

University of Toronto
Faculty of Information
Student Tech Fund Committee Meeting
November 7, 2011
Room 416, Inforum, Claude Bisell Building

Present: David Jorjani (consultant), Claudio Munoz, Emily Porta, Rebecca Michaels, and Ivan Sestak, John Davies (invited).

Absent: Jennie Fiddes, Stephanie Quail.

Recorder: Claudio Munoz

1) Approval of Agenda

Second: Claudio

In favour: All

2) Reading and Approval of Minutes from October 24th meeting

Second: Claudio

In favour: All

3) Business Arising from Minutes: none

4) Appointment of Jennie Fiddes to First-Year Tech Fund MSGSA rep

Second: Rebecca

In favour: all

5) Finalization of RM 417 and Inforum Computer Proposal

a) Software finalization

- i. Include iWork for iPads, iWorks for Macs.
- ii. Final Cut for (2) media stations. There is a concern about providing assistance to students (idea to include Final Cut tutorials in the workshops).
- iii. Office for Macs (it is part of the deal with Microsoft.)
- iv. Include scanner's software, but it depends on the scanner. Rebecca is looking into it.
- v. Get Visio Premium (with bpmn templates).
- vi. Also, request to get the real prices of the software.

Scanner models:

b) Proposal from Rebecca to Purchase 2 scanners for the multimedia stations
(model numbers needed)

- i. Different options from UofT.
- ii. Agreed to buy the scanners, with feeders (2).
- iii. Rebecca asked to incorporate the scanners and the software for the scanner into the package. Approved. She will send the details.

c) Any additional matters

- i. Discussion of management of accounts in workstations.
- ii. Management of accounts in the workstations.
- iii. Furniture discussion was postponed to a further meeting (we agreed to start looking at different solutions like smartdesktops.com)

6) Creation of Tech Fund Wiki

- a) We choose Media Wiki, and it will be hosted at the school.
- b) Ivan to implement and send us admin passwords (all tech fund members get the same privileges)
- c) Wiki will be private, due to purchasing and contact information.
- d) Implementation: Thursday

7) Update on Microsoft Academy from David, Claudio and Ivan

- a) Schedule future meetings and timeline (introduction of program in January 2012?)
 - i. Ivan will send more details (summary and descriptions of courses) about the clinics and collections of clinics.
 - ii. Check with students what courses they need/want.
 - iii. We decided to look at other vendors' courses (other companies) and open source resources.

8) Update on Photo Contest from Stephanie

- a) Proposal to move photo contest to January 2012 from Stephanie (due to busy time for students)
Second: Rebecca
In favour: all.

9) Update from Emily about Improving RM 224/225

Emily is looking at certain issues:

- Audio system: microphone; maybe a wireless podium mic.
- Keyboards (eliminate the noise) –check price quote for new ones (IVAN).
- They are also working with 319 (just so we know).
- Modify computer stations locations so they don't block students' vision.
- Idea to install more outlets to move computers to the front.
- Move the PC towers under the tables (IVAN to provide quote, they are working on it).
- Idea to get all-in-one stations for the room (or in general).
- Idea to install a glass door.

10) Update from Rebecca on Improving after hours study space – RM 116

- Request to have a building tour. Ivan offered to do it on Friday November 18th @ 12:00 to 2:00pm
- Comments on “creepiness of rooms”, particularly basement.
- Concerns about access and some rooms.
- Idea to retire labs in the basement.
- Some ideas: installing a panic system, or monitoring system.

11) Update from Emily about speaking with professors about software/hardware needs for courses

- Already covered (request for rooms 224/225)

12) Update on Inforum Furniture Research from Stephanie

- Ivan to send links of smart offices.
- Project in hold to make more research before taking a decision chairs. The idea is to make sure that chairs and eventual desks will match.
- Doesn't have to go through UofT.

13) Update from Claudio about expanding Inforum Workshops to include Database, web development, Adbode, SaaS, and cloud computing workshops

- Coordinate with information services and the Microsoft academy to put together an entire set of workshops (talk to Ross and Ivan to come out with just one set @ different levels).
- Find what's the budget (there is a budget from the ischool for workshops to get alumni or people from the industry –Ivan will send the information).

14) Update on Reimbursing the Printing of Course Posters from Stephanie

- Idea is to contribute money towards that printing cost, 10% for example.
- For the school is a problem of cost recovering (tonner, paper)
- One of the “problems” about using TCard is that users can print whatever they like/need (personal material), abusing the system. We are worried about people spending all the paper or tonner for example in projects that are not for the school (an extreme case of abuse).
- Ivan is looking at alternatives to print using other systems.

15) Update from Rebecca on Database software purchase ideas for Museum studies

- No updates. Rebecca is looking into it.
- She needs to know what's the budget for this initiative, to narrow down the options, because there are many systems available in the market.
- Idea to also get some professors involved in training students (build infrastructure), to make a better use of the systems.

16) Update from Rebecca on materials needed to purchase “Exhibition Kits” for MMst

- No updates. Looking into it.

17) Discussion with Ivan about feasibility of giving all MI and MMst students \$20 of free printing at the beginning of the school year (i.e. beginning = Fall semester)

- Exploring new ideas. (Already discussed in point 14).

18) Creation of Tech Fund Purchasing Policy

- Rebecca to send Jill a reminder (she was supposed to send us an undergrad version of purchasing guidelines)
- Once we receive the document, we will put it on the wiki to start working on it.

19) Promotion of Tech Fund to students

- a) Emily introduced the Tech fund to first year students.
 - i. Feedback from students was pretty good
 - ii. Rebecca will do the introductions to MMst students.
 - iii. Idea to create a survey to send to the students
- b) Idea of posters for the elevators: in hold until the building tour, so we can gather information first.
- c) Idea to have how-to videos about the tech infrastructure (what's available)
- d) Idea of Inforum's brochure (Rebecca): In hold until the building tour and the wiki is up, so the information is consolidated.

20) New Business: none

21) Adjourn @ 6:15