

1. Roll Call

Present

Valerie

Alieda

Hilary

Ben

Lee

Maria

Andrea

Jenna

Tam

Hannah

Megan

Absent

2. Approval of last meetings minutes

Motion: Megan

Seconds: Andrea

All approve

3. Financial update - Lee

- Current balance 824.24 after DJIM cheque
- DAGS summer funding was \$30
- Budget surplus of \$438.53
- Current Holiday budget \$300
- Currently we have fundraised \$50 so far this year
- Not sure how much funding from DAGS for fall because of lower student numbers. If we need to, we can pick up this cheque early.
- Major expense upcoming for IWB funding.
- Maria: \$345 for Holiday party. Should make money back through ticket sales.
- Lee motion to increase holiday budget to \$345, Alieda seconds, all approve.

4. IWB update - Hilary

- 3 speakers confirmed, 3 maybe speakers (not revealed at this time)
- 4 breakout sessions (2 morning, 2 afternoon)
- Application to SIMSA for funding has been given to Lee.

5. Constitution

- Andrea: potential restructuring of roles: 2 incoming reps instead of 1 incoming / 1 outgoing. Having more incoming students on the council will help with knowledge transfer.
- Hilary and Alieda support Andrea's statement.
- Hannah: Would the incoming positions be aligned with an outgoing role? (yes)
- Tam: Yes, my role in an official capacity is less active.
- Valerie: If we pass the records management policy, we need to add more information about this in the Constitution and update this section.
- Andrea: These role changes would be put in place for ratification next year. I will talk to Holly about this to see how that might impact ratification next year.
- Hilary: January might be a good time to focus on the details of this restructuring.
- Valerie: We might want to consider adding more info about Standing Committees and how they are elected, getting faculty involved in explaining the process and importance of these committees.

**The constitution restructuring will be revisited in January 2015, when a subcommittee will begin work on restructuring this document.*

6. Approval of records mgmt. policy/procedure

- Hilary motioned, Andrea seconded, all approve.
- Lee and Valerie will meet with Alieda and Jenna to discuss this in the future and hash out details.

7. Orientation survey results

- Hannah's email (Appendix A)
- Generally, people seemed very happy with things.
- Valerie: glad that question about assoc. display space was in there.
- Andrea: Yes, this is good info to have for next year. Also helps us to know what work future execs have ahead of them to communicate the role of associations within the schools.
- Hannah: Like the idea of having professors involved in explaining the associations to the students.

8. Document creation for unratified group space booking

- Not all associations within SIMSA are ratified. Possibly none of them are.

- We should create a subcommittee re: procedure for booking space/tables etc for non-ratified SIMSA associations. This document of procedures and contact info could go up on the SIMSA website.
- Andrea, Hilary, Jenna, Tam, Megan

9. Holiday Party plans - Maria

- Friday Dec 5th at University Club Pub
- \$345 budget as of this meeting, which covers apps for everyone
- \$20 ticket price for faculty, \$10 for students
- Maria checking with Janice at the University Club Pub to see if we can have either karaoke or DJ. Plan is to have casual drinks, listen to some music.
- Space decorations are included with the space, but we can make some decorations for tables, banners
- Maria sent out email asking for help with decorations, etc
- Need sober volunteers (1 sober volunteer per 25 students)
- Alieda: Maria, loved the way you reached out to entire student body, not just SIMSA.
- Andrea: Would love to see the faculty there
- Semi-formal dress code would be a good idea.
- Maria: potentially making basket(s) to raffle off. The committee I'm creating would work on reaching out to businesses
- Alieda: Heard that Sobey's is good about giving out giftcards that you could use for buying things for a basket.
- Hilary: Seaport Market vendors really generous for IWB silent auction

10. Fundraising

- Hannah has started brainstorming the "Assassin" game
- Maria and Hannah try to meet this week and implement in November
- Basket fundraising idea
- Andrea: rejuvenate selling the book bags
- Alieda book bags will sell even better next semester
- Andrea: think we need to rep those a bit more, find more places to sell them like Dal libraries. Maybe also the computer science building? We paid for them last year, so it's pure revenue at this point and could potentially be a great fundraiser for us.
- \$10/bag seems like a reasonable price.
- Valerie: Kings bookstore might be worth checking out.
- Tam/Valerie to check out feasibility of Kings bookstore

11. Open House - Ben

- Haven't heard anything more from Kim, but that's on November 7th. Research posters would be accepted to be displayed for the open house.
- Posters should be in by the 6th. Email to Kim or Ben.

12. Professor visit (IM Lecture series) - Andrea

- Dr. MacDonald reached out about having SIM really support this
- Tuesday next week (4th at 1 pm)
- Event with coffee meet/greet. Dr. MacDonald wants good student turnout. All exec should try to be there, and bring at least one person with them.
- Support on social media/website.

13. Website - Alieda

- On the 15th of October, SIMSA's status as society with space on server expired. Wasn't aware that this was something that needed to be renewed.
- Alieda has gone to IT help desk, told she needed to go to DSU VPI.
- Finally heard back from DUS VPI, with paperwork that needed to be filled out. This was not clear in the transition document. The transition document now has this paperwork attached.
- Paperwork has been filed, and work to get us back online is ongoing.
- Jenna and Alieda have made many good changes before we went offline to make the website more dynamic.

14. BBL debrief - Valerie

- Past Tuesday had second Brown Bag Lunch. Cataloguing/RDA/ACCR2 was well attended and successful.
- Next month's theme is reading courses and theses.

15. Subject Specialist discussion

- JoAnn asked Ben and Andrea why no one is going to Lindsay McNiff's office hours.
- Incoming class sees her for resource sessions; outgoing unaware of office hours, didn't do that last year.
- Office hours currently presented as an "Event" to attend. Confusion regarding who the office hours are intended for.
- Andrea: Not sure that advertising these office hours is SIMSA's job, but we could do a bit to promote this in the next while.
- Alieda: Maybe a sign in the common room with her hours and room number?

- Jenna: Advertise the office hours in conjunction with a specific assignment(s). Why would you go to her office hours?
- Andrea: Create an infographic regarding resource use? Jenna can you look into this? I'll send you a website that will be helpful with this.
- Jenna to look into making an info graphic
- Communication issues = why no one is going to office hours
- Maria: No prof has ever mentioned Lindsay's office hours.
- Hilary: Faculty mentioning it to students, and outlining why it might be helpful, would be a great step in making this information more known.
- Lindsay in the Rowe specifically for MLIS students. She is here specifically for reference help.

16. Thanksgiving Potluck debrief - Andrea

- It was a success. Faculty came, which was great, and it was really well attended.
- Another potluck is planned for November 20th.

17. Office Space - Andrea

- Good, almost got it, just trying to get rid of some of the furniture.

18. Movember - Andrea

- Got an email from MBA society asking if SIM wants to participate in Movember. All other schools are participating. Great opportunity to respond to being reached out to.
- Sell black felt and safety pin moustaches? → Maria
- Andrea: Maria, you're ok if I give our MBA contact you info? (yes)
- Alieda, Hannah, Maria, Tam to work on creating the moustaches
- Combine moustache and potluck. Sponsor people to grow moustaches, everyone brings a toonie to the potluck.
- Maria to send out an email regarding the moustache fundraiser to everyone

19. Filing cabinet - Maria

- Cabinet to replace the one in the common room
- Maria can't move it (there are two cabinets) and needs help.
- Alieda: could we get a dolly from facilities mgmt to help with this?

Motion to end meeting: Ben

Second: Alieda

All in favor.

Action points

- Lee and Valerie will meet with Alieda and Jenna to discuss this in the future and hash out details of the new records mgmt procedure
- Maria to work on Movember Potluck (November 20th); send out email regarding this fundraiser
- Alieda, Hannah, Maria, Tam to work on creating felt moustaches
- Jenna to look into making an info graphic re: Lindsay McNiff's office hours
- Megan promote Public Lectures on social media/website.
- Tam/Valerie to check out feasibility of Kings bookstore
- Maria and Hannah try to meet this week and implement in November
- Andrea, Hilary, Jenna, Tam, Megan to meet to create a procedure document for unratified SIMSA associations to book space for events

Appendix A:**Orientation 2014 survey results report - email from Hannah Steeves**

The following is a written report of the results from the SIMSA Incoming Student Orientation Survey hosted on Survey Monkey on October 8-10, 2014. 20 students from a class of 35 responded to the survey.

The majority (95%) of incoming students felt as though they had an adequate introduction to the SIM faculty and SIMSA. Only 5% felt as though they “sort of” had an adequate introduction and 0% felt as though they did not have an adequate presentation. There were no specifications on improvement or comments on adequacy.

94.74% found the SIMSA led information session on Blackboard Learn and other available online resources to be helpful. 5.26% found it to be unhelpful. Suggestions to improve the information session included having handouts, a visual tutorial on how to use Blackboard, and a different classroom venue instead of the banquet style room as this created difficulties in the viewing process.

73.68% of survey respondents found the Introduction to Management Career Services with Robert Wooden to be informing. 21.05% left feeling interested but confused in the services being offered, and 5.26% left feeling uninformed. Comments indicated that the services offered did not align with the monetary compensation MCS was receiving.

The presentation on Academic Integrity with Dr. Howard and the Information Session with Lindsay McNiff was split between incoming students feeling informed and confident and informed and concerned. 42.11% felt confident, while 57.89% felt concerned about the information with which they had been provided. Specific comments used adjectives such as “scared,” “intense,” and “intimidating.” It was suggested that referencing recent previous years and the number of infractions that occurred might ease concerns and better illustrate the critical nature of the situation.

The tour of campus was found to be helpful by 63.16%, unhelpful by 10.53%, while 26.32% of survey respondents did not attend. Suggestions to improve the tours were to ensure that commentary be more audible, and that splitting the tour into multiple groups or sessions might be helpful. Recommended additions to the tour included showing more study spaces around campus and where the registrar/financial services and DAL card offices were located. It is also important to consider that the respondents who did not attend may have previously been previous students of DAL or local residents and already be familiar with campus.

The head librarians welcome was felt to be interesting by 84.21%, uninteresting by 5.26%, and unnecessary by 10.53%. It was suggested that this session be shorter in the future and that more information on internships/job opportunities be a focal point. The session was commended for providing information on the differentiations between each Dalhousie library and potential career paths for incoming students.

The majority of respondents (63.16%) found the welcome event with faculty, staff, and alumni held at the Killam Library to be awkward. 31.58% found it fun and helpful, while 5.26% found it boring. Recommendations to improve the event were to host it in a larger

room to improve on noise levels and crowd volume and holding it later in the month when students were more familiar with one another and felt more comfortable amongst their peers. Positive aspects of the event that were mentioned by survey respondents was how it encouraged networking and socializing amongst colleagues and peers. Negative aspects of the event that were mentioned included the lack of networking between faculty/staff/alumni and incoming students, as most of them were in conversations with outgoing students with whom they were already familiar, and venue size.

In regards to the Associations Display, the majority of students (61.11%) left feeling informed but with more questions. 27.78% left feeling informed and confident while 11.11% left feeling uninformed. The most common complaint was the location due to its small size and acoustics, as they left students feeling uncomfortable and intimidated. Survey respondents suggested a setup where they had the option to browse and did not feel obligated to have a conversation with the members of each association stationed at a table. Another suggestion for improvement was to have a controlled flow of traffic if the location could

not be changed. One comment requested more information on why it was necessary to join an association(s) and why there are so many to choose from.

The next questions was directly related to the previous and specifically requested feedback on the space in which the Associations Display was held. 0% felt the space was comfortable, only 27.28% felt it was functional, and 72.22% found the space to be crowded. Again respondents brought up the poor acoustics that made it difficult to hear and be heard, the warm temperature of the room was mentioned, and the time frame in which the display was held was criticized. A helpful suggestion was to have each association present in a 5-10 minute spiel on their individual association to the incoming class as a group.

The final questions was on the food that was served throughout the week and the majority of survey respondents (66.67%) found the food to be great. The remaining 33.3% said it was satisfactory and corresponding comments suggested more food in general and more dessert options. 0% found the food to be terrible.

Overall orientation week seems to have been a positive experience for students leaving them primarily informed, however specific events could be adjusted based on comments above to increase comfort and enjoyment levels of incoming students.