AGENDA (updated March 22, 2019)

1) Call to order and acceptance of the Agenda

2) Reading of acknowledgement of traditional land statement

3) Approval of the Minutes of January 31, 2019 (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 (attached)
   b) Standing Committees
      • Awards Committee
      • 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
   a) McLuhan Centre for Culture and Technology
   b) Digital Curation Institute
   c) Identity, Privacy and Security Institute
   d) Knowledge Media Design Institute (attached)
   e) Technoscience Research Unit

8) Other reports
   a) Alumni Relations
   b) Careers Officer’s Report (attached)
   c) Communications Officer's Report
   d) Development and Advancement Initiatives
   e) Inforum
9) Student Reports (none received)
   a.) MISC (appended March 22, 2019)
   b.) MUSSA
   c.) DSA (appended March 22, 2019)

10) FIAA Report (none received) appended March 20, 2019

11) Other Business

12) Question period

13) Announcements

14) Adjournment
COUNCIL
2018-2019 Session – 3rd Regular Meeting

Thursday January 31, 2019  |  4:00pm-6:00pm  |  Room 728, Claude Bissell Building

MINUTES

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

Teaching Staff: Prof. Periklis Andritsos, Prof. Matt Brower, Prof. Colin Furness, Prof. Jenna Hartel, Prof. Lynne Howarth, Prof. Kelly Lyons, Prof. Seamus Ross, Prof. Dan Ryan, Prof. Olivier St-Cyr,

Professional Librarians: Elisa Sze

Senior Administrative Officers: Ann Brocklehurst, Glenn Cumming, Stephanie Rose

Directors (affiliated units):

Associated instructor / sessional lecturer: Vicki Whitmell

Administrative Staff: Christine Chan

Doctoral Students: Madison Trusolino

MI Students: Stephanie Anagnostou, Jason Batten-Carew, Susan Bond, Danielle Crecca, Jamie Duncan, Patty Facy, Ride Idrees, Allen Kwan, Meagan Lau, McKinsey Manes, Hugh Samson, Erin White, Calvin Won, Akram Wahdan

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

Alumni: Heather McTavish

External Members:

Non-Voting Members:

Observers: Gaurav Bamezai,

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. Nadia Caidi, Prof. Nicole Cohen, Prof. Heather MacNeil, Victoria Owen, Nalini Singh, Anna Pralat, Lari Langford, Emma Findlay-White, Manda Mrkljan

ON LEAVE: Prof. Costis Dallas, Prof. Fiorella Foscarini, Prof. Irina D. Mihalache, Prof. Leslie Shade, Prof. Anthony Wensley

ABSENCES: Prof. Jeffrey Boase, Prof. Kenzie Burchell, Prof. Brett Caraway, Prof. Chun Wei Choo, Prof. T.L. Cowan, Prof. Alessandro Delfanti, Prof. Alan Galey, Prof. Sara Grimes, Prof. Tero
1) **Call to order and acceptance of the Agenda**
Prof. Duff called the meeting to order at 4:07 pm. A quorum was present.

2) **Reading of acknowledgement of traditional land statement** by Hugh Samson

3) **Approval of the Minutes of November 22, 2018 (attached)**
Prof. St-Cyr indicated that Velian Pandeliev surname misspelled on p. 4. Minutes were corrected accordingly.
MOTION to approve the amended minutes moved by Susan Bond and seconded by Prof. Lyons. All were in favour. Motion passed

4) **Business arising from the Minutes**
No business arising.

5) **Nominations for Chair of Council**
Prof. Lyons nominated Prof. Howarth for Chair of Council. Prof. Howarth confirmed willingness to stand.
MOTION to elect Prof. Howarth as Chair of Council moved by Prof. Lyons, seconded by Stephanie Rose. All were in favour. Motion passed
Prof. Howarth assumed the role of Chair.

6) **Communications Received**
None received.

7) **Dean’s Report**
Prof. Duff reported: current revision process of Council Constitution and Bylaws; upcoming Jackman Institute event with Lucy Suchman; new Associate Dean, Research is Prof. Heather MacNeil; updates of Inforum internal review; current searches for 4 faculty members.

8) **Reports from Council Committees**
   a) **Executive Committee**
      • Revised Faculty of Information Council Constitution and Bylaws
      Prof. Lyons highlighted key changes in revised constitution and bylaws. Discussion and comments followed: questions regarding MI student representation; timeline for approval; role of Executive committee.
      ACTION: Prof. Lyons will meet with student constituencies to go through proposed changes.

   b) **Standing Committees**
      • **Awards Committee (attached)**
      No discussion followed.
      • **Committee on Standing (attached)**
      Prof. Lyons provided overview of matters considered included in report. No discussion followed.
• Programs Committee (attached)
  Prof. Lyons provided overview of items brought to Council for information and of future items. No discussion followed.

• Recruitment and Admissions
  • Master’s Recruitment and Admissions (M-RAC) (attached)
    Stephanie Rose reported on behalf of Prof. Caidi: overview of growth in applications. Discussion and questions followed: program growth; promo videos; tuition.
  • Doctoral Recruitment and Admissions (P-RAC)
    Prof. Ross reported increase in international student applications. No discussion followed.

9) Reports from Institutes (none received)
   a) McLuhan Centre for Culture and Technology
   b) Digital Curation Institute
   c) Identity, Privacy and Security Institute
      Prof. Duff provided informal report that IPSI is exploring a new model for the institute and developing programs inclusive of more perspectives
   d) Knowledge Media Design Institute (appended)
      Prof. St-Cyr highlighted from submitted report: good feedback from KMD courses in the fall; potential partners; upcoming events.
   e) Technoscience Research Unit

8) Other reports (none received)
   a) Alumni Relations
   b) Careers Officer’s Report
   c) Communications Officer’s Report
      Ann Brocklehurst reported the Faculty’s social media presence will be reinvigorated; participation in Doors Open with Thomas Fisher Library.
   d) Development and Advancement Initiatives
      Prof. Duff reported funds for an undergraduate scholarship have been promised under the Boundless campaign; exploring MMSt50 as fundraising opportunity to support summer internship and exhibition course.
   e) Inforum
      Elisa Sze on behalf of Lari Langford, reported: website and published resources; new hires; librarian involvement at the OLA Superconference.

9) Student Reports (none received)
   a) MISC
      Erin White reported: upcoming social events; career networking event; MI survey; inclusion and diversity committee. Discussion followed: concerns regarding Workplace Integrated Learning course and co-op program; need for improved communication.
      ACTION: Prof. Duff will meet with students to address concerns

   b) MUSSA
      Erica Chi and Laetitia Dandavion-Tardif reported: MUSSA merchandise; success of past events (pub night, lunch with faculty); upcoming events including collaboration with MMSt 50, panel and reception.

   c) DSA
      Madison Trusolino reports success of recent social events and ongoing initiatives to integrate cohorts.
10) FIAA Report (attached)
No questions.

11) Other Business
None.

12) Question period
Questions raised regarding upcoming student conference, business cards for students, co-op program selection process
ACTIONS: Students are invited to contact Prof. Duff with ideas for improving co-op job search. Prof. Furness will post a reflection paper based on feedback gathered from co-op program participants.

13) Announcements
Prof. Brower reported that the new art work installed in BL 728 is from the Digital Animalities Exhibition, with the artist’s permission.

14) Adjournment, 6:05 pm
I. Derivation of Authority from the U of T Act

The Council of the Faculty of Information exercises its powers and duties under the provisions of the *University of Toronto Act, 1971, as amended*. ¹

II. Definitions

In this Constitution and the accompanying By-laws:

| II-1 | “Faculty” means the Faculty of Information and “Council” means the properly composed Council of the Faculty of Information of the University of Toronto. |
| II-2 | “Teaching Staff” means a member of the Faculty of Information who holds an academic appointment of 50% or more in the Faculty of Information and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional). |
| II-3 | “Other Academic Appointee” means a current University employee who is involved in the delivery of Faculty programs, is not a member of the Teaching Staff, and a) who holds an academic appointment of less than 50% in the Faculty and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; |

¹ The Governing Council has the power to “establish, change and terminate academic and administrative units within the University and determine the powers and duties of any such units” (*University of Toronto Act, 1971, Section 2 (14) (f)), to establish, change and terminate councils within the University, and to determine the composition, powers and duties of any such council (Section 2 (14) (i)).
<table>
<thead>
<tr>
<th>II-4</th>
<th>Senior Tutor; or Tutor or b) is a Sessional Lecturer I, II, or III, or c) is a member of the Teaching Staff in another Faculty or Division and holds a primary graduate faculty membership in Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>II-4</td>
<td>“Professional Librarian” means one who holds a librarian appointment of 40% or more in the Faculty of Information and who holds the rank of Librarian I, II, III, or IV;</td>
</tr>
<tr>
<td>II-5</td>
<td>“Senior Administrative Officer” means an appointed staff member of the Faculty of Information 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 Council’s Executive Committee.</td>
</tr>
<tr>
<td>II-64</td>
<td>“Administrative Staff” means an appointed staff member of the Faculty of Information who is not a member of the Teaching Staff and who holds an appointment of 25% or more.</td>
</tr>
<tr>
<td>II-75</td>
<td>“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Information who is not registered in the School of Graduate Studies.</td>
</tr>
<tr>
<td>II-86</td>
<td>“Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Information.</td>
</tr>
<tr>
<td>II-97</td>
<td>“Alumnus/a” means anyone who has received a degree, post-secondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.</td>
</tr>
<tr>
<td>II-108</td>
<td>“External Stakeholder” means one who is a member of a profession or organization related to the programs of the Faculty cognate faculty of the Faculty of Information. It means a member of the Dean’s Advisory Council, a member of the x Association, or a member from the profession of x.²</td>
</tr>
</tbody>
</table>

² Note to user: This definition is simply an example and should be customized as needed.
### III. Council’s General Powers and Duties

Subject to the provisions of the *University of Toronto Act, 1971, as amended*, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

<table>
<thead>
<tr>
<th>III-1</th>
<th>Council shall determine its composition, and the number, composition and authority of its committees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>III-2</td>
<td>Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.</td>
</tr>
<tr>
<td>III-3</td>
<td>Council plays an advisory role, tendering advice to the divisional administration.</td>
</tr>
</tbody>
</table>

### IV. Council’s Specific Powers and Duties

The specific powers and duties of Council are the following:

| IV-1 | Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings. |
| IV-2 | Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members. |
| IV-3 | Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role. The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council. |
| IV-4 Admissions | Council shall 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. |
| IV-5 Awards | Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty. |
| IV-6 Petitions and appeals | Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions. |
| IV-7 Academic programs | Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study. Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of new academic programs. Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the Policy on Certificates (For Credit and Not-for-Credit). These approvals shall be reported |

3 See the Governing Council Policy on Academic Appeals within Divisions.
annually for information to the appropriate body of Governing Council.  

Council shall approve proposals for Category 3 Not-for-Credit certificates. These approvals shall be reported to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates. All major modifications shall be reported annually for information to the appropriate body of Governing Council.

| IV-8 Delegation of authority | 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. |

---

4 Definitions of Category 1 and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

5 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.
| IV-9 | Academic and Interdisciplinary units | Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the *Policy on Interdisciplinary Education and Research Planning* and the *Guidelines for Extra-Departmental Units*. |
| IV-10 | Review of academic programs and units | Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*. |
| IV-11 | Transcript notations | Council shall have delegated authority to approve transcript notations within existing 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. |

**V. Powers, Duties and Responsibilities of the Dean**

| V-1 | Council recognizes that the Dean exercises powers under the authority of the *Policy on Appointment of Academic Administrators* which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.” |
| V-2 | While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, 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. |
| V-3 | The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority. |
| V-4 | The Dean shall advise Council of the resource implications of proposed academic policies. |
| V-5 | The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty. |

VI. **Membership of Council**

VI-1 elected/appointed members

<table>
<thead>
<tr>
<th>Elected or appointed members (voting, unless otherwise noted):</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. All Teaching Staff.</td>
</tr>
<tr>
<td>ii. Three (3) Other Academic Appointee, appointed by the Dean in consultation with those holding Other Academic Appointments with the Faculty, for a two-year term. Renewable once.</td>
</tr>
<tr>
<td>iii. All Professional Librarians.</td>
</tr>
<tr>
<td>— All Senior Administrative Officers.</td>
</tr>
<tr>
<td>iv. One (1) Administrative Staff, appointed by the Dean for a two-year term. Renewable once.</td>
</tr>
<tr>
<td>— Two (2) Undergraduate Students from the Bachelor of Information program, elected annually by the Bachelor of Information student body.</td>
</tr>
<tr>
<td>— One (1) Graduate Student for each established concentration area and General Program Option in the Master of Information program, elected annually by the Master of Information student body.</td>
</tr>
</tbody>
</table>
v. Two (2) Graduate Students from the Master of Museum Studies program, elected annually by the Master of Museum Studies student body.

vi. Two (2) Graduate Students from the Doctor of Philosophy program, elected annually by the Doctor of Philosophy student body.

vi. Two (2) Alumni, appointed by the Dean in consultation with the Faculty of Information Alumni Association for a two-year term. Renewable once.

One (1) 4 External Stakeholders, appointed by the Dean in consultation with related professional organizations for a two-year term. Renewable once.

[#] Teaching Staff
[#] Other Academic Appointees
   iii) [#] Administrative Staff
   iv) [#] Undergraduate Students
v) [#] Graduate Students
vi) [#] Directors of collaborative specializations
vii) [1 or 2] Alumni
viii) [#] External Stakeholders appointed by the Dean
ix) [1 or 2] emeritus professors, other associates
<table>
<thead>
<tr>
<th>VI-2 ex-officio members</th>
<th>Ex-officio members (voting, unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The President of the University, or designate</td>
</tr>
<tr>
<td></td>
<td>The Vice-President and Provost, or designate</td>
</tr>
<tr>
<td></td>
<td>The Dean of the School of Graduate Studies, or designate</td>
</tr>
<tr>
<td></td>
<td>The Dean of the Faculty</td>
</tr>
<tr>
<td></td>
<td>Deans of other Divisions (as necessary)</td>
</tr>
<tr>
<td></td>
<td>The University Librarian, or designate</td>
</tr>
<tr>
<td></td>
<td>The Associate Deans and/or Vice Deans of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The Assistant Dean[s] of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The Chairs of all Standing Committees of Council</td>
</tr>
<tr>
<td></td>
<td>The President of the Doctoral Student Association of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The President of the Master of Information Student Council</td>
</tr>
<tr>
<td></td>
<td>The President of the Master of Museum Studies Student Association</td>
</tr>
<tr>
<td></td>
<td>The President of the Undergraduate Student Society of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The Academic Directors and Chairs of Departments of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The Registrar of the Faculty</td>
</tr>
<tr>
<td></td>
<td>The President of the Faculty’s Undergraduate Student Society</td>
</tr>
<tr>
<td></td>
<td>The President of the Faculty’s Graduate Student Society</td>
</tr>
<tr>
<td></td>
<td>The President of the Alumni Association</td>
</tr>
<tr>
<td></td>
<td>The Secretary of Council (non-voting)</td>
</tr>
<tr>
<td></td>
<td>The Chief Administrative Officer</td>
</tr>
<tr>
<td></td>
<td>Executive Assistant to the Dean</td>
</tr>
<tr>
<td></td>
<td>Senior Communications Officer</td>
</tr>
<tr>
<td></td>
<td>Senior Development Officer</td>
</tr>
<tr>
<td></td>
<td>Directors of Institutes of the Faculty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. Term and Quorum of Council</th>
</tr>
</thead>
</table>

| VII-1 | The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of Student members beginning in September. |
|--------------------------------|

| VII-2 | The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year. |
|--------------------------------|

<table>
<thead>
<tr>
<th>VIII. Officers</th>
</tr>
</thead>
</table>

[6] [Note to user: This refers to academic administrators who have been appointed under the Policy on the Appointment of Academic Administrators.]
The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair and a Vice-Chair for the succeeding two years.

The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-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 for the meeting.

The Chair and Vice-Chair will each serve a two-year term. The Chair shall be a non-voting member of Council, subject to the exceptional provision in IX-3.

The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting ex officio member of Council.

There shall normally be four (4) regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.

A special meeting may be called by the Chair of the Council, the Dean, or upon the written request of no fewer than ten (10) members of the Council, and shall be convened within thirty (30) days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.

Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.

Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move in camera.

Parliamentary Authority
The rules contained in the most recent edition of *Alice Sturgis, The Standard Code of Parliamentary Procedure* [reference], shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order that Council may adopt.

### XI. Amendment of the Constitution and By-Laws

<table>
<thead>
<tr>
<th>XI-1</th>
<th>Constitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council. Voting shall take place at a regularly constituted meeting to which there has been 30[+] days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>XI-2</th>
<th>By-Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been 30[+] days' notice of the proposed amendment.</td>
<td></td>
</tr>
</tbody>
</table>

First approved [Date].
Amendments recommended for approval by Faculty Council to the Academic Board on [date]; approved by the Academic Board on [date]; and confirmed by the Executive Committee of the Governing Council on [date].
## I. General Rules and Procedures of Council

### I-1. At least the following business shall be observed 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 reports of Standing and Special Committees
- d) Reading and disposing of other reports
- e) Announcements

### I-2. 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.

### I-3. All motions shall be recorded in writing by the Secretary and put before 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.

### I-4. 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 Standing or Special Committees.

## II. Rules of Procedure for the Election and Appointment of Members to Council

### II-1. Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.

### II-2. Undergraduate Students will be elected by and from among the Undergraduate Students for a one-year term. [Note: The Faculty’s Undergraduate Student Society association is given the responsibility for the selection/appointment of Undergraduate Student members of Council].
undergraduate students will self-nominate to serve and be selected by the Executive Committee for a one-year term.

Graduate Students will be [elected/appointed] by and from among the Graduate Students for a one-year term. [Note: The Master of Information Student Council, the Master of Museum Studies Student Association, and the Doctoral Student Association Faculty’s Graduate Student Society are may be given the responsibility for the election/appointment of Graduate Student members of Council from their respective constituencies.]

Administrative Staff will be [elected/appointed] by the Executive Committee in consultation with the Dean and from among the Administrative Staff for a two-year term.

Alumni will be appointed by the Executive Committee the Faculty Alumni Association in consultation with the Faculty Alumni Association for a two-year term.

Teaching Staff will be elected by and from among the Teaching Staff for a three-year term.

Other Academic Appointees will be [elected/appointed] by the Executive Committee in consultation with the Dean and from among the Other Academic Appointees for a one-year term.

External Stakeholders will be appointed by the Executive Committee in consultation with the Dean for a one-year term.

III. Committees of Council

III.1. Standing Committees

The Standing Committees of Council are:

[Note: Examples of common Standing Committees are listed below and their membership, function, and procedures are provided in subsequent sections.]

Executive Committee
Bachelor’s Recruitment and Admissions Committee
Master’s Recruitment and Admissions Committee
### Selection and election of committee members

At the last regularly scheduled Council meeting of each year:

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

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

At the first regularly scheduled Council meeting of each year:

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

and

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.

### III.2. Special Committees

From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:

- **a)** An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- **b)** An issue does not fall readily under an existing Standing Committee; or
- **c)** There is need for the participation of experts not represented on the relevant committee.
A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

### General Procedures

#### III.3.1.
Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.

#### III.3.2.
A member may serve a maximum of nine consecutive years on Council. The term of membership of all Standing Committees shall normally be one year, and is renewable to a maximum of [N] consecutive terms. [Note: The nine-year rule applies to members of the Governing Council and most of its bodies.]

#### III.3.3.
The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.

#### III.3.4.
With the exception of the Undergraduate Appeals Committee, the Dean is, *ex officio*, a member of all Standing Committees.

#### III.3.5.
All Standing Committee members, including *ex officio* members, have voting privileges unless otherwise specified.

#### III.3.6.
All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

#### III.3.7.
Records of all Standing Committees shall be maintained by the Faculty Secretary of Council.

#### III.3.8.
Each Standing Committee shall meet at the call of its Chair.

#### III.3.9.
Unless otherwise stated, one-third of the members shall constitute a quorum for Standing Committees.\(^1\)

#### III.3.10.
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

---

\(^1\) Note to user: depending on the size of the Committee, it may be more appropriate to set quorum at 50% of the members.
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.

Committees may establish sub-committees.

Persons who are not members of Council may be invited to serve as voting members of Committees or sub-committees.

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

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

Meetings of Committees and sub-committees may be conducted in physical or digital spaces.

Notices of meetings of Committees and sub-committees shall normally be sent to their members at least forty-eight hours prior to the proposed meeting time.

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.

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

### III.4. Executive Committee

#### III.4.1. Membership

Council shall approve the membership of the Executive Committee composed of the following:
I. **One (1) #** Administrative Staff nominated by and from among the Administrative Staff members of Council

II. **One (1) #** Student member from each degree program of the Faculty, nominated by and from among the Undergraduate Student and Graduate Student members of Council.

III. **One (1) #** Teaching Staff or Other Academic Appointee nominated by and from among the Teaching Staff and Other Academic Appointee members of Council.

III.**III. One (1) member-at-large nominated by and from among the members of Council.**

*Ex-officio* members:

- The Chair of Council (Chair)
- The Vice-Chair of Council (Vice-Chair)
- The Dean or designate
- The Chairs of the Standing Committees
- The Chief Administrative Officer
- The *Faculty Secretary of Council* (non-voting)

### III.4.2. Function

| Make recommendations annually to Council on the Chair and membership of each Committee except the Executive Committee |
| To set the agenda for each Council meeting. |
| To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council. |
| To direct specific issues to Council or committees, or to recommend to Council the creation of special committees. |
| To consider notices of motion given to Council. |
| During the summer months (i.e. following the last meeting of Council of one |
academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.

<table>
<thead>
<tr>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.</td>
</tr>
<tr>
<td>At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.</td>
</tr>
<tr>
<td>To monitor the functioning of Council and its Committees.</td>
</tr>
<tr>
<td>To report to Council on its deliberations, recommendations, and decisions.</td>
</tr>
</tbody>
</table>

III.4.3.
The Executive Committee shall meet in closed session.

Five voting members shall constitute a quorum.

### III.5. Bachelor’s Recruitment and Admissions Committee

#### III.5.1. Membership

Council shall approve the membership of the Bachelor’s Recruitment and Admissions Committee composed of the following:

- [ # ] Administrative Staff
- [ # ] One Undergraduate Student from each relevant degree program
- [ # ] Graduate Students
- [ # ] Four Teaching Staff or Other Academic Appointees from each Department in the Faculty

**Ex-officio** members:

- The Dean or designate
- The Chair of Council (non-voting)
- The Assistant Dean, Registrarial and Student Services
- The Chief Administrative Officer
- The Faculty Secretary of Council (non-voting)

#### III.5.2. Function

- To make recommendations for the Faculty on admission of undergraduate applicants.
- To make recommendations to Council on undergraduate and graduate admissions policy.
- To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council.
- To receive on behalf of Council annual reports from each relevant program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.
To report to Council its deliberations, recommendations, and decisions.

<table>
<thead>
<tr>
<th>III.5.3.</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Committee shall meet in open session. Deliberations regarding admission of individual applicants will be conducted <em>in camera</em>.</td>
<td></td>
</tr>
</tbody>
</table>

**Master’s Recruitment and Admissions Committee**

<table>
<thead>
<tr>
<th>III.5.1.</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council shall approve the membership of the Master’s Recruitment and Admissions Committee composed of the following:</td>
<td></td>
</tr>
<tr>
<td><strong>One (1) Graduate Student from each relevant degree program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Four (4) Teaching Staff or Other Academic Appointees</strong></td>
<td></td>
</tr>
<tr>
<td><em>Ex-officio</em> members:</td>
<td></td>
</tr>
<tr>
<td>The Dean or designate</td>
<td></td>
</tr>
<tr>
<td>The Chair of Council (non-voting)</td>
<td></td>
</tr>
<tr>
<td>The Assistant Dean, Registrarial and Student Services</td>
<td></td>
</tr>
<tr>
<td>The Secretary of Council (non-voting)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III.5.2.</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>To make recommendations for the Faculty on admission of graduate applicants to programs at the Master’s level.</td>
<td></td>
</tr>
<tr>
<td>To make recommendations to Council on Master’s program admissions policy.</td>
<td></td>
</tr>
<tr>
<td>To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council.</td>
<td></td>
</tr>
<tr>
<td>To receive on behalf of Council annual reports from each relevant program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.</td>
<td></td>
</tr>
<tr>
<td>To report to Council its deliberations, recommendations, and decisions.</td>
<td></td>
</tr>
</tbody>
</table>
## III.5. Procedures

The Committee shall meet in open session. Deliberations regarding admission of individual applicants will be conducted *in camera*.

## III.5. PhD Recruitment and Admissions Committee

### III.5.1. Membership

Council shall approve the membership of the PhD Recruitment and Admissions Committee composed of the following:

- **One (1) Graduate Student from the relevant degree program**
- **Four (4) Teaching Staff or Other Academic Appointees**

*Ex-officio* members:

- **The Dean or designate**
- **The Chair of Council (non-voting)**
- **The Assistant Dean, Registrarial and Student Services**
- **The Secretary of Council (non-voting)**

### III.5.2. Function

- To make recommendations for the Faculty on admission of graduate applicants to programs at the PhD level.
- To make recommendations to Council on PhD program admissions policy.
- To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council.
- To receive on behalf of Council annual reports from each relevant program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.
- To report to Council its deliberations, recommendations, and decisions.

### III.5.3. Procedures

---

UoT Faculty of Information Council

March 21, 2019

Updated March 22, 2019

Page 27 of 45
The Committee shall meet in open session. Deliberations regarding admission of individual applicants will be conducted *in camera*.
III.6. **Undergraduate Appeals Committee**

### III.6.1. Membership

Council shall approve the membership of the Undergraduate Appeals Committee composed of the following:

- **[#] Administrative Staff**
- **One (1)[#] Undergraduate Students**
- **1 Graduate Student from each degree program of the Faculty**
- **Three (3) [#] Teaching Staff or Other Academic Appointees from each Department in the Faculty**

*Ex-officio* members:

- The **Faculty Secretary of Council** (non-voting)
- **The Assistant Dean, Registrarial and Student Services or designate**

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

### III.6.2. Function

To hear appeals on academic matters of undergraduate students of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council.2

To recommend to Council changes to policies and procedures with respect to petitions and appeals by undergraduate students.

To report to the Council at least annually on its decisions.

### III.6.3. Procedures

The Committee shall meet *in camera*.

In hearing appeals the Committee may:

---

2 See the *Policy on Academic Appeals within Divisions*
<table>
<thead>
<tr>
<th>III.7.</th>
<th>Awards Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.7.1.</td>
<td>Membership</td>
</tr>
<tr>
<td></td>
<td>Council shall approve the membership of the Awards Committee composed of the following:</td>
</tr>
<tr>
<td></td>
<td>#] Administrative Staff</td>
</tr>
<tr>
<td></td>
<td>#] Undergraduate Students</td>
</tr>
<tr>
<td></td>
<td>#] Graduate Students</td>
</tr>
<tr>
<td></td>
<td>Three (3) or Four (4) Teaching Staff or Other Academic Appointees from each Department in the Faculty</td>
</tr>
<tr>
<td></td>
<td>One (1) student from each degree program in the Faculty</td>
</tr>
<tr>
<td></td>
<td>Ex-officio members:</td>
</tr>
<tr>
<td></td>
<td>The Dean or designate</td>
</tr>
<tr>
<td></td>
<td>The Assistant Dean, Registrarial and Student Services Chief Administrative Officer</td>
</tr>
<tr>
<td></td>
<td>The Chair of Council (non-voting)</td>
</tr>
<tr>
<td></td>
<td>The Faculty Secretary of Council (non-voting)</td>
</tr>
<tr>
<td>III.7.2.</td>
<td>Function</td>
</tr>
<tr>
<td></td>
<td>To receive on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the awards policies.</td>
</tr>
<tr>
<td></td>
<td>To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Dean or his/her designate.</td>
</tr>
<tr>
<td></td>
<td>To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council.</td>
</tr>
<tr>
<td></td>
<td>To approve decisions regarding recipients of individual awards.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>To work with the appropriate Recruitment and Admissions Committee to ensure that financial support and admission awards are offered to highly qualified candidates.</td>
</tr>
<tr>
<td></td>
<td>To oversee annual awards events that recognize outstanding student achievement.</td>
</tr>
</tbody>
</table>

### III.7.3. Procedures

Meetings where financial or personal matters of an individual may be disclosed shall be held *in camera*.

Three members shall constitute a quorum.

### III.8. Programs Curriculum Committee

#### III.8.1. Membership

Council shall approve the membership of the *Programs Curriculum Committee* composed of the following:

- **One (1) [ ] Professional Librarian/ Administrative Staff**
- **One (1) [ ] Undergraduate Students**
- **One (1) [ ] Graduate Student from each degree program of the Faculty**
- **[ ] Teaching Staff from each Department in the Faculty**

*Ex-officio* members:

- The Dean or designate
  - *The Associate Dean, Academic, who shall act as Chair*
- The *Director of each degree program of the Faculty/Chief Administrative Officer, or designate*
- *The Assistant Dean, Registrarial and Student Services*
- *The Faculty Secretary of Council* (non-voting)

#### III.8.2. Function

*It is recognized that all the programs under the jurisdiction of this*
Committee, where applicable, are subject to the direction of external professional accreditation bodies.

To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.

To make recommendations to Council on all matters of curriculum policy.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for the establishment and closure of academic programs and proposals for major modifications to existing academic programs, diplomas, and certificates.¹

To review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates.² All such approvals shall be reported for information to Council.

To review and approve, on behalf of Council, proposals for Category 3 certificates.³ All such approvals shall be reported for information to Council.

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

### III.8.3. Procedures

³ 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.

⁴ Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

⁵ Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

⁶ Note to user: The *Policy on Certificates (For Credit and Not-for-Credit)* states that Category 3 certificates “…must undergo the appropriate divisional approval and are submitted to the Provost’s office for inclusion in an annual report by the Provost to the Committee on Academic Policy & Programs.” This section should be customized as needed. Faculty Council has authority to determine what divisional approval is required; it does not necessarily need to be delegated to Council’s Curriculum Committee.
The Programs Committee shall meet in open session.

A simple majority of members shall constitute a quorum.

### III.10. Undergraduate Committee on Standing\Striking Committee

#### III.10.1. Membership

Council shall approve the membership of the **Striking- Undergraduate Committee on Standing** composed of the following:

- [##] Administrative Staff members of Council
- One (1)## Undergraduate Student members of Council
- [##] Graduate Student from each degree program of the Faculty members of Council
- Three (3)## Teaching Staff or Other Academic Appointees members of Council

**Ex officio** members:

- The Associate Dean, Academic, who shall act as Chair
- The Chair of Council (non-voting) (Chair)
- The Vice-Chair of Council (Vice-Chair)
- The Dean or designate
- The Assistant Dean, Registrarial and Student Services or designate

The Secretary of Faculty Council (non-voting)

No person can be a member of both the Undergraduate Committee on Standing and either the Graduate Department Academic Appeals Committee (not a Committee of Council) or the Undergraduate Appeals Committee.

#### III.10.2. Function

- To oversee the general consistency of grading procedures.
- To review and approve grades or delegate that task.
- To review and approve non-grade course reports.
- To review and approve academic petitions (e.g. for extensions to complete course work or late withdrawal).
| To oversee annual reviews of doctoral students. |  |
| To review and approve applications to thesis options in academic programs. |  |
| To review and approve doctoral thesis titles and committees. |  |
| To consider applications and memorials (except academic appeals) from students when the committee has not previously considered the case. |  |
| To consider student petitions regarding re-entry. |  |
| To report to Council on its deliberations, recommendations, and decisions. |  |

### III.10.3. Procedures

The Committee on Standing shall meet *in camera*. The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.

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

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.

Five members shall constitute a quorum.

### IV. History of Amendments

Amendments approved by Faculty Council on [date].
Faculty of Information Committee on Standing Report – March 21, 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 January 31, 2019.

• The sub-committee on Doctoral Matters reports the following:
  o Reviewed 3 requests for coursework extensions, approved one, and set up meeting for follow up with the other 2

• The Committee on Standing considered the following (January 31, 2019):
  o Approved thesis title change for doctoral candidate Gabby Resch:
    ▪ Previous title: Making Meaning Matter: Investigating the Epistemic Sit of Multisensory Interaction
    ▪ New Title: Denaturalizing Information Visualization
    ▪ Committee members: Matthew Ratto (Supervisor), Constantinos Dallas (Member), Cosmin Munteanu (Member)
  o Approved thesis title and supervisory committee for doctoral candidate Camille-Mary Sharp:
    ▪ Thesis Title: Decolonizing Funding Models in Canadian Museums
    ▪ Supervisory Committee: Irina Mihalache (Supervisor), Nicole Cohen (Member), Siobhan Stevenson (Member)
Faculty of Information Programs Committee Report – March 21, 2019

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Programs Committee. Since the last Faculty Council Meeting on January 31, 2019, the Programs Committee has completed the following:

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

1. Minor modification new course proposal: Special Topics in Information Studies: Critical and Human-Centred Approaches to Information Visualization
2. Minor modification new course: Special Topics in Information Studies: Library Test Kitchen
3. Minor modification new course: Special Topics in Information Studies: Automation and Creativity
4. Minor modification: change from special topics to regular course INF3xxx Power, Media and Technology
5. Minor modification new course proposal (BI): INF 301 Introduction to Information and Power
6. Minor modification new course proposal (BI): INF311 Information in the Cultural Imagination
7. Minor modification new course proposal (BI): INF351 Information Design Studio I: How to Make a Computer
8. Minor modification new course proposal (BI): INF352 Information Design Studio II: How to design

The Programs Committee anticipates the following work at the May 2 and May 14 meetings:

1. Minor modification new course (BI): INF302 Integrative Approaches to Technology and Society
2. Additional new courses in the BI
3. Minor modification new course: INF3xxxH Social Scientific Methods for Media
4. Minor modification new course: INF3xxxH Cultural and Interpretative Methods for Media
5. Minor modification new course: INF3xxxH Interaction Studies
6. Minor modification new course: Special Topics: The Joy of Information
7. Minor modification new course: Special Topics: Games User Research
8. Revised Guidelines & Procedures for the Student Evaluation of Teaching in Courses
9. Museum Studies Program Objectives and Learning Outcomes
10. 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:**
- Mar 11 – added Guidelines & Procedures for the Student Evaluation of Teaching in Courses
- February 6 – added minor mod to March 14 meeting
- 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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Faculty Council</th>
<th>Planned Tasks</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 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: Power, Media and Technology (Nicole Cohen)  
4. For approval: Minor Mod for new special topics course Disputed Archives | |
| Oct 4        |                 |               | |

UoT Faculty of Information Council

March 21, 2019

Updated March 22, 2019

Page 37 of 45
<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
</table>
| Oct 18 | 1. Possible review of major mod: new PhD concentration – Media, Technology and Culture  
2. Review major mod: new concentration in Human Centred Data Science  
3. Possible review of minor mod for new course: Vulnerable Populations and Social Ethics (Jia Xue) |
| 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  
3. Review of MMSt course level learning outcomes  
4. Review guidance document for PhD level work for master’s course |
| 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 | 1. Approve Minor modification for BI course: INF311  
2. Approve Minor modification for BI course: INF351  
3. Minor modification: change to regular course – INF2305H Special Topics in Information Studies: Power, Media and Technology  
4. Minor modification new course: Special Topics: human-centred visualization (Gabby Resch) |
| Feb 14 | 1. Approve Minor modification for BI course: INF311  
2. Approve Minor modification for BI course: INF351  
3. Minor modification: change to regular course – INF2305H Special Topics in Information Studies: Power, Media and Technology  
4. Minor modification new course: Special Topics: human-centred visualization (Gabby Resch) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
</tr>
</thead>
</table>
| Feb 28  | 1. Approve Minor modifications for BI course: INF352 Information Design Studio II: How to design (Olivier St-Cyr)  
2. Minor modification for BI course: INF 301 Introduction to Information and Power (Leslie Shade)  
3. Minor modifications for MI courses  
4. Approve Minor modification new course: Special Topics: creative automation (Dan Southwick)  
5. Minor modification new course: Special Topics: The Joy of Information (Jenna Hartel)  
6. Approve Minor modification new course: Special Topics: Library Test Kitchen (Lynne Howarth) |
| Mar 14  | 1. Minor modifications for BI courses  
2. Minor modification new course: Special Topics in Information Studies: Liaison librarianship in academic libraries (Rita Vine)  
3. Minor modification new course: INF 30xxH Cultural and Interpretative Methods for Media (TL Cowan, ME Luka)  
4. Minor modification new course: INF3xxx Social Scientific Methods for Media (Rhonda McEwen)  
5. Update JD/MI combined program |
| Mar 21  | 1. Strike a subcommittee to review MI Degree Learning Outcomes for 2019-2020  
2. For discussion: future BI-MI combined program  
3. revised Guidelines & Procedures for the Student Evaluation of Teaching in Courses  
4. Approve MMSt course level learning outcomes |
| May 16  | 1. For discussion: future BI-MI combined program  
2. revised Guidelines & Procedures for the Student Evaluation of Teaching in Courses  
3. Approve MMSt course level learning outcomes |
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

Information Days
- Increase in attendees from all 4 info days, 2017-18 (420 attendees); 2018-19 (615 attendees)

March Info Day
- A select group of second year students (as recommended by faculty) had the opportunity to take on this leadership role to introduce our concentrations. Following the presentation, there was an informal info fair session in the inforum where each student was stationed at his or her concentration (along with other student volunteers in that concentration), and guests had the opportunity to ask questions

Info Day Feedback:
- I thought that the formatting of the event overall was great. I liked having the overview of the different specializations beforehand so that I knew who I needed to go and chat with during the Q and A. I thought it was a great idea to have multiple people talk about the different specializations, because there was a wide variety of individuals with different academic and professional backgrounds
- Great speakers, excellent coordination
- Great financial aid and admissions information
- All questions were answered! Very thorough

Info Week activities:
- A series of recruitment and conversion activities took place from February 25 – March 2  
  Activities included: Faculty Tours, Semaphore, Inforum, Thomas Fisher tours, mini lecture by Professor Colin Furness, meet and greet, general admissions presentations, scavenger hunt – also included online options for international students / those who could not attend in person
- Over the week, 48 students attended (up from 20 in 2018) – included students who had not yet applied yet and some who had already applied
- Also included a NEW Double Blue congratulatory lunch for 17 admitted Double Blue students – current high achieving UofT undergraduate students

Upcoming events 2018-19:
- **Meet & Greet:** April 6 – faculty not required (for newly admitted students)
- **Getting Started:** July 13 – faculty required
KMDI Report Mar 15 2019

KMDI - Semaphore Team

KMDI – Semaphore hired 2 Research Assistants, Claudia Szabuniewica and Veronica Zaretski to focus on preparing a literature review and assisting with a large grant application. The RAs will assist with research and activities relating to an upcoming grant application led by the Institute, its Director and Lab Heads.

KMDI – Semaphore hired Tarik Abu Elhaiga, Student Communications Assistant to assist with merging the KMDI-Semaphore websites, and other communications activities within the institute.

Jose Guzman has been hired as a Maker Space assistant. He will be assisting with activities, workshops and drop in hours at the Makerspace Lab.

Events

The KMDI-Semaphore Speaker Series is continuing this Winter Semester with exciting talks:

- Sara Grimes, Director of KMDI-Semaphore on January 29.
- David Gauntlett, Canada Research Chair (Tier I) in Creative Innovation at the Faculty of Communication and Design, Ryerson University on February 14.
- Kara Brisson-Boivin, Director of Research at Mediasmarts, Canada's Centre for Digital and Media Literacy on March 14.

  o KMDI - Semaphore Makerspace has launched its Winter 2019 Calendar of Activities, with a full roster of talks, workshops and hands-on making activities, including several collaborations with iSkills.
    3D Printer Training, January 17, 5-7pm, room 307, 10 max participants
    o 3D Printer Training, January 26, 1-3pm, room 307, 10 max participants
    o Intro to Soft Circuits, February 14, 5-8pm, room 307, 10 max participants
    o 3D Modelling in TinkerCAD, February 28, 5-7pm, room 307, 10 max participants
    o Raspberry Pi, March 3, 5-8pm, room 307, 10 max participants
    o Alternative Controller, January 31, 5-8pm, room 307, 10 max participants
    o Bio Sonification, March 7, 5-7pm, room 307, 10 max participants

- We have weekly Makerspace Drop In Hours, Tuesday and Wednesday, 1-4pm, for students, faculty and staff interested in using or learning more about our space and equipment. Jose Guzman, our technician will be on hand to answer questions and help out as needed.

- We held a Critical Gaming Night about play Super Smash Bros Melee on Feb. 13, 4pm in BL 417 at UoT. Presentation by Augusto Schmitt, MA student from Brazil. This was free and open to the public.

- Andrew Feenberg, Canada Research Chair in Philosophy of Technology in the School of Communication, Simon Fraser University held a talk Friday, Feb. 15, 2:00pm-3:30pm, in the KMDI-Semaphore Lab Boardroom (Robarts 7022).
• KMDI – Semaphore organized it’s Grant Writing Workshop March 1 for KMDI-Semaphore lab heads to start planning, conceptualizing and designing the partnership that will form the basis of the upcoming SSHRC Partnership Grant LOI.

• Mar 6, 2-5pm UTSC and Mar 7, 11-2pm UTM pop up events have taken place network and create more awareness about KMDI-Semaphore across U of T. These events were successful, with over 150 students, researchers visiting the booths, and asking for outreach information. A technical display with 3-D printers and other devices from the makerspace along with promotional material were popular with visitors.

• Save the date: The KMDI-Semaphore Luncheon will take place on April 2, 12 -2pm. Staff, faculty, students and external partners are all invited. Approximately 100 people attended the KMDI – Semaphore Holiday Party including students, internal and external faculty at U of T, staff including external media relations, external stakeholders and friends and family.

Stakeholder Meetings

KMDI-Semaphore is continuing with it’s stakeholder meetings to brainstorm ideas, understand research, student needs and speak about ideas for the future vision.

• Thursday, March 28, 12 – 1 pm for Student KMDI-Semaphore Stakeholder Meeting
• Tuesday, April 16, 12 – 1pm for Community KMDI-Semaphore Stakeholder Meeting
• Tuesday, Mar 5, 12 – 1pm, the Faculty KMDI-Semaphore meeting was held. The meeting was a success with 11 faculty attending from various departments across U of T including UTM, UTSC, engineering, law and the Faculty of Information.

Announcements

There are two recipients of the KMDI-Semaphore Pilot Study & Proposal Development Faculty Grant. This grant supports small-scale and/or short-term research activities aimed at exploring future and ongoing research collaboration with the newly merged KMDI-Semaphore, including proposal development, literature reviews, and pilot studies. The goal of this special grant program is to identify and foster possible collaborators and sub-projects to join us in a larger partnership grant application next year.

KMD-CS

KMD1002 and KMD2002 were very successful in the Fall-2018 semester. Thanks to Sandra Danilovic (KMD1002) and Brian Cugelman (KMD2002) for teaching in our program.

This term, we have a new instructor for KMD1001, Sara Grimes, who will be teaching the new cohort of KMD CS students. KMD1001 is the core course in the KMD CS.

The Collaborative Program has an enrollment of many collaborating degree programs. The current roster comprises of 14 Masters and 6 Doctoral students from 5 departments:

• Curriculum Studies & Teacher Development – 5, MEd students, 5 Doctoral students
• Language & Literacies Education – 1 Masters student
• Museum Studies – 1 Masters students
• Masters of Information – 4 Masters students
• Drama, Theatre & Performance Studies – 1 Masters student
• Translational Research Program – 1 Masters of Health Sciences student

Since Sep 2018, the Knowledge Media Design Collaborative Specialization has admitted 4 students.

• Masters of Information – 1 Masters students
• Curriculum Studies & Teacher Development – 3 MEd students
**Careers Report**  
March 13th, 2019

**Co-op**

Trends:

In our fourth year, the MI Co-op option has seen a steady increase in the number of employers interested in potentially hiring an MI Co-op student. At present, we have shared 180 job postings with students. The majority of these postings are from employers with whom we have strong relationships and who continue to hire our Co-op students each year. We continue to identify new organizations and opportunities as well.

At present, we have more students who have confirmed co-op placements for the Summer and Fall work terms than this point in 2018. We find the majority of Co-op students secure their placements in March and April.

Resources:

The Faculty has added new resources to help students secure their placement and as well to source potential placement opportunities in the Greater Toronto Area.

i) Bi-weekly meet-ups have been scheduled throughout the Winter to allow students to meet and hear from former co-op students.

ii) Taffy Tsvaira has joined the Student Services team to help meet with students, review resumes and assist with advising.

iii) Leo Marland has joined the Faculty as an Industry Advisor to provide his expertise and to help source new placement opportunities.

iv) A Job Search with Alumni event took place February 25th that allowed Co-op students to meet one-on-one with alumni with help from FIAA.

**Museum Studies Internship**

MMSt students who have completed INF3900H in Fall 2018 and are eligible to complete a summer internship are currently securing opportunities through positions on the Museum Studies Internship portal and through their own network.

Bi-weekly meet-ups have been scheduled throughout the Winter term to allow students to learn more about strategies on how to secure their placements and to ask questions about the process.

**Job Shadowing**

In collaboration with FIAA, the Faculty has accepted 48 hosts from the alumni community, both in Information fields and in Museum fields. Alumni are still able to sign-up as hosts for the program period, which runs from March to August. 68 students have submitted applications and are in the process of meeting with their hosts in the coming weeks and months. We will also accept new student applications, which can be completed on the Faculty of Information website.
Faculty of Information Alumni Association

Report to the Faculty Council
March 21, 2019
Submitted March 18, 2019

Ongoing Work and Upcoming Events:

- We are still 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

- Grants and Awards recipient decision was made and students have been notified - information will be posted on the website soon.

- Alumni Reunion, 6-8pm, Inforum. Includes silent auction and MMSt50 pop-up exhibit Thursday, May 30th

- FIAA’s Volunteer Appreciation event, time TBD, will be held at Bar Hop Peter St. Monday, April 8th

- AGM - 90-minute meeting plus social afterwards June 12th

- Based on successful Webinar Day (Feb 2) and feedback received, we hope to host another Webinar Day, sometime in either the summer or fall to view the following EI webinars:
  - Snakes and Ladders A Copyright Assessment Activity
  - Survival Guide to Presentations
  - Future Tech Trends in Libraries
  - Bibliotherapy and its Potential in Public Libraries
  - Decolonizing Description at the University of Alberta

Completed Work and Past Events:

- Saturday, February 2, 2019, we hosted a successful free Alumni PD day at the Faculty of Information to view OLA Education Institute webinars. 10 people attended.

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

The Survey Working Group has completed its annual Student Experience Survey gauging MISC’s performance representing student issues and overall student satisfaction at the Faculty of Information.

We assessed the awareness of the student body to MISC’s activities and discovered issues that students wished for us to emphasize in future advocacy efforts.

The survey was launched on January 14, 2019 and concluded on February 14, 2019. A total of 19 participants provided answers to the survey.

Main Findings

From the results of the survey, the responses of participants to the two criteria measured in the survey (efficacy of MISC and student satisfaction) was varied. Participants agreed that MISC does a good job in raising the needs and desires of the student body to decision makers and that they did not feel a need to contact MISC to raise concerns in the recent semester.

Participants expressed that they were concerned with the adequacy of curriculum design for professional development, which echoed the mixed responses to the completeness and satisfaction of courses. Although participants were generally satisfied with the quality of education offered at the Faculty of Information, only about 60% of participants expressed confidence that they learned what they needed to learn to become information professionals.

Additionally, 58% of participants expressed that they were learning material that was different than their expectations in the courses they were taking. As a result, the identification of these gaps in expectations and course offerings can improve the overall satisfaction of the student body.
1. Contact with MISC

Of the participants who answered, none contacted MISC in regards to professional development or academic advocacy. A majority (12) responded that they have not needed to contact MISC in regards to the options listed. 2/19 (10.5%) of participants said that they did not know they could contact MISC in regards to the options listed.

Answers that were provided by participants include: “staff concerns” and “mid-year changes to the coop program”
2. Willingness to Contact MISC

Of the participants who answered, 42% expressed no agreement or disagreement with being comfortable with contacting MISC. We should try to improve the current channels that students have for contacting MISC to increase the willingness of students to express their concerns.
3. Efficacy of MISC

Of the participants who answered, no one answered that they disagreed with MISC’s current performance in raising the needs and desires of the student body to decision makers. 73% of participants agreed with MISC’s ability to contact and express the concerns relayed by members of the student body.
Of the participants who answered, the top three concerns were 1.) Adequacy of curriculum design for professional development (63.2%) 2.) Class Sizes (52.6%) 3.) Inforum Library resources & access (26.3%). From this, we should be raising these concerns to faculty if we have not already begun discussions to implement improvements.

Answers that were provided by participants include:

*note - participants can only submit one of their own answers for this question

“Staff oversight”

“Making changes to an established programs (coop) halfway through the year”

“Why is class average mark not privded?”
5. Fulfilment of Program Expectations

Of the participants who answered, 42% agreed that the courses taught in the Master of Information program was teaching them what they expected. Conversely, 58% percent expressed no agreement or disagreement that they were learning material they expected to learn in the program. These gaps in expectations can be further explored and identified to offer suggestions for the faculty to improve course offerings in future semesters.
Of the participants who answered, 58% agreed that the courses taken at the Faculty of Information will prepare graduates for careers as information professionals. Of the participants who agreed, 10% expressed strong to very strong agreement with this sentiment. Conversely, 42% of participants expressed no agreement or disagreement with the level of preparation of courses offered in the Master of Information program.
7. Satisfaction with Master of Information Program

Of the participants who answered, a strong majority of 63% agreed that they were satisfied with the quality of education available at the Faculty of Information. One participant (5.3%) expressed very strong agreement with their satisfaction of the quality of education. Conversely, 16% of participants expressed dissatisfaction with the quality of education in the Master of Information program.
Doctoral Student Association Report to Faculty Council
March 2019

Activities of the Doctoral Student Association

Socials
The DSA is holding a social tonight, March 21st to celebrate being more than halfway done the semester.

Updates

Research Days
Due to some conflict between the administration and the PhD students regarding the future and structure of Research Days, the event has been delayed. A group of students have volunteered to organize the next Research Days and have sent out a survey to the students.

New Information
In February, the DSA sent an email on behalf of the students to Dean Duff requesting an extension of PhD funding to the 5th year. Currently PhD students are funded for 5 years, but for the final year, only tuition is funded. During year 5 students are not provided a living stipend or guaranteed work despite the average time for completion for the program being over 6 years. The response to the email was that due to the tuition funding cuts from the provincial government extending funding to the 5th year would not be possible.

We have attached the email (Appendix 1) that was sent to Dean Duff and remain that our requests are not unreasonable and are currently working on further research to demonstrate as much.
February 7, 2019

Dear Dean Wendy Duff,

On behalf of DSA members, we are writing to ask that the Faculty extend the PhD funding package to cover the program’s 5th year for all full-time doctoral students. Our understanding is that the Faculty of Information has a budget surplus and that the faculty has recently identified longer-term PhD funding as one popular option for the use of this surplus. We urge you in the strongest possible terms to realize this plan for the surplus funds. We see this request as vital in order for the Faculty of Information PhD program to support students in completing their research, to maintain its position as a competitive research institution, and to reduce ongoing pressures that all current students face to cover the costs of living in one of the world's most expensive cities.

Although the Faculty of Information website states the “customary program length for full-time doctoral study is 4 years,” the Time to Completion (TTC) statistics for the faculty show that the median completion time is 5.92 years. There is a precedent for funding 5th year students across the U of T campuses, as numerous graduate units offer living stipends as part of 5th year funding in addition to covering the cost of tuition fees. Toronto is also now tied as the most expensive city in Canada, with the average cost of living at $40,583 per year. Unsurprisingly, the School of Graduate Studies PhD funding breakdown reveals that PhD students within the Faculty of Information rely heavily on income that is not included in their funding package, such as teaching and research assistant positions. However, the terms of the funding package also limit outside employment hours and income for full-time students, often forcing us to take on debt, which poses substantial risk for our short- and long-term financial stability.

In order to remain competitive on a national and international level while also attracting doctoral students from a diverse range of backgrounds, it is essential that the Faculty of Information supports doctoral students in all facets of their research. Sufficient funding packages play a critical role in helping to maintain the University’s reputation as one of the world’s premier research institutions, and the Faculty of Information’s reputation as a leading information and knowledge management school; it is imperative that doctoral students are provided the necessary funding to maintain this status.

One of the goals outlined in the iSchool 2012-2017 Strategic Plan was to “manage time to completion while maintaining excellence.” While previous changes to the program timeline, such as implementing the qualifying examination and dissertation proposal processes have assisted in addressing time to completion, students are still left with very few financial resources at the writing stage. This forces 5th year students to seek out other income sources and to take on additional responsibilities. By extending the funding package into the 5th year, students would be able to dedicate their time to writing and knowledge dissemination.

Providing 5th year funding would be a substantial investment in our doctoral community that will have a critical positive impact on both students and the Faculty reputation and competitiveness. We formally request your consideration and further, a response with respect to your position on extending 5th year funding to Doctoral students.

Regards,

The DSA Executive on behalf of the DSA