AGENDA

1) Call to order and acceptance of the Agenda

2) Reading of acknowledgement of traditional land statement

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

4) Business arising from the Minutes

5) Communications Received

6) Dean’s Report

7) Reports from Council Committees
   a) Executive Committee
      • Revised Faculty of Information Council Constitution and Bylaws
      • Nominations for Chair of Council
   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)

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 (none received)
   a.) MISC
   b.) MUSSA
   c.) DSA

10) FIAA Report (attached)

11) Other Business

12) Question period

13) Announcements

14) Adjournment
COUNCIL

2018-2019 Session – 2nd Regular Meeting

Thursday November 22, 2018  |  4:00pm-6:00pm  |  Room 728, Claude Bissell Building

MINUTES

PRESENT:
Ex-officio Members: Prof. Kelly Lyons (Acting Dean), Prof. Wendy Duff (Dean)

Teaching Staff: Prof. Periklis Andritsos, Prof. Matt Brower, Prof. Chun Wei Choo, Prof. Nicole Cohen, Prof. T.L. Cowan, Prof. Alessandro Delfanti, Prof. Colin Furness, Prof. Alan Gale, Prof. Jenna Hartel, Prof. Lynne Howarth, Prof. Tero Karppi, Prof. Patrick Keilty, Prof. Rhonda McEwen, Prof. Jeremy Packer, Prof. Matt Ratto, Prof. Seamus Ross, Prof. Leslie Shade, Prof. Sarah Sharma, Prof. Olivier St-Cyr, Prof. Jia Xue, Prof. Eric Yu, Prof. Sherry Yu

Professional Librarians: Victoria Owen, Nalini Singh

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

Directors (affiliated units): Lari Langford (Inforum)

Associated instructor / sessional lecturer: Vicki Whitmell

Administrative Staff: Christine Chan

Doctoral Students:

MI Students: Stephanie Anagnostou, Jason Batten-Carew, Susan Bond, Danielle Crecca, Jamie Duncan, Patty Facy, Rumman Ferdaus, Emma Findlay-White, Ride Idrees, Allen Kwan, Meagan Lau, McKinsey Manes, Andrew Micak, Hugh Samson, Manda Vrkljan, Erin White, Calvin Won

MMSt Students: Erica Chi, Laetitia Dandavino-Tardif, Natalie Heaton

Alumni: Heather McTavish

External Members:

Non-Voting Members: Alex Howes

Observers: Gaurav Bamezai, Nicholas Lindsay-Lewis, Akram Wahdan

Recorder: Carol Lee

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. Sara Grimes, Prof. Irina Mihalache, Prof. David Nieborg, Elisa Sze.
ON LEAVE: Prof. Costis Dallas, Prof. Fiorella Foscarini, Prof. Heather MacNeil

ABSENCES: Prof. Jeff Boase, Prof. Kenzie Burchell, Prof. Nadia Caidi, Prof. Brett Caraway, Prof. Juris Dilevko, Prof. Cara Krmpotich, Prof. Mary Elizabeth Luka, Prof. Cosmin Munteanu, Prof. Michael Petit, Prof. Dan Ryan, Prof. Aviv Shachak, Prof. Brian Cantwell Smith, Prof. Alan Stanbridge, Prof. Siobhan Stevenson, Prof. Anthony Wensley, Daisy Dowdall, Kathleen Scheaffer, Prof. Dimitrios Hatzinakos, Prof. Michelle Murphy, Madison Trusolino, Paula Sanchez-Nuñez de Villavicencio

1) Call to order and acceptance of the Agenda, 4:05 pm
MOTION to accept the agenda moved by Prof. Brower and seconded by Emma White. All were in favour. Motion passed.

2) Reading of acknowledgement of traditional land statement by Nicholas Lindsay Lewis

3) Approval of the Minutes of October 4, 2018 (attached)
MOTION to approve the minutes of Faculty Council held on October 4, 2018 moved by Prof. Howarth. Seconded by Prof. Choo. All were in favour. Motion passed.

4) Business arising from the Minutes
No business arising.

5) Communications Received
None received.

6) Reports from Council Committees
   a. Executive Committee (attached)
      Colin Anderson reported that the Executive Committee will take more time to revise and update the Faculty of Information Constitution and Bylaws, based on feedback and new templates provided by the Office of the Vice-Provost, Academic Programs.
   b. Standing Committees
      • Awards Committee (attached)
         Prof. Yu acknowledged contribution of Prof. Cohen and others who volunteered to review applications for the SSHRC Doctoral Awards.
      • Committee on Standing (attached)
         Prof. Lyons provided an overview of items from the subcommittee on doctoral matters and reported that the Committee on Standing has not met since the last Council on October 4, 2018.
      • Programs Committee (attached)
         • Major Modification: new ML Concentration in Human-Centred Data Science (attached)
            Prof. Lyons provided background on the approval process so far. Prof. Andritsos highlighted the human values in the concentration, ethics, visual analytics; reported high enrollment in the new course being offered this term, Introduction to Statistics for Data Science. Discussion and comments followed: projected enrollment; connection to ISD concentration; option to switch concentrations.
            MOTION to approve the major modification proposal moved by Prof. Duff and seconded by Stephanie Rose. All were in favour. Motion passed.
• **Major Modification: new PhD concentration in Media, Technology and Culture (attached)**
  Prof. Packer presented major modification proposal and reported positive commitment to more doctoral seminars delivered by a wider range of faculty. Discussion followed: how is this program differentiated from other universities; design is an elective; students admitted through one committee to one PhD program; research methods courses; students have broad humanistic and social sciences background; INF3003 is a research design course, not assumed that methods will be learned.
  MOTION to approve the major modification proposal moved by Prof. Ross and seconded by Prof. McEwen. All were in favour. Motion passed.

• **Recruitment and Admissions**
  • **Master’s Recruitment and Admissions (M-RAC) (attached)**
    Stephanie Rose acknowledged contributions of current students and faculty to the successful delivery of recent Information Day sessions.
    Discussion followed: concerns regarding program quality, class size and strategies to address these issues; growth of MUSSA and access to grants; opportunities for students to connect with instructors; reputational value of smaller classes; growth and excitement about our programs; increasing faculty members.

  • **Doctoral Recruitment and Admissions (P-RAC)**
    Prof. Ross acknowledged students, Colin Anderson, Profs Howarth, Phillips Andritsos, and Stevenson for excellent presentations at Open Day

7) **Reports from Institutes (none received)**
   a) McLuhan Centre for Culture and Technology
      Prof. Sharma reported that events are going well and provided overview of upcoming activities.
   b) Digital Curation Institute (no verbal report given)
   c) Identity, Privacy and Security Institute (no verbal report given)
   d) Knowledge Media Design Institute (no verbal report given)
   e) Technoscience Research Unit (no verbal report given)

8) **Other reports**
   a) Alumni Relations
   b) Careers Officer’s Report (attached)
      Alex Howes provided highlights from submitted report.
   c) Communications Officer’s Report
      Ann Brocklehurst reported on MMSt 50 coverage, communications committee and end-of-year communications; requested any good news stories, e.g. competitions or successful job searches.
   d) Development and Advancement Initiatives
   e) Inforum
      Lari Langford reported on users advisory committee, Quercus drop-in sessions for instructors and students, iSkills workshops, and student assistants. Prof. Ross acknowledged the tremendous contribution of Anna Oh in assisting with the transition to using Quercus.

9) **Student Reports (none received)**
   a.) MISC
Emma White reported on recent elections and social events; working with administrative staff to get access to student lists. Jamie Duncan reported on plans to enhance collaboration across the Faculty, survey committee, streamlining surveys, sharing information.

b.) MUSSA
Laetitia Dandavino-Tardif reported on recent Montreal field trip and future trips, networking with UQAM and UM students; acknowledgement of the Dean's financial support; upcoming events in December and February.

c.) DSA

10) FIAA Report (none received)
Heather McTavish reported: the fall student grant application deadline has been extended to November 30, 2018; upcoming social events with SLA and OLA in December and alumni reception as part of OLA Super Conference in January.

11) Dean’s report
Prof. Lyons reported: attended ASIST conference to let people know about dean’s search; new CLTA hired, Velian Pandelie; museum studies CLTA offer in progress; OUAC (Ontario Universities’ Application Centre) opened for Bi program for Sept 2019; confirmed that our faculty can still participate in UCDF undergraduate teaching because the Bi program is small enough; the University is now making an institutional-wide NDA guideline based on the Faculty of Information’s guidelines.

Prof. Duff reported: in response to students looking for quiet study space, classrooms can serve as quiet study space; Makerspace updates; the Provost’s Office will organize an external review of the Inforum of the Inforum in spring 2019.

ACTIONS:
Glenn Cumming will inform students of additional quiet study spaces.
Carol Lee to distribute NDA agreement (approved at Programs Committee) to Council members for feedback.

12) Other Business
None reported.

13) Question period
-What is the status of the proposed change to ISD courses in programming? Prof. Kelly replied that the minor modification is in progress, one course will move to HCDS and the other will move to ISD.
-When will the HCSA be officially announced? How will students switch or add the new concentration? Stephanie Rose reported the website will be updated soon and that Student Services will provide the information to guide students wishing to change or add the new concentration.

ACTION: Carol Lee will add ISD course change to Programs Committee planning document.

14) Announcements
All are encouraged to visit Prof. Brower’s exhibits closing Nov 23 and the other on Dec. 15. Prof. Furness reported that student business cards are in the works.

15) Adjournment, 5:50 pm
Faculty of Information Committee on Standing Report – January 31, 2019

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 November 22, 2018.

• The sub-committee on Doctoral Matters reports the following:
  o Approved 1 program extension
  o Approved 1 thesis title name change
  o Restored 1 good academic standing
  o Recommended 1 termination of registration to SGS
  o Will meet to discuss 3 requests for course extension

• The Committee on Standing considered the following (January 11, 2019):
  o Approved 7 first coursework extensions (2 multiple requests)
  o Approved 3 late withdrawal without academic penalty (2 multiple requests)
  o Approved 1 retroactive late withdrawal without academic penalty (multiple requests)
  o Approved 1 Master’s Thesis Title & Committee
Faculty of Information
Awards Committee
Report to Faculty Council
January 2019

Committee Membership

Voting Membership:
1. Dean of the Faculty of Information – Prof. Kelly Lyons (acting)
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  Applicable until Jan 7

Quorum: Three members.

Committee Activity

The Awards Committee has met twice since the last Faculty Council. The committee has discussed the following awards:

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<tr>
<th>Date</th>
<th>Awards Discussion</th>
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| Mon. Dec 3, 2019, 10:30PM | Professional Master’s Financial Aid Grant  
A.Y. Elizabeth McCullough Grant  
Dean’s Advisory Board Graduate Fellowship  
Eszter Turchanyi Memorial Grant  
FLIS 60th Anniversary Grant  
Florence Partridge Fellowship  
Hilda Wilson Fellowship in Technology, Information and Culture  
Marcia J. Nauratil Memorial Fellowship  
Mildred Adams Memorial Grant  
Mr. Paul Chan Po Sum and Mrs. Rose Chan Chi Chiu Memorial Grant  
Susan Waintman Memorial Grant  
U of T Women’s Association Adele Csima Fellowship  
John C. Polanyi Prize Ranking  
Gordon Cressy Student Leadership Awards Ranking |
| Thurs Jan 10, 2019, 12:00PM | NSERC Masters Ranking  
SSHRC Masters Ranking - Five names were put forward from the Faculty to SGS in this category.  
HBC Foundation Fellowship |

The Committee would like to especially thank Prof. Alan Galey and Prof. Cara Krmpotich, who helped adjudicate the SSHRC Masters Awards applications, which are now in the University-wide round of competition.
Faculty of Information Programs Committee Report – January 31, 2019

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Programs Committee. Since the last Faculty Council Meeting on November 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 – change in program requirement for ISD Concentration: INF1339 Computational Thinking (replacing INF1340 Programming for Information Systems)
2. Minor Modification proposal - course title change INF1340H Programming for Data Science (which is now a required course for Human-Centred Data Science)
3. Minor modification proposal – new course: UX for GLAM
5. Minor modification proposal INF2162 Rare Books and Manuscripts description change to add more detail and clearly differentiate from INF2161.
6. Undergraduate Minor Modification proposal template

The Programs committee anticipates approving the following by March 14 and will bring to the Faculty Council for information or approval (as required) at the next Council Meeting:
1. Minor modification proposal - new BI course: INF311 Information in the Cultural Imagination
3. Additional new course proposals for the BI program
4. Minor modification new course: INF3xxxH Social Scientific Methods for Media
5. Minor modification new course: INF 30xxH Cultural and Interpretative Methods for Media
6. Revised Guidelines & Procedures for the Student Evaluation of Teaching in Courses
7. Museum Studies Program Objectives and Learning Outcomes
8. Policy and Procedures for Master’s Level Courses taken for Doctoral Credit

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:**

January 28 – revised Jan 24 tasks; added BI course proposals, approval of revised guidelines for course evaluations and MMSt learning outcomes to Feb 14
January 22 – moved “MMSt course level learning outcomes” to Mar 14; added new course proposals for MCT concentration to Feb 14; added minor modifications for MI courses to Jan 24
December 14 – moved UX for GLAMS minor mod to Dec 6; added review of Guidelines for student evaluations of teaching to Jan 10.
December 3 – added minor modifications for Dec 6, moved UX for GLAMS course to future meeting
November 9 – add placeholders for BI courses review and approval
November 8 – tasks moved from Oct 18 to Nov 15 meeting
October 11 – new Nov 15 meeting date; updated completed and upcoming tasks
October 2 – added planned tasks to May meeting
September 24 – added tasks for data science major modification
September 20, 2019 – added tasks discussed at Sept 13 meeting

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<tr>
<th>Meeting Date</th>
<th>Faculty Council</th>
<th>Planned Tasks</th>
<th>Notes</th>
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<tr>
<td>Sept 13</td>
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<td>1. Review committee operations guide</td>
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<td>2. Review programs committee plan 2018-2019</td>
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<td>3. Review of minor mod for new special topics course Disputed Archives</td>
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<td>4. Minor Mod for BI program: English requirements and academic refs</td>
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<td>Oct 4</td>
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<td>1. Minor mod for co-op courses INF3901Y, INF3902H, INF3903H (length of placement)</td>
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<td>2. Minor mod for co-op option for MI length of placement</td>
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<td>3. Possible review of minor mod for new course: Power, Media and Technology (Nicole Cohen)</td>
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<td>4. For approval: Minor Mod for new special topics course Disputed Archives</td>
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<td>Oct 18</td>
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<td>1. Possible review of major mod: new PhD concentration - Media, Technology and Culture</td>
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| Nov 15     | 1. For approval: major mod—new PhD concentration in Media, Technology and Culture  
                     2. For approval: major mod new concentration in Human Centred Data Science  
                     3. Review timeline for new course approvals for BI  
                     4. Review Guidelines & Procedures for the Student Evaluation of Teaching in Courses |
| Nov 22     | 1. Major mod: new PhD concentration in Media, Technology and Culture  
                     2. Major mod: New MI Concentration in Human-Centred Data Science |
| Dec 6      | 1. Minor Modification: new required course for IS&D INF1399  
                     2. Minor Modification: course title change INF1340H  
                     3. Minor modification new course proposal: UXD for GLAM (Olivier St-Cyr) |
| Jan 10     | 1. Adoption of undergraduate minor modification templates  
                     2. Review of interpretation guidelines and Guidelines & Procedures for the Student Evaluation of Teaching in Courses |
| Jan 24     | 1. Review Minor modification for BI course: INF311  
                     2. Review Minor modification for BI course: INF351  
                     3. Approve Minor modification INF2161 description change  
                     4. Approve Minor modification INF2162 description change  
                     5. Review of MMSt course level learning outcomes  
                     6. Review guidance document for PhD level work for master’s course |
| Jan 31     |                                                                 |
| Feb 14     | 1. Approve Minor modification for BI course: INF311  
                     2. Approve Minor modification for BI course: INF351 |
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<th>Date</th>
<th>Agenda Items</th>
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| Feb 28   | 1. Minor modifications for BI courses  
          2. Minor modifications for MI courses |
| Mar 14   | 1. Minor modifications for BI courses  
          2. Minor modifications for MI courses |
| Mar 21   |              |
| May 16   | 1. Strike a subcommittee to review MI Degree Learning Outcomes for 2019-2020  
          2. For discussion: future BI-MI combined program |
Master's Recruiting and Admissions Committee

Report to Faculty Council

Nadia Caidi (Chair of MRAC), Prof. Eric Yu, Prof. Jenna Hartel, Prof. Olivier St-Cyr, Nalini Singh, Stephanie Rose, Aline Zara (MMSt), Jamie Duncan (MISC)

Report compiled by Ms. Andrea DiBiase

Winter follow up visits will be conducted at our main ‘feeder’ schools from January - March:

- 10 follow up visits in 2019: University of Toronto (Mississauga), University of Toronto (Scarborough), York University, McMaster University, Western University, University of Waterloo, Wilfrid Laurier University (Waterloo), Wilfrid Laurier University (Brantford), University of Guelph, Seneca
- Targeted outreach sent to 175 Clubs and Association at Canadian Universities
- Fall 2018 Graduate Fairs: Promoted FOI at 24 outreach events, connected with 982 prospective applicants in 2018 (up from 756 in 2017)

Information Days

- Increase in info day attendees from 2017-18 (297 attendees) to 2018-19 (505 attendees)

Double Blue Fast Track (January):

- Targeted outreach sent to 44 academic departments, 20 student associations, and Career Centres on all three U of T campuses – focus on MI ‘fast track’
- Advertisements on Facebook and on 4 plasma screens on all three U of T campuses
- 25 U of T students attended the Double Blue ‘fast track’ session
- 20 people selected for fast track consideration

BI Promotion:

- A series of recruitment initiatives to promote BI, including undergraduate classroom visits, departmental / advising office meetings, promotional posters online and info boards, on and off campus events
- Currently have 112 BI applications

Tours and webinars 2018-19:

- Weekly tours starting in January (every Tuesday)
- A series of webinars and online chats will be taking place from January – April (General Admissions, Student Experience Panel & Experiential Learning)

Upcoming events 2018-19:

- February Activities: A series of recruitment and conversion activities from February 25 – March 2
  Activities include: FOI Tours, Semaphore, Inforum, Thomas Fisher tours, mini lecture, meet and greet, general admissions presentations, Student Information Day
- Meet & Greet: April 6 – faculty not required
- Getting Started: July 13 – faculty required

NEW Videos:

- Work study students working on new concentration / program promotional videos for website and events, to be completed by end of February
Ongoing Work and Upcoming Events:

- Thursday, January 31, 2019, at 6 pm FIAA hosts the annual OLA alumni conference reception at Boston Pizza on Front Street. Students and Faculty are welcome to attend (RSVP closed January 29th).

- Saturday, February 2, 2019, at 10-4pm, we are hosting a free Alumni PD day at the Faculty of Information. We will gather together to view OLA Education Institute webinars and enjoy snacks and a light lunch. RSVP by January 31, 2019.

- In conjunction with the Inforum, we are offering 5 alumni spaces in each of the 7 winter iSkills workshops:
  1. Basic Cataloguing for Non-cataloguers (past)
  2. Introduction to Illustrator (past)
  3. Building Your Professional Network (past)
  4. Immersive Indigenous History: KAIROS blanket Exercise (past)
  5. Interactive UX Prototyping with Axure (past)
  7. Exhibition Label Writing (upcoming: Feb. 9)

- We are looking for new volunteers to join several committees - the social media committee. Elections will take place at the AGM in June looking for - VP, Treasurer, Secretary

- Human Library ASK an ALUM event will be held Wednesday, March 20th in room 417 of the Inforum, from 5 to 6:30 pm. This will give students an opportunity to “check out” alumni for a 10-minute information interview/discussion

- Grants and awards received four individual student grant application and one team application. The awards committee is meeting January 23 to decide. Decisions will be voted on at the February 13th FIAA meeting.

Completed Work and Past Events:

- We had a successful joint holiday social in partnership with SLA, Toronto Health Libraries Association and OLA - Special Libraries on Dec 11, 2018.

- A contribution was made of $280 in support of the recent student Montreal trip