OISE Library Student Advisory Committee
Agenda and Minutes

Date: Wednesday October 28, 2020
Time: 5 - 6:30pm
Location: online, in Zoom: https://oise-utoronto.zoom.us/j/6439466626

Present: Laura Facciolo (Secretary), Monique Flaccavento (OISE Library Director, Ex Officio), Desmond Wong (OISE Librarian), Nailisa Tanner (OISE Librarian - guest), Sasha Dhesi (OISE Library Intern), Cherie Daniel, Tika Ram Thapa, Magdalene Stavrou, Joanne Lieu, Julia Woznowski, Qiongli Zhu, Lifei Qian, Preeti Nayak, Alison D'Cruz, Matthew Humphries, Justin Patrick, Brian Henriques, Huda Salha, Erika Colby, Mira Chow, Milan Lazic

Timing	Agenda Item	Speaker(s)	Notes	Meeting Notes
5 min.	Land Acknowledge-ment	Monique		Monique gives land acknowledgement.
15 min.	Introductions	All	In addition to your name, please feel free to briefly share a few things about yourself - this is optional. For example: your department / program / year of study, preferred pronouns, whether this is your first year on the committee or whether you are a returning member, why you have joined the Committee, etc.	● Committee members introduce themselves
5 min.	Community agreement for online meetings	Monique, All	● We'll start and end on time (but recognize that others may be coming from / going to other	Question re: Google Docs or Office 365 will be sent out to members of the committee in a poll

			- classes or meetings, or have other obligations that require them to step away) - It's fine to join meetings by phone or by video. If joining by video, it's ok to turn your camera off, or to have it on with a Zoom background - Timing of items in the agenda is approximate. We'll try to stick to timing, but it's ok if some items run overtime and others take less time. We'll defer items we haven't discussed on the agenda until our next meeting, or will continue the conversation via email or MS Teams chat - Please remember to mute your mic while others are speaking to reduce background noise - Question:	

			Google docs (for agendas, minutes, etc.) or MS Office365? ● Other?	
5 min.	Election of a Secretary	All	● Responsibilities include taking minutes of the meetings, to be reviewed by committee members and incorporating suggested revisions of committee members. Minutes are publicly posted on the OLSAC webpage.	Shared responsibility between *Laura Facciolo* and *Mira Chow*
2 min.	Approval of the agenda	All	● Are there any additional items for today's agenda?	None
5 min.	Brief overview of the OISE Library	Monique; Nailisa; Desmond	● Key services for graduate students ● Collections ● Spaces	*Desmond Wong* introduces his responsibilities: support for Indigenous education collection, support OISE programs to incorporate Indigenous content, support Indigenous student services, acts as a personal librarian *Nailisa Tanner* comments on the curriculum resources collection available at the OISE library for K-12 (braille, magazine, picture books, etc.). Job focuses on making collections accessible to students.

				Monique mentions the affordances of a personal librarian. The library does not offer writing support, but students may seek writing consultation from OISE Students Success Center. The following resources were suggested by Nailisa for academic writing: - [Writing Centre at OISE](#) - [Books on Academic Writing](#) *Sasha* will be working on outreach and assessment - *Alison* asks if virtual 1:1 librarian support is still occurring during COVID-19. Yes. - *Monique* notes that a personal librarian can be contacted directly/booking form can be used - *Qiongli* asks the procedure for ordering/recommending books - *Monique* notes that between Nov 20th and Jan 7th it will be difficult to order books, so submit suggestions soon! Students can make suggestions online or through their personal librarian - *Mira* asked about virtual services - *Monique* notes that students are very interested in booking virtual research consultations; drop-in hours have low attendance.

				- *Desmond* notes that the library has advertised affordances on social media. Notes that students prefer 1:1 meeting vs. reference desk.
				
				Monique asks committee feelings about the reference desk. Is it maybe that people aren't aware that this service is available? Committee has tried to offer drop-in Q&A sessions in collaboration with Education Commons (EC). There was no student engagement:
				  - *Alison*: Ongoing conversation about advertising the booking link through email, social media, through OISE library
				  - *Alison*: Question about what platform is best for students to learn about library services
				  - *Mira*: Should the library collaborate with student groups to advertise services?
				  - *Lifei*: Mentions that she would mention services to International Student Group and MT Student Group. Also recommends using UT email for library promotion due to its academic nature. On this note, *Matt* suggests that emails should be concise

5 min.	Review of Terms of	Monique	● We'll review the document	*Monique* reviews the contents of the Review of Terms of Reference

	[Reference; Membership](#)		quickly today. For our next meeting: are there things that should be added, removed or changed?	and Membership: - Asks committee to consider changes to the document - Changes require ⅔ of committee vote (Monique abstains) - Goals of the committee include: how library can improve; committee outreach to Departments; student voice - Committee is made up of nominated and applied members to increase Committee diversity - **Collaborative group list should be updated** - If members attend ¾ meetings, co-curricular notation will be on transcript; **attendance requirement can be revisited**

3 min.	Posting of membership information on the OLSAC webpage	Monique	● Monique will send out a quick survey in the next week to ask which of the following information you are comfortable having posted on the OLSAC webpage. Your:
			  ○ name
			  ○ department
			  ○ program
			  ○ utoronto email address
				- *Monique* will send out survey to determine if Committee members want membership information posted
				- Committee members can share whatever they are comfortable with

| 25 minutes | OLSAC 2019-2020 Annual Report

● Social Justice Education LibGuide / Resources
● Social Media Campaign Virtual Conference Support | Nailisa

Mira, Nailisa, Desmond

Erika

Erika | ● Overview of actions taken
● Questions about actions / suggested actions in the report | - *Monique* notes that COVID-19 has acted as barrier to achieving all of the goals set out in last year's report - some will need to be addressed this year

Nailisa brings forward accomplishments of library from 2019-2020 year:
- Last year, students asked library to compile cross-disciplinary resources for students
- Library communicated with MT program to develop resource lists including the following: anti-racism, LGBTQ+ inclusive classrooms, etc.
- Last year, students in research-intensive programs asked for support for methods, theories, research guides; Library compiled resource lists on these topics
- International student association asked for resources for academic writing aimed at international students; Library compiled resources specific to this group's needs
- **Project currently on hold**: faculty members recommendations of resources. Committee did not come to an explicit consensus on moving the project forward. |

				For further consideration: - Desmond will share additional resources (LibGuides)at the next meeting -Effective/productive communication between Library and student population - Faculty member recommendations of resources - *Erika* notes that it may be more useful for library to focus on online resources - *Erika* asks if the Library has a dedicated PeppeR page for students. [Answer: the Library has created Quercus pages for each of the departments; links to these will be shared out, and can be included in Pepper] - *Lifei* notes that she can ask faculty members (separate committee) to share Library resources with students **Committee will continue conversation regarding Library communications at our next meeting.**
5 min.	[Students for the OISE Library Facebook page](#)	All	• For the returning members: Is this page still being maintained? By whom? • Is it still useful?	We will defer this item until our next meeting
5 min.	Election of the Chair	All	• Responsibilities include developing	*Monique* discusses the Chair position: - Chair receives suggestions

			agendas, chairing meetings, and participating in the drafting of the annual report	- for members of Committee - Recommends student Chair for student voice - Chair puts together agenda and leads meeting - Chair(s) will draft final report alongside librarians - Models for Chairing include: 1 Chair or several Co-Chairs - Lifei says she would be willing to act as Chair - Magdalene said she would be willing to help out if needed - Not all members were present at this point, so Monique will email everyone, and a vote to elect the Chair(s) will be conducted via a survey
5 min.	Dates for upcoming meetings	All	Thoughts about tentative dates: ● Wed. Nov. 25, 2020, 5-6:30pm ● Wed. Feb. 10, 2021, 5-6:30pm ● Wed. Mar. 17, 2021, 5-6:30pm Do these dates work for most, or shall I send out Doodle polls to find other dates / times?	- *Monique* will include tentative dates in a survey due to time limits of current meeting - *Monique* will email a Doodle Poll to confirm the next meeting
5 min.	Other Business			Next meeting TBD using Doodle Poll.
	Meeting Adjourned			