AGENDA

1) Call to order and acceptance of the Agenda

2) Reading of acknowledgement of traditional land statement

3) Approval of the Minutes of March 22, 2018 (attached)

4) Business arising from the Minutes

5) Communications Received

6) Reports from Council Committees
   a) Executive Committee (attached)
      i) Motion: Approval of Standing Committee Chairs and Non-Student Members
      ii) Presentation of Standing Committee Student Members
      iii) Motion: Election of Executive Committee Members
      iv) For Information: Upcoming Revisions to Council Constitution and Bylaws
   b) Standing Committees
      • Awards Committee (attached)
      • Committee on Standing (attached)
      • Programs Committee (attached)
      • Recruitment and Admissions
         • Master’s Recruitment and Admissions (M-RAC) (attached)
         • Doctoral Recruitment and Admissions (P-RAC) (verbal report)

7) Dean’s report

8) Reports from Institutes (none received)
   a) McLuhan Centre for Culture and Technology
   b) Digital Curation Institute
   c) Identity, Privacy and Security Institute
   d) Knowledge Media Design Institute
   e) Technoscience Research Unit

8) Other reports (none received)
a) Alumni Relations  
b) Careers Officer’s Report  
c) Communications Officer’s Report  
d) Development and Advancement Initiatives  
e) Inforum  

9) Student Reports  
a.) MISC  
b.) MUSSA  
c.) DSA  

10) FIAA Report  

11) Other Business  

12) Question period  

13) Announcements  

14) Adjournment
COUNCIL
2017-2018 Session – 4th Regular Meeting

MINUTES

Thursday March 22, 2018
4:00pm-6:00pm

Room 728, Claude Bissell Building

PRESENT:

Ex-officio Members: Prof. Wendy Duff (Dean)

Teaching Staff: Prof. Periklis Andritsos, Prof. Matthew Brower, Prof. Nadia Caidi, Prof. Fiorella Foscarini, Prof. Colin Furness, Prof. Alan Galey, Prof. Jenna Hartel, Prof. Lynne Howarth, Prof. Kelly Lyons, Prof. Irina Mihalache, Prof. David Phillips, Prof. Seamus Ross, Prof. Leslie Shade, Prof. Sarah Sharma, Prof. Olivier St-Cyr, Prof. Siobhan Stevenson, Prof. Eric Yu

Professional Librarians: Eden Rusnell, Nalini Singh, Elisa Sze

Directors (affiliated units): Lari Langford (Inforum)

Senior Administrative Officers: Colin Anderson (Chair of Council), Ann Brocklehurst, Glenn Cumming, Anna Pralat

Association Instructor / Sessional Lecturer:

Administrative Staff: Christine Chan

Doctoral Student: Rianka Singh

MI Students: Lauren Ash, Susan Bond, Dominique Glassman, Sarah Gorman, Hugh Samson, Amber Shortell, Manda Vrkljan, Erin White

MMSt Students: Aurora Cacioppo, Kristen McLaughlin

Alumni:

External Members:

Non-Voting Members: Stephanie Fisher, Alex Howes, Glen Menzies, Asma Pathan
Observers: Heather McTavish, Robyn Forman, Jefferson Sporn

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. Christoph Becker, Prof. Nicole Cohen, Prof. Cara Krmpotich, Prof. Heather MacNeil, Prof. Sherry Yu, Kathleen Scheaffer, Renee Saucier

ON LEAVE: Prof. Sara Grimes, Prof. Rhonda McEwen, Prof. Brian Cantwell Smith

ABSENCES: Prof. Jeffrey Boase, Prof. William Bowen, Prof. Kenzie Burchell, Prof. Brett Caraway, Prof. Chun Wei Choo, Prof. T.L. Cowan, Prof. Costis Dallas, Prof. Alessandro Delfanti, Prof. Juris Dilevko, Prof. Alex Hanna, Prof. Dimitrios Hatzinakos, Prof. Tero Karppi, Prof. Patrick Keilty, Prof. Vicky McArthur, Prof. Cosmin Munteanu, Prof. Michelle Murphy, Prof. Jeremy Packer, Prof. Michael Petit, Prof. Matt Ratto, Prof. Aviv Shachak, Prof. Alan Stanbridge, Barbara Brown, Susan Matlby, Emma Findlay-White, Hussein Hashi, Weiqi Liu, Yohanna Yohannes, Eve Leung

1) Call to order and acceptance of the Agenda, 4:07 pm
MOTION: Prof. Siobhan Stevenson moved to accept the agenda. Susan Bond seconded. All were in favour; the motion CARRIED.

2) Reading of acknowledgement of traditional land statement by Aurora Cacioppo

3) Approval of the Minutes of March 1, 2018 (attached)
Elisa Sze proposed amendment to her speech in Appendix B: page 3, line 6 should read “including the head of the UTM library.”
MOTION: Prof. Kelly Lyons moved to approve of the minutes with above amendment. Prof. Periklis Andritsos seconded. All were in favour; the motion CARRIED.

4) Business arising from the Minutes
No business arising.

5) Council Committees' reports
   a) Executive Committee (no report received)
   b) Standing Committees
      a) Awards Committee (no report received)
      b) Committee on Standing (no report received)
      c) Programs Committee Report (attached)
         • Prof. Kelly Lyons provided overview of approved minor modifications noted in Programs Committee report. A Major Modification: Combined Degree Program proposal was brought forward for approval by Council. No questions or discussion followed.
         • MOTION: Prof. Fiorella Foscarini moved to approve the recommendation from the Programs Committee to accept the Major Modification: Combined Degree
Program proposal. Kelly Lyons seconded. All were in favour; the motion CARRIED.

d) Recruitment and Admissions
   • Master’s Recruitment and Admissions (M-RAC)
     Dean Wendy Duff reported on number of domestic and international applications received for MI and MMSt programs. No discussion or questions followed.
   • Doctoral Recruitment and Admissions (P-RAC) (attached)
     Report received. No discussion or questions followed.

6) Dean’s report
Dean Wendy Duff reported on status of the BI program, UXD Teaching Position hire, allocation of new lab space, KMDI Directorship, and committee membership and administrative roles to be filled by faculty for the upcoming year. Dean Duff reported security concerns at the Bissell Building. Dean Duff reminded that the Decanal Search will start in the fall and encouraged Faculty, Staff and Students to consider nominations for the Search Committee. Dean Duff announced the establishment of the Communication Committee. Dean Duff reported ongoing consultations related to Inforum print collection, as well as results of a building use survey and upcoming design charrette. Discussion and questions followed.

ACTION: Faculty Council, committee dates and committee membership for 2018-2019 will be posted on the Faculty of Information website by mid-May.

ACTION: The Dean’s Office will contact university campus security to investigate existing policies and potential solutions.

7) Reports from Institutes
   a) McLuhan Centre for Culture and Technology
      • Prof. Sarah Sharma reported on McLuhan centre events, research, publications, and student research opportunities for Faculty of Information students. No discussion or questions followed.
      ACTION: Prof. Sharma will provide a written report to be included in the meeting package.
   b) Digital Curation Institute (attached)
      • Report received. No discussion or questions followed.
   c) Identity, Privacy and Security Institute (attached)
      • Report received. Question posed regarding budget but no one present was able to respond. No further discussion followed.
   d) Knowledge Media Design Institute (attached)
      • Prof. Kelly Lyons provided highlights of KMDI report. No discussion or questions followed.
   e) Technoscience Research Unit (no report received)

8) Other reports
   a) Alumni Relations (no report received)
   b) Careers (attached)
      • Alex Howes provided highlights of the Careers report.
c) Communications
   • Ann Brocklehurst reported the re-launch of Inforum magazine and a regular Faculty newsletter.

d) Development and Advancement Initiatives
   • Dean Duff reported that she and the alumni officer development officer were looking into fund raising rules for potential undergraduate scholarships.

e) Inforum Director’s report
   • Lari Langford reported updated opening hours for the Inforum.

No discussion or questions followed.

9) Faculty of Information Students
   a) MISC (attached)
      • Amber Shortell provided highlights from MISC report. No discussion or questions followed.
   b) MUSSA (attached)
      • Aurora Cacioppo provided highlights from MUSSA report. There was a request from the floor for MUSSA to share their survey results regarding the Inforum collection.
   c) DSA
      • Rianka Singh announced upcoming PhD events. No discussion or questions followed.

10) FIAA report (attached)
    Heather McTavish provided highlights from the FIAA report and corrected the date for Alumni Reunion (May 31st). Questions followed.

11) Other Business
    No other business raised.

12) Question period
    No questions raised.

13) Announcements
    Prof. Matt Brower announced the Shelley Peterson Student Art Exhibition is happening at the University of Toronto Art Centre.

14) Adjournment
    MOTION: Susan Bond moved to adjourn the Council; Dean Duff seconded the motion. All were in favour, the motion CARRIED.
1. Recommendation of Chairs and Non-Student Members of Council Committees

**MOTION: The Executive Committee moves that the following members be appointed to the standing committees of Council indicated for the 2018-2019 Council year.**

a) Awards Committee
   a. Chair – Prof. Eric Yu
   b. Member – Prof. Seamus Ross
   c. Member – Prof. Sara Grimes
   d. Member – Prof. Leslie Shade (Sep-Dec)
   e. Member – Prof. Heather MacNeil (Jan-Aug)

b) Committee on Standing
   a. Chair – Prof. Kelly Lyons (For information only – Bylaw Appointment)
   b. Member – Prof. Patrick Keilty
   c. Member – Prof. Eric Yu
   d. Member – Prof. Periklis Andritsos

c) Programs Committee
   a. Chair – Prof. Kelly Lyons (For information only – Bylaw Appointment)
   b. Member – Prof. Matt Brower (For information only – Bylaw Appointment)
   c. Member – Prof. Matt Ratto (For information only – Bylaw Appointment)
   d. Member – Prof. Seamus Ross (For information only – Bylaw Appointment)
   e. Member – Prof. Chun-Wei Choo (For information only – Bylaw Appointment)
   f. Member – Elisa Sze

d) Masters Recruitment and Admissions Committee
   a. Chair – Prof. Nadia Caidi
   b. Member – Prof. Jenna Hartel
   c. Member – Prof. Olivier St-Cyr
   d. Member – Prof. Eric Yu
e) PhD Recruitment and Admissions Committee
   a. Chair – Prof. Seamus Ross
   b. Member – Prof. Periklis Andritsos
   c. Member – Prof. Alan Galey
   d. Member – Prof. David Nieborg
   e. Member – Prof. Siobhan Stevenson
   f. Member – Prof. Nicole Cohen

2. Welcome of Student Members of Council Committees
   a. Executive Committee would like to invite the leaders of DSA, MISC, and MUSSA to present names of students who will serve on committees of Council for the 2018-2019 year.

3. Election of Executive Committee for 2018-2019 Council Year
   a. The following vacancies currently exist on Executive Committee
      i. Chair – Colin Anderson (For information only – Bylaw Appointment)
      ii. Dean of the Faculty of Information (For information only – Bylaw Appointment)
      iii. Teaching Staff Member 1
      iv. Teaching Staff Member 2
      v. Teaching Staff Member 3
      vi. Student MI Member
      vii. Student MMSt Member
      viii. Student PhD Member

   **MOTION:** The Executive Committee moves that Council immediately consider nominations and election of members for the vacant Executive Committee positions for the 2018-2019 Council year.

4. For Information Only – Proposed Amendments to the Faculty of Information Constitution

The Faculty of Information Constitution and Bylaws must undergo revision in order to accommodate the new Bachelor of Information program, which is expected to welcome its first class in September 2019.

In preparation for this, the Executive Committee is consulting with stakeholders from across the University and Faculty of Information students, faculty members, and staff.

Please review the attached Constitution and Bylaw documents for a draft of recommended changes. A final recommendation will be presented to Faculty of Information Council at the November 2018 meeting, with an aim to approve these revisions at the January 31 2019 meeting.
Faculty of Information Council

Constitution

Last amended by Faculty Council, March 8, 2012 and approved by UoT Governing Council Executive Committee on May 7, 2012.

Article 1 Name

Art. 1, Sec. 1
The name of this body shall be the Council of the Faculty of Information of the University of Toronto (referred to hereafter as the Council, the Faculty and the University).

Art. 1, Sec. 2
In this Constitution and in the accompanying Bylaws:

“Teaching Staff” means one who holds a teaching appointment of 50% or more in the Faculty and who holds the rank of Professor, Associate Professor, or Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor;

“Other Academic Appointment” means one who is a current University of Toronto employee who is not a member of the Teaching Staff and who teaches at least one course per year in the Faculty; or a member of the Faculty who holds a position of Sessional Lecturer I, II, or III;

“Information Services” means the over-arching unit at the Faculty that encompasses information facilities, resources, services and staff, including library, information technology, web and digital services;

“Professional Librarian” means one who holds a librarian appointment of 40% or more in the Faculty and who holds the rank of Librarian I, II, III, or IV;

“Senior Administrative Officer” means one who holds an administrative staff appointment of 40% or more in the Faculty and whose designation as “Senior Administrative Officer” is determined by the Dean in consultation with the Council’s Executive Committee;

“Administrative Staff” means one who holds an administrative staff or a Senior Research Associate appointment of 40% or more in the Faculty, who is not a Senior Administrative Officer, and who is not a member of the Teaching Staff;

“Student” means one who is registered with the University of Toronto and who is enrolled in a program of study leading to a diploma or degree in the Faculty;
“Alumni/Alumnae” means those who are graduates of any diploma or degree program currently offered or once offered at the Faculty (or predecessor schools), but who are not currently employed in the Faculty, nor enrolled as diploma or degree students in the Faculty.

“External Member” means one who is a member of a profession or organization related to the programs of the Faculty and who is not currently employed in the Faculty nor enrolled with the School of Graduate Studies as a diploma or degree student in the Faculty;

“University Member” means one who is a member of the Faculty of the University and who is not a member of the Faculty of Information, with an interest in the programs of the Faculty; and

“Programs” means the degrees, diplomas, certificates, and credits over which the Faculty has authority.

**Article 2 Powers and Duties**

Art. 2, Sec. 1

The Council exercises its powers and duties under the authority of the University of Toronto Act 1971 of the Province of Ontario, as amended (the Act);

Art. 2, Sec. 2

Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council of the University, the Council shall have the following powers and duties:

a) To determine policy regarding the academic affairs of the Faculty;

b) To determine the content and requirements of the Programs.

c) To monitor the quality and standards of the Programs;

d) To consider, and if appropriate, to approve proposals for the closure of any Programs;

e) To recommend for approval to the appropriate body of Governing Council proposals for new Programs;

f) To have delegated authority to approve proposals for major and minor modifications to existing Programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council 1. <<Footnote 1: Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.>>

g) Council shall have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University’s Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy shall be provided for information to the appropriate body of Governing Council;
h) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate;

i) To award, or to delegate to Committee(s) or officers of the Faculty to award, scholarships, bursaries, prizes and other awards over which the Faculty has responsibility;

j) To determine the rules and regulations for governing the procedures of Council and the method of appointment or election of Council members;

k) To establish, alter, or disband Standing Committees of Council as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;

l) To establish, alter, or disband Special Committees of Council to consider particular issues, as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;

m) To consider and approve policy matters of units within the Faculty when such matters are not within the purview of Standing or Special Committees;

n) To determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval;

o) To review and approve proposals concerning Extra-Departmental Units in the Faculty, pursuant to and as defined in the University of Toronto Guidelines for Extra-Departmental Units, as amended from time to time;

p) To consider and discuss review reports of Programs and/or units, consistent with protocols outlined in the University of Toronto Quality Assurance Process as amended from time to time; and

q) To have delegated authority to approve transcript notations within degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.

**Article 3 Membership**

Art. 3, Sec. 1

The membership of Council shall be as follows:

a) Ex-Officio members with voting privileges

  1. The President of the University or designate;

  2. The Vice-President and Provost of the University, or designate;
3. The Chief Librarian of the University, or designate;
4. The Dean of the School of Graduate Studies, or designate; and
5. The Dean of the Faculty.

b) Elected and appointed members with voting privileges
1. All Teaching Staff of the Faculty;
2. All Senior Research Associates of the Faculty;
3. All Professional Librarians of the Faculty;
4. All Senior Administrative Officers of the Faculty;
5. The Director or head of any unit affiliated with the Faculty, as determined by the Dean in consultation with the Executive Committee;
6. One Other Academic Appointment member, appointed by the Dean in consultation with those holding Other Academic Appointments within the Faculty, for a two-year term. Renewable once;
7. Administrative Staff. One Administrative Staff person in the Faculty, appointed by the Dean for a two-year term. Renewable once;
8. Students.
   i) Two student representatives from the Bachelor of Information program; One student representative from each concentration area and one student representative from the general program option in the Master of Information program; two student representatives from the Master of Museum Studies program; two student representatives from the Doctoral program; One student from each degree program of the Faculty, plus one additional Student for each full group of 35 students beyond the first 18 students enrolled in each degree program, enrollment being determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term;
   ii) Student members of Council and of its Committees and sub-committees shall be elected by the students, in ways to be determined by the student constituencies, so as to be representative of areas of study of the Faculty, with appropriate provision for full-time, part-time, international, and new students as appropriate;
9. Alumni/Alumnae. Two Alumni/Alumnae of the Faculty, appointed by the Dean in consultation with the Faculty’s alumni association(s) for a two-year term. Renewable once;
10. External Members. Four External Members, appointed by the Dean in consultation with professions and organizations for a two-year term. Renewable once; and
11. University Member. One University Member, appointed by the Dean for a two-year term. Renewable once.

c) Non-voting members

Commented [CA3]: FYI, based on projected enrolment for this year, this formula will result in 20 MI student member spots, 4 MMSt student member spots, and 1 PhD member spot. In the following year of Council, we could expect there to be 1 BI student member spot under this formula (and 6 BI student member spots in 4 years given the predicted steady state of 200 overall BI enrolments).
1. Non-voting Members of Council are other Sessional Lecturers of the Faculty; other Associated Instructors of the Faculty; other Administrative Staff of the Faculty; the members of Council Committees who are not members of Council; and other individuals appointed by the Executive Committee. Non-Voting Member status is accorded at each meeting of Council. Non-Voting Members shall have the right to speak at meetings of Council when recognized by the Chair, and shall not vote.

2. Observers are other interested persons who are not members or Non-Voting Members of Council. Observers do not have the right to speak at meetings unless invited by the Chair, and shall not vote.

Art. 3, Sec. 2
In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term, in consultation with the appropriate constituency.

**Article 4 Officers**

Art. 4, Sec. 1
The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments and promotions, physical resources, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees. The Dean reports directly to the Vice-President and Provost.

Art. 4, Sec. 2
At the last regularly scheduled Council meeting every two years, the Chair of Council shall be elected by those members of Council present and voting, for a two-year term. Renewable.

Art. 4, Sec. 3
In the absence of the Chair any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.

Art. 4, Sec. 4
The Secretary of Council shall be appointed by the Dean as an ex officio non-voting member.
Article 5 Terms of Office

Art. 5, Sec. 1
Terms of office of non-student members of Council and its Committees shall correspond to the Council year. Terms of office of student members shall be determined by the relevant student associations.

Article 6 Meetings

Art. 6, Sec. 1
The Council year shall be from September 1 to August 31.

Art. 6, Sec. 2
There shall normally be four regular meetings of Council in each academic year, two in the September Session and two in the January Session, to be held on dates and at times and places to be stated in the notices calling the meetings.

Art. 6, Sec. 3
Special meetings may be called by the Chair, the Dean, or by request of ten members of Council, with at least seven days’ notice. Meetings must be convened within 30 days to consider the matter(s) requiring the meeting. The purpose of such meetings shall be stated in the notice.

Art. 6, Sec. 4
Thirty-three per cent of the voting members of Council shall constitute a quorum.

Article 7 Bylaws

Art. 7, Sec. 1
The procedures of Council will be set forth in the Bylaws of Council.

Art. 7, Sec. 2
The powers, duties and composition of Standing and Special Committees shall be those set forth in the Bylaws of Council.
Art. 7, Sec. 3
The Bylaws of Council shall be approved by Council.

Art. 7, Sec. 4
The Bylaws of Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

Article 8 Parliamentary Authority

Art. 8, Sec. 1
The rules contained in the most recent edition of Alice Sturgis, The Standard Code of Parliamentary Procedure, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt.

Article 9 Amendment of Constitution

Art. 9, Sec. 1
This Constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this Constitution shall not be considered amended until approved by the Governing Council.

End of Constitution

First approval, subsequent amendments and approvals:
Article 1 Council Procedures

Art. 1, Sec. 1
Notices of regular meetings of Council shall be sent to Council members and Faculty constituencies.

Art. 1, Sec. 2
An agenda shall be distributed at least one week in advance of each regular meeting. At least the following business shall be observed by the Chair at all regular meetings:

a) Reading and disposing of the minutes of the last regular meeting and of any intervening special meetings;
b) Business arising from the minutes;
c) Reading and disposing of communications;
d) Reading and disposing of the report of the Executive Committee;
e) Reading and disposing of reports of other Standing and Special Committees;
f) Reading and disposing of other reports;
g) Question period;
h) Announcements; and
i) Other business.

Art. 1, Sec. 3
Meetings of Council shall be open, except that Council shall have the right to vote to hold meetings in camera or, during a meeting, by a simple majority of those members present and voting, to move in camera.

Art. 1, Sec. 4
It is appropriate to move in-camera when matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of having open discussion among members of
Council outweighs the desirability of adhering to the principle that meetings be open to the public or when intimate financial or personal matters of any person be disclosed at the meeting or part thereof.

Art. 1, Sec. 5
Minutes of meetings shall be kept and shall contain a record of pertinent points discussed and decisions made. Minutes shall be distributed to all members of Council and, except for meetings in camera, shall be made available.

Art. 1, Sec. 6
All motions shall be recorded in writing by the Secretary, and put from the Chair before the vote is taken. The Chair shall declare the result of every vote, and on any questions, except a motion to adjourn the Council or a debate, any member may require the number of yeas, nays and abstentions to be recorded.

Art. 1, Sec. 7
Motions pass by a simple majority of those present and voting, except as specifically provided otherwise.

Art. 1, Sec. 8
Except in the case of special meetings, notice of motion from an individual shall normally be forwarded to the Chair of Council no later than two weeks before a meeting of Council in order to have the motion included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations forthcoming from Committees.)

**Article 2 Powers, Duties and Composition of Committees**

Art. 2, Sec. 1
Executive Committee

a) The Executive Committee shall consist of the following nine voting members of Council: the Chair of Council who shall act as Chair; the Dean (or designate); at least three full-time regular members of the Teaching Staff holding professorial rank; and one Student from each degree program of the Faculty; and one member-at-large. Members, other than the Chair of Council and the Dean (or designate), shall be elected annually by Council. The Secretary of Council shall be the Secretary of the Executive Committee, as assessor, non-voting. Five voting members shall constitute a quorum.

b) It shall be the responsibility of the Executive Committee to:
1. Conduct the affairs of Council during any period when Council is not meeting, and report to Council its deliberations, recommendations and decisions;

2. Act with respect to matters of emergency, providing such actions shall be reported to Council at its next meeting;

3. Review the goals and objectives of the Faculty, the Constitution, and the By-Laws of Council at least every five years;

4. Make recommendations annually to Council on the Chair and membership of each Committee except the Executive Committee;

5. Prepare the agenda for Council meetings;

6. Act in an advisory capacity to the Chair of Council; and

7. To report to Council on its deliberations, recommendations, and decisions.

Art. 2, Sec. 2

Awards Committee

a) The Awards Committee shall consist of: the Dean (or designate); three full-time regular members of the Teaching Staff with at least two holding professorial rank; the Assistant Dean, Registrarial and Student Services (or designate), and the Chair of Council (ex-officio) non-voting. Three members shall constitute a quorum.

b) It shall be the responsibility of the Awards Committees to:

1. Work with the appropriate Recruitment and Admissions Committee to ensure that financial support and admission awards are offered to highly qualified candidates;

2. Approve candidates for other awards and financial support;

3. Review existing award records and develop the terms of reference for new awards;

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;

5. To report to Council on its deliberations, recommendations, and decisions.

c) The Awards Committee may delegate the offering of program entry awards to the appropriate Recruitment and Admissions Committee.

d) Meetings of the Committee are closed.

Art. 2, Sec. 3

Committee on Standing
a) The Committee on Standing shall consist of: the Associate Dean, Academic of the Faculty, who shall act as Chair; at least three full-time regular members of the Teaching Staff holding professorial rank; one Student from each degree program of the Faculty; the Assistant Dean, Registrarial and Student Services, and the Chair of Council (ex-officio) non-voting. No person can be a member of both the Committee on Standing and either the Graduate Department Academic Appeals Committee or the Undergraduate Appeals Committee. Five members shall constitute a quorum.

b) It shall be the responsibility of the Committee on Standing to:

1. Oversee the general consistency of grading procedures;
2. Review and approve grades;
3. Review and approve non-grade course reports;
4. Review and approve petitions for extensions to complete course work beyond the original SGS deadline;
5. Oversee annual reviews of doctoral students;
6. Approve applications to the thesis option in the Master’s program(s);
7. Approve doctoral students’ thesis titles and committees;
8. Consider applications and memorials (except academic appeals) from Students when the Committee has not previously considered the case;
9. Review and approve all undergraduate academic petitions;
10. Approve decisions about student petitions regarding re-entry; and
11. To report to Council on its deliberations, recommendations, and decisions.

c) Meetings of the Committee are closed to Student members, at the discretion of the Chair or Vice-Chair, when confidential matters concerning identifiable individuals are discussed.

d) The Committee on Standing may delegate authority to the Associate Dean, Academic and the Assistant Dean, Registrarial and Student Services to make interim decisions in urgent matters.

Art. 2, Sec. 4

Information Services Committee (Section withdrawn – March 30, 2016)

Art. 2, Sec. 5

Programs Committee

a) The Programs Committee shall consist of: the Associate Dean, Academic, who shall act as Chair; the Director of each degree program of the Faculty; the Assistant Dean, Registrarial and Student Services; one Professional Librarian; and one Student from each degree program of the Faculty. An additional...
Student from the Master of Information program, and the Chair of Council (ex-officio) non-voting. A simple majority of members shall constitute a quorum.

b) It shall be the responsibility of the Programs Committee to:

1. Follow the recommended processes for minor and major academic program graduate education changes as outlined in procedures adopted by the University, as amended from time to time;

2. Coordinate course offerings and assist in the scheduling of courses in the degree and diploma programs of the Faculty; <<Footnote 1: Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.>>

23. Oversee the integration of Information Services and iSchool Institute course offerings into the academic programs of the Faculty;

34. Regularly review and make recommendations to Council on all policies concerning each degree program and course of study;

45. Review the curricula for each degree program at least every seven years;

56. Review and make recommendations to Council on proposals for new programs and for closure of existing programs;

67. Review and approve new courses in degree programs;

78. 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 of such degree program;

89. Oversee and approve recommendations for program changes;

910. To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs;

101. 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; and

112. To report to Council on its deliberations, recommendations, and decisions.

c) Motions are passed within the Programs Committee by a two-thirds majority of those present and voting.

Art. 2, Sec. 6

Recruitment and Admissions Committees

a) Each Degree level in the Faculty shall have a Recruitment and Admissions Committee.
b) The Recruitment and Admissions Committees shall consist of: at least four full-time regular members of the Teaching Staff holding professorial rank; the Assistant Dean, Registrarial and Student Services (or designate); a student from each of the relevant degree programs, and the Chair of Council, (ex-officio) non-voting. Four members shall constitute a quorum.

c) It shall be the responsibility of each such Recruitment and Admissions Committee to:

1. Help define and implement a recruitment strategy for the Faculty at the respective degree levels;
2. Support initiatives to recruit students as required;
3. Establish admissions policies and procedures;
4. Review and make recommendations to Council in regard to entrance requirements;
5. Ensure that the qualifications of applicants seeking admission are appropriately assessed and reviewed;
6. Ensure that appropriately qualified students are admitted and offered advanced standing;
7. Work with the Awards Committee to ensure that financial support and admission awards are offered to highly qualified candidates;
8. Approve highly qualified candidates for admission awards; and

d) Meetings of the Committees when reviewing files are closed; however, meetings or portions of meetings dedicated to recruitment efforts are open.

Art. 2, Sec. 7

Undergraduate Appeals Committee

a) The Undergraduate Appeals Committee shall consist of: three full-time members of the Teaching Staff; one undergraduate student member. Three members shall constitute a quorum.

b) The Teaching Staff and Undergraduate Student members of the Undergraduate Appeals Committee must be different from those serving on the Committee on Standing.

c) It shall be the responsibility of the Undergraduate Appeals Committee to:

   a. To consider appeals against decisions of the Committee on Standing and other Committees relating to petitions from students for exemptions from the application of academic regulations or of academic standards.

   b. To create and publish regulations relating to the timing, procedure, and administration of undergraduate appeals.

d) The Undergraduate Appeals Committee’s decisions are final, but they may be appealed to the Academic Appeals Committee of the Governing Council subject to the policies set in place by the Governing Council.
Art. 2, Sec. 87

Special Committees

a) The Council or Executive Committee may appoint Special Committees to deal with any matter that normally does not fall within the responsibilities of a Standing Committee.

Article 3 Committee Procedures

Art. 3, Sec. 1

Selection and election of Council Committees

a) At the last regularly scheduled Council meeting of each year:

1. The Executive Committee shall recommend the Chairs and non-student members of all Council Committees, except the Executive Committee, for the subsequent Council year. Council shall vote on the recommendations; and

2. Council shall elect the Executive Committee for the subsequent Council year.

b) At the first regularly scheduled Council meeting of each year:

1. Student members of Council Committees, having been elected by the student constituencies, shall be announced to Council.

2. Other additions and changes to membership of Council and/or its Committees shall be reported to Council or taken into immediate consideration by Council and Council shall dispose of them.

c) At the end of the January session:

1. The Executive Committee, shall, in consultation with Committee Chairs, replace members of Council Committees who will be leaving the Faculty over the summer.

Art. 3, Sec. 2

In the case of a vacancy in elected or appointed members of a Committee which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean, in consultation with the Chair of the Committee, and, in the case of student members, in consultation with the appropriate student association, to fill the unexpired term.

Art. 3, Sec. 3

Persons who are not members of Council may be invited to serve as voting members of Committees. Such persons shall become assessors of Council.
Art. 3, Sec. 4
Committees may establish sub-committees.

Art. 3, Sec. 5
a. The Dean shall be ex officio a voting member of every Committee and sub-committee, except as specifically provided otherwise.
b. The Chair of Council shall be ex officio a non-voting member of every Committee and sub-committee, except as specifically provided otherwise.

Art. 3, Sec. 6
Persons who are not members or assessors of Council may be invited to serve as members of sub-committees.

Art. 3, Sec. 7
Persons who are not members or assessors of Council may be invited to serve as assessors on Committees and sub-committees, but shall not have the right to vote in such Committees and sub-committees.

Art. 3, Sec. 8
Any member of Council shall have the right to be present at any open meeting of any Committee or sub-committee and to be recognized. Committee members only shall have the right to vote.

Art. 3, Sec. 9
Each Committee and sub-committee shall determine, in accordance with University and Faculty policies, its own rules of procedure.

Art. 3, Sec. 10
Motions within Committees and sub-committees shall pass by a simple majority of those members present and voting, unless specifically provided otherwise.

Art. 3, Sec. 11
The Chair of each Committee normally shall be a full-time regular member of the Teaching Staff of the Faculty, except as specifically provided otherwise.

Art. 3, Sec. 12
Committees and sub-committees can choose to elect a Vice-Chair for a Committee or sub-committee from the members of each Committee or sub-committee.

Art. 3, Sec. 13
Each Committee shall meet at the call of its Chair, or Vice-Chair (if appointed), or a majority of its members.

Art. 3, Sec. 14
Meetings of Committees and sub-committees may be conducted in physical and/or digital spaces.

Art. 3, Sec. 15
Notices of meetings of Committees and sub-committees shall be sent to their members.

Art. 3, Sec. 16
Notices of meetings normally shall be given at least forty-eight hours prior to such meetings.

Art. 3, Sec. 17
The Chair shall preside at every meeting or the Vice-Chair (if appointed) shall preside, or the Chair shall appoint a Chair pro tem.

Art. 3, Sec. 18
The Chair and Vice-Chair may vote on any question.

Art. 3, Sec. 19
Minutes of all Committee and sub-committee meetings shall be kept and shall contain a record of pertinent points discussed and decisions made.
Art. 3, Sec. 20
Meetings of Committees and sub-committees shall be open except as specifically provided otherwise.

Art. 3, Sec. 21
The Council may refer any written communication on a subject coming properly within the jurisdiction of a Committee to that Committee. That Committee shall report thereon, normally at the next regular meeting of Council. Any such communications received too late to be dealt with by the appropriate Committee before the next regular meeting of Council may, by direction of the Chair of the Committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.

Art. 3, Sec. 22
Vacancies occurring in a sub-committee may be filled at any time by the Chair of the Committee in consultation with the appropriate constituency.

Article 4 Amendment of Bylaws
Art. 4, Sec. 1
These Bylaws may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

End of Bylaws

First approval, subsequent amendments and approvals:
First approved l April, l972; amended 21 July, 1995 with minor revisions 15 September, 1995; approved by Faculty Council 24 November, 1995; amended 19 March, 1999; amended and approved by Faculty Council 5 October, 2001; amended and approved by Faculty Council 21 November, 2006; amended and approved by Faculty Council 12 November, 2010; amended and approved by Faculty Council 25 November, 2011; amended and approved by Faculty Council 23 June, 2011; amended and approved by Faculty Council 15 June, 2012; amended and approved by Faculty Council 30 November, 2012; amended and approved by Faculty Council 1 March 2013; last amended and approved by Faculty Council 18 October 2013, last amended and approved by Faculty Council 30 March 2016.
Committee Membership

Voting Membership:

1. Dean of the Faculty of Information – Prof. Wendy Duff
2. Full-time regular member of Teaching staff (prof rank) #1 – Prof. Eric Yu (Chair)
3. Full-time regular member of Teaching staff (prof rank) #2 – Prof. Seamus Ross
4. Full-time regular member of Teaching staff (any rank) – Prof. Sara Grimes
5. Assistant Dean, Registrarial & Student Services – Stephanie Rose
6. Member-at-large – Prof. Leslie Shade (Sep-Dec), Prof. Heather MacNeil (Jan-August)

Non-voting Membership:

1. Chair of Council – Colin Anderson

Quorum: Three members.

Committee Activity

The Awards Committee has met once in person and has conducted other business by email since the last Faculty Council. The committee has discussed the following awards:

**Thurs Sep 27, 2018, 12:00PM** | **2019-2020 SSHRC Vanier Scholarship Nomination**

The Committee has also undertaken the following:

1. Prof. Leslie Shade coordinated a well-received SSHRC Doctoral seminar for current and prospective doctoral students in September 2018.
2. The Committee has awarded the Ethel Auster fellowship to one student for 2017-2018.
3. The Committee has awarded the Ethel Auster grant to one student for 2017-2018.
4. The Committee has awarded five PhD students grants alternate to the Ethel Auster grant in support of research expenses for 2017-2018.
5. The Committee has launched a new round of competition for the 2018-2019 Ethel Auster grant in an effort to distribute funds at the beginning of each academic year.
6. The Committee is currently receiving applications for all in-course awards via the Omnibus Awards Application on the Faculty of Information website.

Respectfully Submitted by Eric Yu, Chair, Awards Committee
Faculty of Information Committee on Standing Report – October 4, 2018

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

This report includes all items brought before the sub-Committee on Doctoral Matters and the Committee on Standing since the last meeting of Faculty Council on March 22, 2018.

The Committee on Standing has met twice since the last Faculty Council Meeting. The Committee on Standing Subcommittee on Doctoral Matters has met several times.

- **The Committee on Standing considered the following** (May 11, 2018):
  - Issued 8 academic standing letters to students with FZ grades in Winter 2018
  - Approved 4 first coursework extensions
  - Approved 5 late withdrawals without academic penalty

- **The Committee on Standing considered the following by e-vote** (June 26, 2018):
  - Approved 4 MI thesis committees and titles
  - Approved 2 thesis title changes

- **The Committee on Standing considered the following** (September 6, 2018):
  - Approved 1 first coursework extension
  - Approved 1 retroactive late withdrawal without academic penalty from 4 courses
  - Denied 1 late withdrawal without academic penalty
  - Approved 8 Master’s Thesis Titles & Committees (one by e-Vote September 26, 2018)

- **The sub-committee on Doctoral Matters reports the following:**
  - One doctoral candidate successfully completed their Final Oral Exam
  - The second half of a 4th program extension was approved
  - Approved 7 thesis committees and titles (after successful Thesis Proposal Defences)
  - Approved 2 thesis title name changes
  - Approved 2 program extensions, 1 pending more information
  - Approved 2 course extensions
Faculty of Information Programs Committee Report – October 4, 2018

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Programs Committee. Since the last Faculty Council Meeting on March 22, 2018, the Programs Committee has completed the following:

The Programs Committee approved the following and brings them to Faculty Council for information:

1. Minor Modification Proposal - Changing Program Requirements for the PhD program
2. Minor Modification Proposal – INF2174H changes to title and description
3. Minor Modification Proposal – MSL3000H changes to summer H course, course weight, description and pre-requisite
4. Minor Modification New Special Topics Course proposal - Theory and History of Media Technology
5. Minor Modification New Special Topics Course proposal – Copyright Issues for Information Professionals
6. Minor Modification New Special Topics Course proposal – Critical Studies of Social Media
7. Minor Modification New Special Topics Course proposal – Les bibliothèques et leurs publics en milieu francophone
8. Minor Modification New Special Topics Course Proposal - Artifact, Audience, Text
9. Minor Modification New Course Proposal - Experimental Design
10. Minor Modification New Course Proposal - Introduction to Statistics for Data Science
11. Minor Modification Proposal – INF2125 course title change

Also attached is the current draft of the 2018-2019 Programs Committee Plan for information of Faculty Council.
2018/2019 Programs Committee Plan

The following table highlights the planned tasks and expected timing for each; it is not meant as an exhaustive list of agenda items for each meeting of the Programs Committee. It is expected that additional tasks will be brought forward throughout the year and added to the agendas for each meeting.

**Last Updated:**
September 24
September 20, 2019 – added tasks discussed at Sept 13 meeting

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Faculty Council</th>
<th>Planned Tasks</th>
<th>Notes</th>
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| Sept 13      |                 | 1. Review committee operations guide  
2. Review programs committee plan 2018-2019  
3. Review of minor mod for new special topics course Disputed Archives  
4. Minor Mod for BI program: English requirements and academic refs | |
| Oct 4        |                 | 1. Minor mod for co-op courses INF3901Y, INF3902H, INF3903H (length of placement)  
2. Minor mod for co-op option for MI- length of placement  
3. Possible review of minor mod for new course: Vulnerable Populations and Social Ethics (Jia Xue)  
4. Possible review of minor mod for new course: Power, Media and Technology (Nicole Cohen)  
5. Review Guidelines & Procedures for the Student Evaluation of Teaching in Courses  
6. Review timeline for new course approvals for BI | |
| Oct 18       |                 | 1. Possible review of MMSt course level learning outcomes  
2. Possible review of major mod: new PhD concentration  
3. Review new concentration in Data Science | |
| Nov 1        |                 | 1. For approval: major mod – new PhD concentration  
2. For approval: major mod new concentration in Data Science | |
<p>| Nov 22       |                 | 1. Major mod: new PhD concentration | |</p>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Dec 6</td>
<td>2. Major mod: New Concentration in Data Science</td>
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<td>1. Minor modification new course proposal: UXD for GLAM (Olivier St-Cyr)</td>
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<td>Jan 10</td>
<td>1. Review guidance document for PhD level work for master’s course</td>
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<td>-remind faculty minor mods for new courses 2019-2020 should be submitted by Feb 28/Mar 14</td>
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<td>May 16</td>
<td>1. Strike a subcommittee to review MI Degree Learning Outcomes for 2019-2020</td>
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Graduate Fairs 2018:
- Promoting the iSchool at 22 outreach events from late September into mid November at the following universities across Canada: Queen’s, UTSC, UTM, McGill (Science), McGill (Arts), Concordia, Laurier (Waterloo), York, Trent, Carleton, Western, McMaster, Waterloo, Guelph, UofT & Durham College, Uoft Economics Student Association (ESA), UofT Fall Campus Day, Calgary, Mount Royal, UBC, Seneca (up from 20 events in 2017).
- Connected with 756 prospective applicants in 2017 (up from 531 in 2016)

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<thead>
<tr>
<th>Transition event</th>
<th>2016</th>
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<td>Meet &amp; Greet</td>
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Orientation: New format, from 2 days to 4 days of activities; including 4 Boot Camp Sessions, 12 Student Success workshops, General Assembly, MISC / MUssa events, Specialized Orientation Sessions for International, Part-time, CDP students.

Tours and webinars 2018-19:
- Weekly tours starting in September (every Wednesday) + evening tours and information sessions once a month starting in October
- A series of webinars and online chats will be taking place from October to July (General Admissions, Student Experience Panel & Experiential Learning, Financing Your Education, Collaborative Specializations, PhD)

Upcoming events 2018-19:
- Information Days:
  - October 20, 2018
  - November 17, 2018
  - January 12, 2019
- Meet & Greet: April 6 – faculty not required
- Getting Started: July 13 – faculty required