

University of Toronto  
Faculty of Information  
Technology Fund Committee Strategic Planning Meeting  
26 September 2012, 10:00 AM  
Present: Emily Porta, David Jorjani, Ivan Sestak, Jennie Fiddes, Mari Vihuri  
Recorder: Emily Porta

- **Cyclical Purchasing:** there are a number of items that the Technology Fund should purchase at regular intervals. These items and how often they should be replaced/refreshed are as follows:
  - Laptops – both the PC and Apple laptops should be replaced every three years. The old laptops should either be donated or put in to circulation for longer time periods (eg. 3 year old laptop can be checked out at the Inforum overnight/for a one week period, etc.).
  - Software licenses – licenses must be kept up to date, and the most commonly used software should be updated as soon as possible. The Microsoft Academy program should be renewed each year, as it is an economical way to get training and software.
  - The Tech Fund should purchase mobile technologies as necessary, striving to maintain a selection of the most up-to-date devices, keeping in mind the following:
    - Use: look at the Inforum statistics for the most requested items
    - External refresh cycle: for example, if it is October and iPad's come out in November, wait until after November to purchase new iPad's
    - Internal refresh cycle: is the borrowable technology in question broken, out of date, under performing, obsolete, etc.
    - The market: is this a brand new form factor? Wait to see if the technology "catches on" before buying too many of them
    - High quality reviews: many tech blogs/websites review new iterations of mobile electronics [eg. theverge.com, cnet.com, etc.]. Major tech site reviews should be consulted before purchasing any specific item
    - Student requests/suggestions: always take in to account what the students have explicitly asked for when purchasing any technology
  - Desktop computers - purchase desktop computers for the Inforum and room 417 only – all other rooms should be covered by non-student funds
  - Audio-visual production equipment
  - Collaboration and teambuilding tools: whiteboards, video game consoles, other entertainment items, should not be purchased regularly, but as necessary
- Other purchases:
  - Each year, the Tech Fund should strive to **sponsor a part of the iSchool student conference**. This could include a workshop, speaker fees, special event, etc. The funds should go towards something technology-related.

- The Tech Fund should support the ongoing **Museum Studies practical skills series** (funding, volunteer support, etc.)
  - As of the 2012-2013 year, the Tech Fund will set up an “**experimental fund**” of \$1000 plus promotional event costs, which will be used to fund a student’s creative idea for how to improve the iSchool.
  - The Tech Fund should **sponsor 1-2 high quality workshops** per year around the topic of tech skills that are applicable to a large portion of the iSchool student body. Topics will be based on the annual survey of iSchool students conducted by the tech fund.
- **Communication:**
    - **Branding and advertisement:** It is important to foster awareness and communication between the tech fund and the iSchool student body, therefore, each year the members of the Tech Fund should advertise using various methods (orientation giveaways, stickers, posters, etc). These advertisements should whenever possible include contact information for the Tech Fund. The official Tech Fund logo(s) should be used for all advertising of events and the Tech Fund itself.
    - **Meetings** with the Tech Fund faculty representative, and with information services staff, should happen as regularly as possible and warranted. Communication between these groups is essential to providing the students with what they want and need over the course of the year. Ideally the Tech Fund should also send a representative to all faculty council meetings, officially or otherwise.
    - **Social media communication** – communication should be constantly maintained over the course of the year (including summer) via the various online communication tools. Attempts should be made to make these communications interactive and responses to questions or comments from students and staff should be answered as soon as possible. All Tech Fund events and meetings should be put on the Google calendar MISC has set up for the Tech Fund.
    - Each year, after the winter holidays, the Tech Fund should conduct a **survey** of the students to ascertain their satisfaction with the Tech Fund’s progress, and what they would most like to see us fund in the near and distant future.
- **Other policies:**
    - The Tech Fund will **maintain a minimum \$5000 contingency fund** in the bank account each year for emergency purposes. However, if at the end of the year this money was not used, it should be spent over the summer if at all possible
    - The Technology Fund will not pay for **licenses and hardware that are required to complete courses**, as that falls within the purview of the iSchool itself. It is not the student’s responsibility to fund their own education beyond tuition.