

**McGill Information Studies Students Association**  
**3661 Rue Peel, Montréal, QC H3A 1X1**

**Agenda – February 26, 2016**

**Agenda**

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**APPENDIX A: LWB Donation Request Form**

*not in draft*

## **In attendance:**

Nina Maness (President)  
Grace Zell (VP-External, *outgoing*)  
Francis Frégeau (VP-External, *incoming*)  
Elizabeth Nash (VP-Internal)  
Caitlin Keenan (Secretary)  
Jing Liu (Treasurer, *incoming*)  
Samantha Koshowski (Archives and Documentation Officer)  
Devon Lemire (Publications Committee Chair)  
Tran Phan (Prof. Assoc. Liaison; Career Fair Committee Chair, *outgoing*)  
Sonia Dhaliwal (Prof. Assoc. Liaison; Career Fair Committee Chair, *incoming*)  
Joe Shapell (Communications Committee Chair, *incoming*)  
Julie Lin (Curric Committee Representative, MIST II)  
Noelle Dubé (Social Affairs Committee Chair, *outgoing*)  
Sabrina Burr (Social Affairs Committee Chair, *incoming*)  
Sebastian Lamoureux (Knowledge Continuity Officer)  
Jane Hawco (Chief Returning Officer – Parliamentarian, *incoming*)

## **Regrets:**

*Brittany McCartney (Treasurer, outgoing)*  
*Nicola Vernon (Shadow Curriculum Committee Representative)*  
*Diego Sandoval Hernandez (PGSS Representative)*  
*Ruth E. Hwang (Chief Returning Officer-Parliamentarian, outgoing)*  
*Patrick Molicard-Chartier (PhD Curriculum Committee Representative)*  
*Fei Shu (SIS PhD Representative)*

## **1:19pm Call to Order**

### **1 Approval of the agenda**

*Approved unanimously*

### **2 Approval of the minutes from January 15**

*Approved unanimously*

### **3 Announcements**

*-Tran: March 18 is Career Fair! Expect an official invite soon.*

*-Nina: Welcome to our new members. We have successfully elected a full council two elections in a row! Thanks to Ruth for her hard work.*

## **1:21pm 4 Reports**

### **1:21pm 4.1 President's report**

We've had a couple of requests for a MISSA logo. We currently don't have one.  
**We should look into having someone design one for us.**

- Nina: we had the MLISSA logo, but it used the McGill name in an inappropriate/unapproved way.
- Jane: has sketched a prototype. Will do it up in photoshop and submit it for consideration **by next month.**
- Nina: We'll need to double-check with Elysia that it isn't violating any use restrictions and then we can vote on it next meeting.
- **Jane to put forward a motion to vote on new logo.**
- Jane: what specifically are the restrictions?
- Nina: not sure, will check with Elysia.
- Jane: are there any colours people particularly want?
- Nina: maybe let's make it an off-McGill-red to keep it consistent and professional looking

1:24pm

#### 4.2 VP Internal's report

- The clothing sale has been going very well! Students have until March 1st to get their order in. We should reach the minimum amount of 24 orders with no problem.
- Liz: as of this meeting, we've officially hit 24 orders. Will take 3 weeks for clothing to come in once ordered. Will liaise with Nina re finances.
- Sebastian: can we go over 24 orders? Can people order later?
- Liz: yes; once the threshold has been reached initially, we can continue to put in smaller orders.
- We had our mentor orientation session. We have a total of 7 mentors. The next step will be mass-emailing the first years once they have all accepted their offers.
- We ran a program-wide survey, with interesting results. These results were emailed to the Director.
- Liz: survey responses contained mostly positive feedback, some constructive criticism, and some pretty non-constructive criticism. Strengths of the program identified in the survey seem to be not locking us into streams – the “Lego-y” nature of the program. Criticism seems to reflect people feeling that they are not being educated enough. Question: should all the responses be shared with the Council? Right now they've just been seen by Liz, Nina, and Dalkir.
- Nina: maybe we could disseminate a summary version of generalized statements? Would be good to avoid individual students being able to be identified.
- Sebastian: POI – have also been thinking of putting up a “What I wish I knew when I started at SIS” thing on the Wiki... the survey responses could be used to enhance it.
- Liz: Yes, that's a good idea. The important thing is that people know we've heard them and are doing something – that their feedback didn't just go into the void to be ignored. **Will pick up on both these ideas (summary version, Wiki) and send a report back to students as well.**

*-Nina: will double-check with Dalkir about what she thinks we should do with the survey responses themselves. Note that this whole discussion is especially relevant and sensitive because we are currently undergoing accreditation.*

**1:30pm**

### **4.3 VP External's report**

PGSS had a meeting on Feb 17<sup>th</sup>. It was somewhat chaotic, as there is an ongoing dispute between two executive members and some general confusion over the current PGSS budget. The confusion stems from the disagreement between these two executives that PGSS is indeed operating on a deficit budget and how we are going to extricate ourselves from that deficit in the coming years.

*-Liz: Wondering how there can be two disputed budgets?*

*-Grace: Financial stuff isn't necessarily presented clearly in the meetings, and there have been complications with accounting in light of our lawsuit with CSF. Ask Grace privately for more info on this if interested.*

Some highlights that are especially relevant to MISSA are:

- We had presentations from 2 student union groups, AVEQ [ Association for the Voice of Education in Quebec] and QSU [Quebec Student Union]
- AVEQ operates on a 1 member union: 1 vote system, which favors both large and small membership institutions, and there seems to be full integration and cooperation between Anglophone and Francophone students. AVEQ also is more inclusive of international students and the role they have to play in union activities and related anti-austerity measures. <http://aveq-nous.ca/?lang=en>
- QSU has a slightly different voting system, whereby after the first round of voting (1 for 1), the majority opinion membership unions have the option to cast an additional vote, which favors groups with larger memberships <http://unionetudiante.ca/home/>
- PGSS has not made a decision yet as to which union we will join, but we have a "seat at the table" for both of these options as of now.

*-Grace: Personal leaning is for AVEQ because of emphasis on International students, of which we have many at McGill and SIS.*

For interested first years, the Peer Support Team is hiring. The Peer Support Team is a confidential, nonjudgmental drop-in service that is trying to expand its resources and services to graduate students, but they need more current grad students to serve as peers....they mostly have undergrads right now, but they are hoping to change that so they can offer services in Thomson House. Volunteers (otherwise known as peer supporters) receive over 30 hours of training in August (including basic peer support and active listening), along with monthly trainings on specific topics to support members of the McGill community. For those who do not wish to be involved so heavily with peer-to-peer support, they are also forming a promotion team.

Current Drop-In Hours:

Mondays 2-4pm Strathcona Music Building E206

Tuesdays 5-7pm McGill Office of Religious and Spiritual Life, Brown Bldg Suite 2100

Wednesdays 1-4pm University Hall Room 011

Thursdays 11-1pm Strathcona Music Building E206

Thursdays 5-7pm McGill Mental Health, Brown Building Suite 5301

The next PGSS Council meeting is on March 16th. It is also the AGM, so anyone interested in PGSS is invited to be there.

Outside of PGSS, I have tried to gather (at least through passing conversation) people's opinions on adopting a Traditional Territory Acknowledgment statement. So far, I have received only positive feedback. **Do we, as a council, think we should move to adopt a statement to be read before council meetings and the AGM? Or should there be a more formal process to approve this, like voting among MISSA members?** I would love to hear thoughts on this.

*-Grace read the PGSS version of the statement as follows:*

McGill is situated on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. The PGSS honours and respects the diverse Indigenous peoples connected to this territory on which we gather today.

*-Nina: Point of interest for new members: when we discussed this before, we talked about needing to do more than pay lip service. If we are going to do the acknowledgement, we should have a plan for action as well. What will we do about the whiteness of this program, etc? Although of course just making the acknowledgment can also be a good first step.*

*-Grace: Not sure whether this is actually something we can even accomplish this year, but good to move forward. Open floor.*

*-Caitlin: Expressed worries that if we put off committing to a territory acknowledgment until we come up with a more robust plan of action, we risk total paralysis and not doing anything. Perhaps at least starting with the acknowledgment will be a positive impetus for moving forward?*

*-Sonya: We could also extend the acknowledgment to SIS events (not just MISSA) so that it is made public and people are aware we're doing it.*

*-Nina: Note that Dalkir tentatively supports moving to do this throughout SIS. Suggestion: discuss this at AGM, give lots of context, open up a broad student-body-wide discussion. Could use PGSS version or another. Start by figuring out where this version came from and talk to different groups re: wording.*

*-Sonya: could consult with First Peoples' House.*

*-Devon: will send the U of A variant.*

*-Grace: will talk to PGSS about how they came up with theirs. Will also discuss with First Peoples' House, and send out an email to student body after consultation with relevant groups.*

*-Nina: Let's plan to vote on this at the AGM. Point of information: AGM requires 50% +1 of student body, so start agitating for people to come! Happening April 8<sup>th</sup>.*

1:42pm

#### 4.4 Treasurer's report (*in absentia*)

1. The second ASIS&T donation request was approved and they have been reimbursed.

*-Nina: Point of information for new members: ASIS&T had used slightly more money than originally requested. This motion was voted on by email. Note that lots of other groups have said they're not using their funds this year.*

2. The ABQLA and SLA joint request was approved and they have also been reimbursed.

3. I have written to Mirka at PGSS and we should be getting the remainder of our funds by the end of February.

4. In an effort to help student associations with the continuity of their bank accounts, I have emailed them all about their current banking situations. The following are their responses:

- ACA and ABQLA - use BMO and have no problems to report, but did not go in depth on actual access methods
- LWB - also uses BMO and requires two signatories to access account, no problems to report
- CLA - also uses BMO, with two administrators, requiring only one to access funds with personal ID
- SLA - uses CIBC and is having problems with access due to issues in the transfer of signatories
- CAPAL, CBPQ, ASIS&T, EBSI-SIS - none of these associations/symposiums have a bank account
- AMIA - responded, but didn't actually answer the question, or my follow-up email
- MCL - no response

After discussing things with Nina, we feel that the next step would be to approach CLA's contact at BMO to determine if he is willing to take on other student associations. We think it would be good to give the associations an option that seems to be working well and hopefully make things easier down the road. I have not had a chance to do this yet, but plan to soon.

*-Nina: Basically, the CLA's version seems pretty ideal – don't need bank cards, just personal ID. Would like to have this for all groups. If the process was implemented, Kathryn Hubbard would send a letter at the beginning of the year confirming the new people in control of all the bank accounts. If we don't involve KH, there's a serious risk of continuity issues. Need to find a way so that the past president and treasurer of each organization doesn't need to be involved in hand-over*

*-Liz: With CLA being disbanded, where will their money be going next year?*

*-Tran: Parent group won't officially disband until May. What's going to happen to student federations is still unclear. Officially the group still exists until the end of the semester, then ...??*

*-Nina: let's wait until we learn what's happening and then decide about money.*

**1:48pm 4.5 Knowledge Continuity Officer's report**

- Created missing pages for certain positions.

- Edited a few pages.

- Added the Knowledge Transfer Sheets for the incoming executive.

*-Sebastian: incoming/outgoing execs, please take a look at the site and provide suggestions. It's pretty bare right now. Those who haven't sent KTSs in yet, please do so. Those that have been submitted are on Wiki. Also bear in mind that anything on the Wiki is public information... if you have anything sensitive to pass on, please do so through the Exec.*

**1:50pm 4.6 Archives & Documentation Officer's report**

*-Sam: So far, 5 folders have been scanned. Will keep plugging away at the scanning and get as much done as possible by April. Deed of Gift has been done up legally. Gord would like everything to be delivered at the end of the year. President will be responsible for signing the documents over.*

**1:51pm 4.7 MISSA Curriculum Committee Representative (MIS II)'s report**

Here is my report for the Curriculum Council meeting held this month:

The curriculum committee is currently reviewing the courses offered at SIS, as well as the courses advertised that have not been offered for the past few years. Curriculum Council representatives have sent out a survey to receive student feedback on the current course offerings as well as what they would like to see offered in the future. These surveys will be seen by the Director before final decisions on next year's course offerings are due.

The new MIS research program requirements were discussed. GPA requirements for the program will likely be higher for research program applicants. Concerns about having enough faculty supervisors were expressed, along with the matching process of faculty supervisor and research student.

Lastly, core courses are being reviewed, particularly the new capstone course GLIS 602 as it is the first time being taught. **Students are encouraged to give any feedback to the Curriculum Council representatives.**

*-Julie: So far, 79 responses to survey.*

*-Liz: what is the "Director's Tea"?*

*-Julie: Hanging out with Dalkir, happening March 4.*

*-Grace: Will Moffat take over the directorship in the fall?*

*-Julie: Not sure. The situation is confusing. She's definitely handling intakes.*

*-Nina: She's Interim Director while they're voting?*

*-Liz: I think Dalkir's still Interim Director. Moffat is director of just a specific portion of students (MIS?). As far as I know, Dalkir is still acting as the **main** Director.*

*-Nina: Will send a polite but honest email asking for clarification.*

*-Caitlin: Is there any official channel for 602 feedback yet?*

*-Julie: Will send out a new form re:602 once there is one. Also anybody is welcome to send comments by email.*

*-Sebastian: Point of information: is it possible to consider pairing students with advisors that share similar interests?*

*-Julie: Will look into it.*

*-Nina: also you can request to change advisors*

**1:58pm**

#### **4.8 MISSA Curriculum Committee Representative (MIS I)'s report**

As promised, here's my brief recap from December:

The committee accepted the changes made to the 602 syllabus, as presented on Dec. 11, 2015

The committee discussed the creation of an Information Architecture Certificate (at the time of the meeting SIS was in discussion with Computer Science to determine any overlap)

The committee discussed whether it was better to have soft-coding or hard-coding when it came to students registering in courses that have prerequisites; it was determined that hard-coding is preferred

The committee discussed whether 660 has a low enrolment due to the name change – this will be looked at in greater detail later with other courses that have low enrolment

The committee questioned if there is too much overlap between 633 (Multimedia Systems), 650 (Digital Libraries) and 660 (Enterprise Content Management); all three professors will be invited to a subsequent meeting to discuss content/compare deliverable

*-Julie: Point of information: This was resolved. Decided there's not too much overlap and they will be offered separately.*

The committee wondered if the graduate advisors need to be more hands-on with students, especially if there appear to be problems with academic performance; no clear decision was made at the time

*-Joe: What are the proposed changes to 602?*

*-Julie: Evans will definitely be teaching it. They're looking into changing due dates so they're not all at the end. Frankly, they are looking into revamping the whole syllabus.*

**2:01pm**      **4.9 MISSA Curriculum Committee Representative (PhD)'s report (*in absentia*)**

Of concern to PhD students, as discussed in the last two meetings, is the wording on the SIS website regarding prospective PhD applicants. It was noted that the wording is misleading (in regards to identifying vs actually contacting potential supervisors). It is unnecessary for applicants to contact potential supervisors. All that is requested is that applicants make informed suggestions based on faculty profiles and/or their personal research websites to determine a potential fit. It was decided the wording will be changed to reflect this.

**2:02pm**      **4.10 Social Affairs Committee Chair's report**

Began arrangements for the end of the year party

- Have been in touch with the Thomson House manager - the basement is booked for Friday, April 8th from 4:00-10:00pm.
  - Set up should begin at 4pm, with guests arriving at 5pm – voting for AGM should take place at 5:30pm.
- Sabrina will be able to take over from here and can meet with the House manager to arrange the contract and determine catering options.
- The cost recovery rate for the booking would be \$250+tax or \$1075 in sales, which includes the cost of bar staff for the event (because we will be using catering and bar services, the booking cost will be reduced according to the amount spent during the event, taking into account additional supply/labour costs required to provide said services).

*-Nina: Please please please make sure all your friends come because we really HAVE to have a quorum for the AGM. Start letting people know now so there won't be conflicts. Nina will send a "save the date" email about this. Will also talk to Brittany about last year's/this year's budget.*

*What about a theme?*

- Liz: Samosas and Mimosas? Fear of not getting enough people to come. Might be more appealing with a fancy theme.*
- Grace: Problem – Thompson House won't let in outside food, very strict. See if they make samosas there?*
- Nina: Also, re alcohol – SIS has changed its policy because of worries about appropriateness. We need to think seriously about using funds to buy alcohol because there's tension there with faculty/PhDs. Maybe let people buy their own?*
- Noelle: that's the plan. Cash bar, plus catered spread. Other theme ideas?*
- Grace: Cat videos? Or cats generally. But not the musical. We could have cat video centrepieces!*
- Nina: "Cat-cha next year"*
- Tran: A cat piñata!*
- Nina: How do we justify this?*
- Noelle: Dewey the Library Cat*
- Sonya: Will take responsibility for Facebook survey re cats theme. Yes/no vote.***

**2:11pm 4.11 Publications Chair's Report**

It's been a busy time for the blog this month. I published the blog post about MISSA's new fridge and am currently working on two more. One about InfoNexus, and one being written by a member of the ACA about their colloquium. Both should be coming out soon, plus someone other than me was finally persuaded to write a blog post!

*-Devon: InfoNexus post came out yesterday, and there may be a third story lined up as well.*

**2:12pm 4.12 Professional Association Liaison/ Career Fair Committee Chair's Report**

Preparation for the Career Fair is progressing well. So far, close to twenty employers have confirmed their attendance, and we expect a few more to get back to us in the coming weeks.

A Facebook event has been created for the Career Fair and many SIS students have already expressed their interest in the event. An official invitation will be sent to the SIS Community and Alumni in the coming days.

MISSA will be acknowledged as a Platinum sponsor for its \$700+ budgetary allocation (with the understanding that not all of the budget will be spent this year). A temporary logo has been added to the website pending the reception/creation of an official logo. An official blurb is also required for the dedicated webpage.

*-Tran: Will have parallel workshops in 2<sup>nd</sup> room.*

*-Jing: And there will be food. Free for everybody!*

**2:14pm 5 New Business**

**2:14pm 5.1 Motion: To grant the LWB \$200.00**

*WHEREAS* the LWB have submitted their donation request and receipts and

*WHEREAS* the request has been reviewed by the Treasurer

*BIRT* MISSA grant the LWB \$200.00 from their portion of the operating budget.

*13 in favour, 0 against, 2 (Nina and Samantha) abstained. Motion passes.*

**2:15 Meeting Adjourned.**