, Kathleen Scheaffer, Leslie Shade, Eric Yu.

**ON LEAVE:** Alan Galey, Sara Grimes, Jenna Hartel, Kelly Lyons, Heather MacNeil, Rhonda McEwen, Matt Ratto

**ABSENCES:** Jeffrey Boase, Kenzie Burchell, Brett Caraway, Chun Wei Choo, Andrew Clement, Nicole Cohen, Costis Dallas, Juris Dilevko, Dimitrios Hatzinakos, Mike McCaffrey, David Phillips, Aviv Shachak, Alan Stanbridge, Anthony Wensley, Janel Cheng, Amanda Chernawski, Maya Cruz, Carolyn Dineen, Julia King, Peymon Montazeri, Calvin Tennakoon, Katrina Cohen-Palacios, Susan Maltby

1) **Call to order and acceptance of the Agenda**

   The meeting was called to order at 9:45-am, with quorum established. The Chair Wendy Duff welcomed all members to the fifth meeting of the Faculty of Information Council for 2014-15.

2) **Approval of the Minutes of March 20, 2015**

   **MOTION:** A motion to accept the minutes was made by Prof. Lynne Howarth and seconded by Ms. Nalini Singh, all were in favour and the motion was CARRIED.

3) **Business arising from the Minutes**

   No business arising.

4) **Dean’s report**

   **Update on the four Work Groups formed out of the external review**

   Prof. Ross noted that the Faculty has undergone an external review in January 2014 and had received the external review report in late Spring 2014. Coming out of the review 4 work groups had been set up to address a number of issues, one of those committees looked at the relationship with UTL which Council discussed at the end of the last meeting. Prof Ross indicated that Prof. Krmpotich was the Chair of two working groups on renovating the 4th and 5th floor and would be making comments on their progress later in the meeting.

   The Work Group on Undergraduate Programs has resulted in Prof. David Phillips being appointed as Director of Undergraduate Education and he was working with UTM to bring together strategies for enhancing and revitalizing the IDM program, as well as working on combined programs such as material culture with Victoria College and Books and Media with St. Michael’s College. Prof. Phillips had met with Prof. Suzanne Stevenson in the Faculty of Arts and Science about developing a minor. These initiatives could provide a potential undergraduate cohort.

   The Governance and Organizational Structure Work Group was chaired by Dean of Music, Prof. Don McLean and the Dean expressed a special note of thanks from the Faculty to Don McLean for chairing the work group. Dean Ross noted that the group had produced its report and recommended the appointment of two Associate Deans and a number of Directors. The nominations for the Directors roles is closing on June 12, 2015. The report is available on the Faculty website. The Dean has accepted the report and thought it was carefully considered and provides a way forward for the faculty. The report has also been forwarded to the Provost and the Dean has discussed with her.
Privacy Policy
The Dean noted that the University requires each Faculty have a privacy policy. The Universities policy could be adopted outright however the Dean is recommending a period of comment. The Dean noted that the Universities policy appeared robust and that internal audit expects us to have one in place Ms. Pralat will circulate for comment and the policy is enforce from until the revisions are made.

Faculty Council Calendar of meetings and Committee members
The Dean asked members of Council to note that they had been provided with a package containing committee members and dates of Council for 2015-2016 the Dean thanked the Dean’s office staff.

Research Assistantships
The Dean reported on a new opportunity for second and third year doctoral students to be involved in Research Assistantships as part of their funding package. No doctoral students accepted the opportunity this year; hopefully some will consider the option in the next call. The offer will be made again in April 2016 to first year students entering their second year; when we know if students accept we will put a call out to faculty members.

5) Council Committees’ reports

a) Executive Committee

i.) Committees of Council 2015-2016
Prof. Duff presented that the Executive Committee had voted on the list of Committees of Council. The list was now being presented to Council for approval.

MOTION: Prof. Cara Krmpotich moved to accept the list of committees, Prof. Siobhan Stevenson seconded the motion, all were in favour and the motion to approve the list of committees of council was CARRIED.

Prof. Duff noted that Council members should expect some change to the committee compositions as the establishment of the Associate Dean and Program Director roles would likely lead to some shifts in committee membership.

b) Standing Committees

Awards
No report.

Committee on Standing
Prof. Lynne Howarth noted that it was a very busy year in the Committee including a substantial double meeting in May 2015, in particular there was quite a lot of activity within the doctoral cohort. Prof. Howarth thanked the committee.

Information Services
Prof. Krmpotich welcomed the new student reps on the Information Services Committee and thanked the outgoing representatives.

Prof. Krmpotich noted that the ISC had been spending significant time to task the overseeing of the moving forward on the recommendations on the renovations to the 4th and 5th floor, meeting bi-weekly and the work group have been making significant progress. The group was working with campus space planners, architects. The plans are focussed on expanding pedagogical opportunities. Some of the highlights are space for stacks on the 4th floor, access...
to the majority of Inforum space for more time each day, individual group work spaces, and photocopiers accessible. The 4th floor will also allow students to engage with different technologies.

Prof. Krmpotich noted that they have access to CFI grants for the lab spaces on the 5th floor; some of the highlights include plans to build two lab spaces to support research led by faculty as well as students to pursue their own research, a board room space for research groups and committees and a 24-25 person collaborative space with gallery walls for display and engagement strategies. Prof. Krmpotich thanked everyone for his or her ongoing suggestions and feedback. The work groups would also look to have coffee and tea and cultivate the intellectual and social aspect of the space.

Program Committee

i.) INF 2159 (change in course description)

**MOTION #1:** To approve the minor modification to the INF 2159 title and course description. Moved by Prof. Patrick Keilty, seconded by Prof. Lynne Howarth, all were in favour and the motion was CARRIED.

ii.) Removal of language requirement from the MMSt degree requirement

**MOTION #2:** To approve the removal of the language requirement from the MMSt degree requirement. Prof. Cara Krmpotich moved the motion, the motion was seconded by Prof. Caidi, majority in favour, 1 vote opposition by Dean Seamus Ross. The motion was CARRIED.

Professors Brian Cantwell Smith, Krmpotich, Caidi and Dean Ross noted that it was regretful that there was the shift away from more support for language programs at the federal and university level and hoped that students would continue to seek opportunities to pursue language studies as part of their education. Chair Duff hoped that a language club could be explored and Dean Ross expressed interest to have small course offerings taught in French at the Masters level.

iii.) Four new special topics courses approved in the Programs Committee were presented to Council for information.
   a.) INF XXXXH “Special Topics: Information Ethics”.
   b.) INF XXXXH “Special Topics: Explorations in Strategic Communication and Social Entrepreneurship”.
   c.) INF XXXXH “Special Topics: Innovations in Scholarly Communication”.
   d.) INF XXXXH “Special Topics: Crossing the River: Issues, Concepts and Challenges of Digitization”.

Recruitment and Admissions
Master’s Recruitment and Admissions

Prof. Stevenson reported that it had been a good year, the enrolment in the Masters of Information program was not up significantly but nonetheless improved over the previous year. In the Museum Studies we had a very high application rate. Prof. Stevenson thanked student services for their tremendous work on the Information Days as well as the faculty members who attended. Prof. Stevenson also stressed how faculty attendance has a great impact on student enthusiasm for considering the programs. Prof. Duff noted how some of the smaller
concentrations were also growing which was an exciting development, such as the KMD concentration and the CRO option.

**Doctoral Recruitment and Admissions**
The Doctoral report was attached. Prof. Leslie Shade sent regrets to the meeting.

6) **Reports from Institutes**

   a) **Coach House Institute**
   Prof. Brian Cantwell Smith noted that they had undertaken a lot of work on preparing the self-study for the CHI. The review went well and they were waiting for the report. Prof. Smith noted that the self-study was available on the website. Dean Ross noted that the external report would be made available once announced publically and that overall it was an immensely complimentary report about the Coach House and charts a wonderful future for it.

   b) **Digital Curation Institute**
   Prof. Becker reported on the DCI. Dean Ross thanked Prof. Becker in particular for the presentation of the DCI report in connecting the report with the strategic planning goals for the faculty and encouraged all the institutes to consider using this format.

   c) **Identity, Privacy and Security Institute**
   Prof. Caidi noted that they had met with Dimitris Hatzinakos, Chair and Academic Director of IPSI that a course would be offered next year. There are efforts to engage more faculty members from different units in the Institute and the plan to move towards a collaborative program in the future.

   d) **Knowledge Media Design Institute**
   Prof. Chignell noted that the KMDI was receiving good demand for courses, particularly because of the KMD concentration, there were several hosted events and seminars and a retreat was held the previous summer, which will form the basis of the self-study which is coming shortly. Additionally, KMDI is planning a conference next June collaborating in collaboration with the centre for excellence.

   e) **Public Libraries Leadership Fellows Program**
   Prof. Ross noted that this was the Program developed by Ms. Wendy Newman. Prof. Ross noted what a wonderful program it was and the recent graduation of 20 librarians from the program for senior leaders. The Dean encouraged the Faculty to continue to hold this offering through the School of Continuing Studies as the granting of certificate is a privilege that could be easily lost. Dean Ross encouraged the faculty to maintain the continuity of the program.

8) **Other reports**

   a) **Careers**
   Ms. Isidora Petrovic noted that interest was gaining with employers for the Co-op Program. Dean Ross indicated that the Co-op Director would be selected very soon; it was waiting on the announcement of the Associate Deans.

   b) **Communications and Alumni Relations**
   Ms. Kathleen O’Brien provided an update on the activity in the Communications and Alumni relations area including a new webpage for the FIAA going back to 2011 with photos. Some of the highlights include increased numbers at the spring reunion and increased presence of the faculty in media both within and outside the University including on the Canadian Press wire service. Prof. Stevenson thanked Ms. O’Brien for her outreach efforts.

   c) **Development and Advancement Initiatives**
Ms. Kathleen O’Brien reported on behalf of Ms. Audrey Johnson who had to leave earlier. Some of the successes included raising funds for the Wendy Newman Library Leadership Award and a 47% increase in donations to the Faculty representing a 5% increase over the past year. The Dean noted that over the past 3 years, Ms. Robin Kester and Ms. Audrey Johnson have worked very hard to build the Faculty’s capacity at fundraising, in the next 3-5 years and that the faculty would be well placed for legacy gifts and more proposals to foundations.

9) iSchool Students
   a) MISC
      Mr. Christopher Hoogendoorn noted that the MISC elections were held in April. Some of the items discussed were small changes to the MISC constitution, priorities and increasing the clubs presence. There was additional discussion regarding how to improve the role of class representatives.
      As well, Mr. Hoogendoorn noted that Dr. Colin Furness had received the MISC Outstanding Instructor Award.
      Mr. Hoogendoorn also encouraged all to attend upcoming MISC social events.

   b) MUSSA
      Ms. Dylan Dammermann, President of MUSSA presented the list of new MUSSA representatives.

   c) DSA
      Ms. Sarah Lubelski noted that the DSA elections occur in the fall so existing DSA representatives on the committees would continue to attend meetings over the summer.
      Dean Ross thanked the doctoral students for their participation in the PhD Research Days and noted that Prof. Christian Sandvig the external reviewer was very delighted to participate.

10) iSchool Alumni

Ms. Jeannie An submitted the report from the Alumni Committee and noted how alumni were very encouraged to receive recommendation letters from faculty and find it very valuable. She also thanked everyone for their ongoing involvement and encourage faculty to continue to stay engaged with alumni and attend alumni events.
Prof. Duff noted that the alumni association has said they would help with the co-op program.

11) Other Business

Life and Times
Ms. Nalini Singh presented the report from Life and Times. She recommended returning to bi-monthly teas and focussing on greater turnout for fewer teas. She also noted a great turn out for the teas in 2014-15. Prof. Duff thanked the Committee for their great events over the past year.

12) Question period

   Bring forward items for the 2015-2016 Faculty Council Year
   Dean Seamus Ross noted several bring forward items for the council next year. Dean Ross provided notice of two motions coming forward for the next faculty council.

   NOTICE OF MOTION #1: The first motion is to delete the Director of the iSchool Institute from the Committees of Council as there is no Director of the iSchool Institute.
NOTICE OF MOTION #2: The second motion is to change the status of the Chair of Faculty Council from a member of all faculty council committees (counting towards quorum) to a right to attend all faculty council meetings.

Prof. Ross also noted that Ms. Nalini Singh had also discussed the Executive Committee reviewing the Bylaws and Constitution every 5 years and that the Executive committee should begin a review in the fall.

Finally Dean Ross also noted the need to begin preparing for the ALA review coming up in March of 2017 to be underway as the process to complete the review is longer than expected.

Moving to electronic format council materials
Prof. Keilty raised the question about moving away from paper copies of Council materials towards going entirely electronic. Prof. Duff noted that for reasons of accommodation it would be better to go mostly electronic and remain with a few hard copies. Discussion included reducing to 10 paper copies and projecting the agenda for council on the screen, as well council members could bring laptops and mobile devices or loan a laptop from the Inforum. In order to have the items available, members were encouraged to submit their reports 10 days before the meeting.

MOTION: To move away from paper towards electronic distribution of Faculty Council agenda and supplemental materials. Prof. Patrick Keilty moved the motion, the motion was seconded by Mr. Christopher Hoogendoorn, all were in favour and the motion was CARRIED.

Acknowledgement of the outgoing Program Directors and Committee Chairs
Prof. Ross thanked Prof. Leslie Shade and Prof. Nadia Caidi for their tireless work as PhD and MI Program Directors. He commended them for effectively fulfilling the Associate Dean roles and for an outstanding contribution. Prof. Ross also thanked all the Chairs of the Committees of Council and Prof. Howarth, Prof. Krmpotich and Prof. Stevenson for chairing some particularly challenging committees. Prof. Ross also thanked the student members of the committees for their contributions to the governance of the faculty. Finally, Dean Seamus Ross expressed thanks to Council Chair Prof. Duff for her work over the past Council year.

13) Announcements
No announcements.

14) Adjournment
Professor Lynne Howarth motioned to adjourn at 11:40am.
Faculty of Information Programs Committee Report to Faculty Council
October 15, 2015

The Programs Committee for 2015/2016 has the following members:

Faculty #1 (Chair): Prof. Kelly Lyons
Faculty #2: Prof. David Phillips
Faculty #3: Prof. Alan Galey
Faculty #4: Prof. Matt Brower
Faculty #5: Prof. Sara Grimes
Faculty #6: Prof. Mark Chignell
Registrar and Director of Student Services: Adriana Rossini
Librarian: Elisa Sze
Student (MI): 1st year rep in fall election
Student (MI): David Mason
Student (MMSt): Sarah Anderson
Student (PhD): Vanessa (Nes) Yuille
Dean: Seamus Ross
Chair of Council: Wendy Duff

Thank you to all members of the Programs Committee.

Please note that, according to the bylaws Art. 2, Sec. 5 Programs Committee (b), the Programs Committee shall, “7. Review and approve new courses in degree programs;” and “11. To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council;”

In the past, Council has been asked to approve new courses; however, new course offerings are minor modifications. As such new courses approved by the Programs Committee will be brought to Council for information only.

The Programs Committee submits the following approved changes to Faculty Council for information:

- Clarification of the wording regarding voting for the Masters Thesis Final Oral Exam from “Committee votes for Pass, Pass with Modifications, or Fail” to “Committee votes for Pass, Pass with Modifications, or Fail; outcome is determined by a majority vote”
- Special Topics in Museum Studies course (MSLxxxx) to be used for Special Topics in Museum Studies (rather than using INFxxxx)
- Approval of title change and course description for MSL2350 Museum Planning and Management: Projects, Fundraising and Human Resources to MSL2350 Museum Planning and Management: Projects and Fundraising
- Approval of a new Special Topics Course in the MMSt program: Special Topics in Museum Studies: Museum-Government Relations: International context
The Programs Committee reports on the following activities to Faculty Council:

- Feedback was provided on changes to the current undergraduate program with ICCIT (Interactive Digital Media) are being reviewed through the University of Toronto Mississauga approvals process
- The iSchool’s Guidelines & Procedures for the Student Evaluation of Teaching in Courses is currently under review by the Programs Committee
- Feedback on new courses for the Co-op Program were provided. These course proposals are being updated and will be brought for approval at the next Programs Committee Meeting
- Feedback was provided on a minor modification: to change INF2173H Information Professional Practicum from a grade course to Credit/Non Credit course; further advice is being sought before the proposal is brought for approval at the next Programs Committee Meeting

Kelly Lyons
Associate Dean, Academic
Chair of the Programs Committee
Master’s Recruiting and Admissions Committee

Report to Faculty Council

Prof. Jenna Hartel (Chair); Prof. Irina Mihalache; Prof. Eric Yu; Prof. Chun Wei Choo; Prof. Juris Dilevko; Prof. Patrick Keilty (Winter term); Librarian Nalini Singh; Student (MI) David Mason; Student (MMSt) Kate Seally; Recruitment Officer Adrian Berg; Dean Seamus Ross; Chair of Council Wendy Duff

- Adrian Berg, Recruitment Officer, will promote the iSchool at 15 outreach events through October into early November at universities across Ontario.

- Adrian has developed several iSchool alumni profiles to showcase the range of career possibilities after graduation, and more are in progress.

- New this year, there will be weekly tours led by a senior iSchool student, offered most Fridays through the year by reservation.

- We have a new iSchool Viewbook; the content has been revised and updated to include testimonials and quotes, and to highlight internships and practicum experiences.

- Additional print and electronic promotional materials have been developed with the same branding as the new Viewbook.

- We have scheduled four Information Days (2 in the fall, 2 in winter); the first Information Day is Saturday, October 24, 2015. Information Day is divided into a morning MMSt session and an afternoon MI session. The events feature a number of warm welcomes; presentations from Faculty about concentrations (for the MI) and the CRO; introductions to the Co-op and practicum; an Info Fair; displays of Faculty research; and tours of the Inforum, Semaphor, and other nearby campus highlights.

- The Committee recently approved minor changes to the instructions for the MI/MMSt application statement. The new instructions are clearer and request a shorter submission of 750 words.

- The Committee is poised to review applications starting in early Winter and to personally call accepted candidates.

- Two very enthusiastic students from the MI and MMSt program are representing the student body on the Committee.

- We have no statistics to report at this moment but there is an overall sense that this will be a strong year for applications to both programs.
Identity, Privacy and Security Institute (IPSI)

Activity Report
2014-2015
Goals and Milestones

Table 1 provides an overview of IPSI milestones as well as the results achieved during the reporting year. Details can be found in the IPSI’s website www.ipsi.utoronto.ca

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Milestones</th>
<th>Status/Deliverables</th>
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</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>Organization/Communications</td>
<td>• Ongoing communications: web, press, newsletters</td>
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<td>• Organized the fall public lecture series which ran from September to January and was once again a success attracting attendees from academia, the private sector and government.</td>
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<td>• Offered for eighth year in a row the graduate level interdisciplinary course JIE1001/ECE1518 “Seminar in Identity, Privacy and Security” having a mixed student population from the two faculties. This year’s the attendance was approximately 60% from Faculty of Applied Science and Engineering, 40% from Faculty of Information.</td>
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<td>• Continued the offering of joint Master degrees with concentration in security technologies (M.Eng.) and policies (M.I.)</td>
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<td>• Organized meeting between FASE and FI to discuss the creation of a collaborative program in security and privacy.</td>
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<td>• Continued the efforts for the attraction of new partners and enlargement of membership database.</td>
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<td>Academic Programs</td>
<td>• Deliver forums, seminar series, courses and graduate level concentrations.</td>
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<td>• Teaching assistant have been hired to help with course delivery and preparation of Lab exercises and manuals.</td>
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<td>Development Activities</td>
<td>• Build partnerships: local/international</td>
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<td>• Expand development activities from year 1</td>
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<td></td>
<td></td>
<td>• Develop industry membership program</td>
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<td></td>
<td>Research program</td>
<td>• Conduct interdisciplinary research meetings</td>
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<tr>
<td></td>
<td></td>
<td>• Develop new research proposals</td>
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<tr>
<td></td>
<td></td>
<td>• Hire research personnel</td>
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<tr>
<td>Date/place</td>
<td>Speaker/affiliation</td>
<td>Topic</td>
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<tr>
<td>October 20, 2014 MC252 12:00 noon</td>
<td>Professor Nasir Memon, NYU-Polytechnic</td>
<td>Authentication on Emerging Interfaces. Exploring alternatives to text based passwords</td>
</tr>
<tr>
<td>October 27, 2014 MC252 12:00 noon</td>
<td>Professor Andrew Clement, University of Toronto</td>
<td>Internet Privacy and Security after Snowden</td>
</tr>
<tr>
<td>November 10, 2014 MC252 12:00 noon</td>
<td>Professor Kevin Haggerty, University of Alberta</td>
<td>Surveillance: The master patterns</td>
</tr>
<tr>
<td>November 24, 2014 MC252 12:00 noon</td>
<td>Professor Avner Levin, Ryerson University</td>
<td>Losing the Battle but Winning the War? The Shift in Privacy Regulation from Collection to Use and its Implications</td>
</tr>
<tr>
<td>January 16, 2015 MC252 12:00 noon</td>
<td>Professor Gabriella Coleman, McGill University</td>
<td>Hacker, Hoaxer, Whistleblower, Spy: The Many Faces of Anonymous</td>
</tr>
</tbody>
</table>
Projected Budget  
Actual Expenditures May 1, 2014- April 30, 2015

| Administrative Staff Salary + benefits | Part time secretarial support, Directors stipend Teaching assistants | $22,000.00 | $9,012.82 |
| Equipment & Software | Equipment and software needed for courses and projects. | $1,000.00 | |
| Operating/Supplies | Maintenance of equipment, office rental fees and supplies, phone, computer support, conference support. | $5,000.00 | $3,233.95 |
| Outreach | Webcasting, website development, design & printing of brochures, annual report, letterhead, consultant fees, hospitality expenses. | $1,000.00 | |
| Seminar Series | Support for the common seminar course/series (weekly seminars) | $3,000.00 | $4,714.08 |
| Other | Sponsoring of events (retroactively for 2013-14) | | $10,000.00 |
| Total (expenses) | | $32,000.00 | $26,960.85 |

| REVENUE | Carry-over from 2013-2014 | | $120,392.17 |

Available Balance on April 30, 2015 | $93,431.32 |

Planned activities for academic year 2015-16

Table 3

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Major planned activities</th>
</tr>
</thead>
</table>
| 2015-2016 | • Continue offering specialized courses and graduate degree concentrations. Continue upgrading labs and teaching methods.  
| | • Continue improving communications with partners (academic and external) with often updates regarding activities and opportunities.  
| | • Continue Planning and promoting the annual seminar series which will include local and international experts. The series will be captured and available as a searchable web video archive.  
| | • Identify promising areas for interdisciplinary research, form alliances for the preparation and submission of major research proposals.  
| | • Support student projects related to the IPSI objectives.  
| | • Continue the efforts for creation of collaborative program in security and privacy by organizing a number of round table meetings among potential interested Departments / Faculties such as FI, FASE, Law, Public Health, Computer Science, Rotman School, and Monk centre among others. |
### IPSI Budget for 2015-2016

The tentative budget for the Academic period 2015-2016 is given in Table 4.

**Table 4. IPSI expenditures for 2015-2016**

<table>
<thead>
<tr>
<th>Planned activity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staff (salary + benefits)</td>
<td></td>
</tr>
<tr>
<td>Part time secretarial support, part time lab technician, Directors stipend, Instructor for JIE1001</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Equipment &amp; Software</td>
<td></td>
</tr>
<tr>
<td>Equipment and software needed for courses and projects in the undergraduate courses and dual M.Eng, M.I. programs</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Operating/Supplies</td>
<td></td>
</tr>
<tr>
<td>Maintenance of equipment, office rental fees and supplies, phone, computer support, conference support</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Outreach</td>
<td></td>
</tr>
<tr>
<td>Webcasting, website development, design &amp; printing of brochures, annual report, letterhead, consultant fees</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Seminar Series</td>
<td></td>
</tr>
<tr>
<td>Support for the common seminar course/ series (weekly seminars)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total (expenses)</strong></td>
<td>$30,000.00</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>Carry-over from 2013-2014</td>
<td>$93,431.32</td>
</tr>
<tr>
<td><strong>Estimated Year-End Balance on April 30, 2016</strong></td>
<td><strong>$63,431.32</strong></td>
</tr>
</tbody>
</table>

Date: June 22, 2015

**For The IPSI Managing Committee**

Professor Dimitrios Hatzinakos, ECE, IPSI Director
Careers Report to Faculty Council

**Function:** Career Services

**Report Period:** September 8, 2015 – October 8, 2015

**Report Date:** October 8, 2015

**FC Meeting Date:** October 15, 2015

**Report By:** Isidora Petrovic, Careers Officer

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**Practicum (INF2158H) and Internship (MSL3000Y) courses**

- Assisted with the special libraries practicum course (INF2158H – Fall 2015) by promoting it to 118 previous and potential new practicum hosts; answered specific questions and requests from hosts and/or students and collected 39 projects (*43 placements*) for 35 students

- Updated the database of all MMSt internships from 2005 to 2015; shared the list of previous internships with 1st year MMSt students

- Assisted with MMSt Internship course (MSL3000Y) by speaking to 1st year MMSt students during the MMSt Internship Information Session, held on Sept. 17

*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**

- Held a presentation on professional communication to incoming MI & MMSt students, together with Communications Officer, during the Orientation Day, on Sept. 10

- Organized and led 8 career development workshops regarding career options for MI and MMSt students, resume writing, job interviewing, etc. as part of the iSkills series; All workshops were very well attended

- Currently organizing 5th annual Associations Networking event to be held on Wednesday, October 21, from 4:30pm to 6:30pm in the Inforum;
  - 13 associations (AAO, ACMLA, ARLIS, APRA, ARMA, CALL, CAML, CAPAL, IRMAC, ISACA, OLA, OMA, SLA) have signed up and more are expected to attend;

- Conducted the annual alumni employment survey during the summer, analyzed responses, and wrote 2015 MI Alumni Survey Report;
  - survey was conducted in June 2015 with the graduating class of June 2014;
  - report focuses on employment status, learning outcomes and program satisfaction;
  - a separate report for MMSt alumni is being written;
  - a “public” report, focusing only on employment data, will be written and posted on the iSchool website by the end of December 2015

**MI Co-op**

- Created and wrote 3 web pages with information about the MI co-op option:
  - a page for prospective students: [www.ischool.utoronto.ca/co-op-option](http://www.ischool.utoronto.ca/co-op-option)
  - a page for current students, with more detailed information: [http://current.ischool.utoronto.ca/degrees/mi/co-op](http://current.ischool.utoronto.ca/degrees/mi/co-op)
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
Continuing Key Priorities

Supporting the iSchool Strategic Plan 2012-2017

- Develop specific fundraising strategies to address the need for increased student financial support and co-op program support. These funding priorities have been identified as key to achieving Student Recruitment goals.

The following are highlights of advancement activities since the last Faculty Council meeting toward the achievement of this goal

Wendy Newman Library Leadership Award

- Campaign launched in May
- Goal of $50,000 surpassed
- Amount raised = $56,835
- Only award of its kind at U of T
- Donor recognition unveiling held Oct 6

iSchool Summer Tea – Held July 16

- Opportunity to engage to reconnect with retired faculty, staff and librarians
- 8 RSVPs, 5 guests attended as well as current faculty and staff. Feedback was very positive. Summer holiday season was a factor in attendance.

Donor Appreciation Reception Event (DARE) – Held October 6

- Event to thank donors who have given consistently / consecutively over the last 30 years for their loyalty. With cultivation, many such donors are more likely to leave a bequest to the iSchool, or consider a major gift.
- 49 RSVPs, 41 in attendance
- Guest speaker: Author, Camilla Gibb

Donor Appreciation Video

- Produced to complement DARE
- Posted on website and iSchool YouTube channel
- Thanks to Professors Eric Yu, Jenna Hartel and Matt Ratto for allowing filming of their classes and to the students who participated.
**Fundraised Revenue since May 1st.** (See table below)
- Year-to-date numbers show an almost 50% increase in revenue across all categories compared to same time last year
- Much of the revenue attributed to campaign for Wendy Newman Award
- Initiating innovative approaches to mailings using more personal stories from alumni and students. This strategy is yielding positive results.

<table>
<thead>
<tr>
<th>Category</th>
<th>YTD 2014/15</th>
<th>YTD 2015/16</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Gifts</td>
<td>28,500</td>
<td>53,501</td>
<td>46%</td>
</tr>
<tr>
<td>Annual Fund &amp; LAG</td>
<td>19,841</td>
<td>38,582</td>
<td>49%</td>
</tr>
<tr>
<td>Other</td>
<td>500</td>
<td>3,000</td>
<td>83%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>48,841</strong></td>
<td><strong>95,083</strong></td>
<td><strong>49%</strong></td>
</tr>
</tbody>
</table>

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

**Planned Giving**
- Placing more emphasis on securing bequests and deferred gifts given the demographics of our donor base.
- Goal is to secure 3 – 4 gift intentions annually.
- One gift intention signed since May. Two additional prospects are expected to sign by year’s end.

**UNESCO Internships**
The Faculty of Information has an opportunity to develop a long-term relationship with the United Nations Education Scientific and Cultural Organization (UNESCO) to become the first designated Canadian site from which they select student interns. The success of our current Museum Studies Internship Program would not be possible without the support of the Rebanks Family Fellowship and the Vivian and David Campbell Family Foundation Summer Training Fellowship. Over the past 16 years nearly 700 students have benefited from invaluable field experience offered through the program in preparation for their careers. Based on that success, we have a unique opportunity for partnership with UNESCO, an internationally respected institution that recognizes the skills and knowledge our students have to offer. This partnership will provide opportunities to our both our Museum Studies and Master of Information students. Given that internships are unpaid, we are seeking funding to support students who participate in the program.
Program Objectives:
1. Provide international exposure and work experience to students
2. Increase the geographical diversity of institutions at which more of our students can take internships
3. Reduce the financial hardship that some students encounter in participating in an internship
4. Foster a long-term relationship with UNESCO to enable introduction of iSchool interns to other divisions of the organization

Funding:
- A proposal is in development for initial funding for the pilot program. Additional prospects are being explored.
- $26,000 is being sought to fund two students in the first year (summer 2016).

For more information about any of the above, please contact:

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Report to Faculty Council
15 October, 2014

Orientation Activities
This year’s orientation activities were nothing short of a success. Our Social Committee Co-chairs, partnered with their MUSSA counterpart, organized a unprecedentedly well-attended BBQ, followed by tours of the Robarts Library complex and the university. The next day saw a pub night at the Fox and the Fiddle, which was equally well attended. All reports from students who attended have said how much they enjoyed themselves.

2015 Autumn Governing Council Elections
On 2 October, we concluded our final election campaign of the year after a week of voting, preceded by a two-week long nomination period. We received a considerable number of nominations, and most of the available positions were contested. Despite a very robust promotion campaign on the part of our CRO, the voter turnout dropped by 10% this year. Recommendations will be made next year in an effort to increase student participation to last year’s levels and beyond. Some positions still remain unfilled, and nominations will be put forward for ratification at our next Governing Council meeting.

Wendy Newman Library Leadership Award Donation
During the summer, the Governing Council voted to donate $500 toward the newly created leadership award, in order to both celebrate and thank Wendy for all that she has done for students and the profession over the years, but also to support future students in their pursuit of leadership opportunities. Representatives from MISC were delighted to attend the plaque unveiling and the following Donor Appreciation Reception Event.

2014-2015 Student Experience Survey
The 2014-2015 Student Experience Survey report has been posted on the MISC website. 115 M.I. students, approximately 28% of those enrolled in the program, responded to the survey in late March. The survey is used by MISC largely as a tool to help guide us over the following year, and to help us gauge the makeup of the program. One of the highlights of the survey was the feedback that advocacy on behalf of students and holding more professional development events are the two
most-desired things students wish to see MISC focus on. We have taken that into account in planning our programming for the year.

Submitted by Christopher Hogendoorn, President
Doctoral Student Association Report to Faculty Council October 7, 2015

On September 9, representatives of the Doctoral Student Association (DSA) welcomed the new cohort at orientation. A meet-and-greet was held afterwards, well attended by DSA representatives and upper-year PhD students, and well received by the incoming cohort. Thank you to all who attended, both orientation and the meet-and-greet.

On September 16, the DSA annual meeting and elections were held. Following this meeting was the PhD potluck hosted in the Semaphore Lab. This was also well attended and well received by the incoming cohort. Thank you to the faculty members who attended and to those who contributed to the event, and Semaphore Lab for hosting the event. Please see below for the new representatives.

As per the results of the 2015-2016 DSA elections, the representatives are:

President: Harrison Smith
Vice-President: Allen Kempton
Treasurer: Chris Young
Secretary: Sarah Lubelski
Social Committee representatives: Harrison Smith, Karen Dewart McEwen, Mark Sedore, Alex Cybulski
Space Allocation Committee representatives: Ben Walsh, Emily Maemura
Technology Fund Committee representatives: Alex Cybulski, Brian Sutherland
Web representatives: Brian Sutherland
CUPE representative: Rebecca Noone, Chaya Litvak
Graduate Student Union (GSU) representative: Elysia Guzik, Karen Dewart McEwen
Faculty Council representative: Allen Kempton
Academic Appeals Committee representative: Sarah Lubelski
Admissions Committee representative: Mark Sedore
Committee on Standing representative: Christie Oh
Information Services Committee representative: Emily Maemura
Life and Times Committee representative: Hillary Walker Gugan
Programs Committee representative: Vanessa Yuille