

# OISE Library Student Advisory Committee

## Statement of Purpose

In an effort to maintain open communication between the OISE student body and the Director of the OISE Library and Library staff, the OISE Library Student Advisory Committee is established to:

- (1) provide a mechanism for students to share suggestions directly with the OISE Library Director and Library staff;
- (2) solicit student opinions and suggestions regarding existing library programs, services, resources, and facilities;
- (3) share updates with OISE students about topics discussed and decisions made during Committee meetings
- (4) involve students in the development of new library programs, services resources, and facility enhancements

## I. Membership

The OISE Library is strongly committed to diversity. The OISE Library Student Advisory Committee is intended to reflect the various opinions and concerns of the entire OISE student body regarding the Library. Therefore, the Committee should be comprised of a diverse group of students who can help to make the Library a more inclusive and accessible place. The OISE Library encourages participation on the Advisory Committee by racialized persons / persons of colour, Indigenous peoples, persons with disabilities, international students, persons who identify as LBGTQ2SIA+, and others who will contribute to the further diversification of ideas.

### OISE Student membership

The Advisory Committee will include no fewer than six OISE students, and no more than fifteen. Students will be appointed, whenever possible, according to the following guidelines:

- A. At least one representative from each of OISE's academic departments:
  - i. Department of Social Justice Education (SJE)
  - ii. Department of Curriculum Teaching, and Learning (CTL)
  - iii. Department of Leadership, Higher, and Adult Education (LHAE)
  - iv. Department of Applied Psychology and Human Development (APHD)
- B. At least one CREFO student
- C. At least one representative registered in each of the following degree programs:
  - i. MA or MEd
  - ii. PhD or EdD
  - iii. MT or MA CSE (i.e. teacher candidates)

- D. At least one part-time or flex-time student
- E. At least one first-year student
- F. At least one upper-year student
- G. One OISE student to be appointed by each of the following groups:
  - i. OISE Graduate Students' Association (GSA)
  - ii. OISE International Students' Association (ISA)
  - iii. Indigenous Education Network (IEN)
  - iv. OISE Graduate Students' Association Accessibility Committee
  - v. Queer at OISE
- H. All appointments will be submitted to the Director of the OISE Library.
- I. Appointments will be made in October for the current academic year.
- J. Each student member shall be appointed from October until April.
- K. Members may be re-appointed.

#### OISE Library staff membership

- A. The Director of the OISE Library will serve as an ex-officio member of the Advisory Committee.
- B. One OISE librarian, to be appointed to a one-year term by the Director of the OISE Library.
- C. One OISE Graduate Student Library Assistant (GSLA) or Toronto Academic Library Intern (TALint), to be appointed to a one-year term by the Director of the OISE Library.
- D. Members may be re-appointed.
- E. Other OISE Library staff are invited to attend meetings, but they will attend as non-voting guests.

#### Committee Chair

- A. The Chair or Co-Chairs of the OISE Library Student Advisory Committee will be elected for a one-year term by a vote of Committee members at the first meeting of the academic year.

## **II. Meeting Policies**

- A. The first meeting of the new Advisory Committee will occur no later than the first week of November and will be convened by the Director of the OISE Library or their designate. At the first meeting, the Chair(s) and a Secretary will be elected by vote of the Committee members. The Advisory Committee will establish a proposed schedule of meetings for the academic year.
- B. The OISE Library Student Advisory Committee will meet with the Director of the OISE Library or their designate at least four times during the academic year: twice in the fall, and twice in the winter / spring. Meetings may be canceled or rescheduled at the discretion of the Chair.
- C. Meetings will be approximately one and half hours in length.
- D. A standing invitation to attend is extended to all OISE Library staff.
- E. Other guests may be invited by the Advisory Committee or its Chair as deemed appropriate.
- F. Attendance at all meetings is expected for members of the Advisory Committee. If a member is unable to attend a meeting, they should contact the Chair to advise that they will be unable to attend.
- G. Members may attend meetings either in person or remotely, via web-conference.
- H. Members who attend at least three of the four meetings will be eligible to receive Co-Curricular Record (CCR) credit.
- I. If a member of the Advisory Committee is no longer able to fulfill their duties, they must notify the Chair in writing.

## **III. Committee Operations**

- A. The OISE Library Student Advisory Committee is intended to represent the various opinions and concerns of the entire OISE student body regarding the Library. Committee members must therefore actively solicit input from and report to the student body through appropriate means.
- B. The agenda for each meeting will be set by the Chair according to the suggestions and concerns of the student body and of the Director of the OISE Library. Members should submit agenda items to the Chair [deleted “via a Google Doc”] no fewer than three days prior to meetings.
- C. The Chair will set the agenda and will aim to distribute it by email to all members of the Committee as well as to the Director of the OISE Library the day before

each meeting.

- D. The Secretary will record minutes of meetings and will send these to the Director and to the Chair for review within 3 weeks of each meeting. Minutes will then be distributed to all members of the Committee, and approved at the next Advisory Committee meeting.
- E. Approved minutes will be posted on the OISE Library Student Advisory Committee webpage: <https://oise.library.utoronto.ca/aboutus-student-advisory-committee>
- F. A committee member(s) will submit a report that summarizes the work of that year's Committee, along with recommendations for the next Committee. This report will be submitted to the Director of the OISE Library and to the Chair(s) for review. The report will then be circulated to all Committee members for review and approval. Once the report has been approved, it will be shared with the Deputy Chief Librarian for the University of Toronto Libraries and the OISE Dean. The report will be posted and made openly available on the OISE Library Student Advisory Committee webpage.

#### **IV. Amendments**

- A. Amendments to the membership and terms of reference will be made following a two-thirds majority vote by members of the OISE Library Student Advisory Committee.