



SCHOOL OF
INFORMATION
MANAGEMENT
STUDENT
ASSOCIATION

Annual Report // 2014-2015

Prepared by Andrea Kampen with additional input from
the SIMSA executive

Table of Contents

ACKNOWLEDGMENTS	5
INTRODUCTION	5
WHAT IS SCHOOL OF INFORMATION MANAGEMENT STUDENT ASSOCIATION (SIMSA)?	6
EXECUTIVE MEMBERS	6
EXTERNAL COMMITTEES REPRESENTATIVES	6
EXTERNAL REPRESENTATION	8
DALHOUSIE ASSOCIATION OF GRADUATE STUDENTS (DAGS)	8
DALHOUSIE STUDENT UNION (DSU)	8
FACULTY COUNCIL	8
STUDENT LEADERS IN THE FACULTY OF MANAGEMENT	9
CHAIR UPDATE AND GOALS FOR THE YEAR	9
INCOMING REPRESENTATIVE	12
OUTGOING REPRESENTATIVE	13
FINANCIAL OFFICER	13
VICE CHAIR NON-ACADEMIC	17
VICE CHAIR ACADEMIC	18
DIGITAL PUBLICATIONS OFFICER & ASSISTANT DIGITAL PUBLICATIONS OFFICER	19
COMMUNICATIONS OFFICER	20
INFORMATION WITHOUT BORDERS	20
INITIATIVES	21
OFFICE SPACE	21
ISSUES WITH DAGS	22
REWORKED CONSTITUTION	23
SOCIAL MEDIA POLICY & HEALTH AND WELLNESS	24

PROFESSIONAL DEVELOPMENT	24
FUNDRAISING	25
MOVEMBER	25
BOWLING ACROSS BORDERS	25
BOOK BAGS	25
TICKETS TO CHOIR CONCERT	26
CLOTHING SWAP	26
ASSOCIATIONS UPDATES	26
ASSOCIATION OF CANADIAN ARCHIVISTS (ACA)	26
CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)	27
CANADIAN LIBRARY ASSOCIATION (CLA)	27
DALHOUSIE JOURNAL OF INTERDISCIPLINARY MANAGEMENT (DJIM)	28
INFORMATION WITHOUT BORDERS (IWB)	28
LIBRARIANS WITHOUT BORDERS (LWB)	28
SPECIAL LIBRARIES ASSOCIATION	28
RECOMMENDATIONS FOR FUTURE	29
SAMPLE OF POSTERS FOR EVENTS	30

Acknowledgments

I am incredibly proud of what SIMSA as an executive and as a student body has accomplished this year. Balancing school, work, and extra-curricular activities (and apparently having a life) is a challenge and one that the executive took on with vigour.

Andrea Kampen

Introduction

What is School of Information Management Student Association (SIMSA)?

The School of Information Management Student Association provides a forum for Dalhousie's Masters in Library and Information Studies students to share information and coordinate various ideas and talents among the school and the wider Faculty of Management.

Executive Members

Andrea Kampen: Co-Chair

Ben Worth: Co-Chair

Lee Wilson: Financial Officer

Megan O'Brian: Communications Officer

Maria Bartlett: Vice Chair Non-Academic

Valerie Collins: Vice Chair Academic

Hilary Lynd: Information Without Borders Representative

Alieda Blandford: Digital Publications Officer

Jenna Knorr: Assistant Digital Publications Officer

Hannah Steeves: Incoming Year Representative

Tam Proulx: Outgoing Year Representative

External Committees Representatives

Admissions and Scholarships Committee

Alison Manley

Appointments, Promotion and Tenure

Emily Colford

Curriculum and Continuing Education

Incoming Year Representative: Daniel Gouthro

Outgoing Year Representative: Valerie Collins

Petitions and Grievances

Incoming Year Representative: Tess Grynoch

Outgoing Year Representative: Laurie Chase

School Council

Incoming Year Representative: Hannah Steeves

Outgoing Year Representative: Maureen Wallace

SIMSA Co-Chairs: Andrea Kampen, Ben Worth

External Representation

Dalhousie Association of Graduate Students (DAGS)

Each year, every full and part time student of the MLIS program pays fees to DAGS. DAGS takes a portion of this money to run their services and returns the balance to the society. Lee Wilson and Andrea Kampen worked hard to maintain lines of communication with the Faculty of Management Representative, Jessica Stark.

Dalhousie Student Union (DSU)

DSU is the umbrella organization for all of the student associations in the Dalhousie Community. We are ratified through the DSU and our books are audited by DAGS. This last year the ratification process had some issues regarding SIMSA's eligibility for DSU insurance. This issue was resolved and we successfully ratified July 9th 2014.

Faculty Council

Due to miscommunication SIMSA was not represented at Faculty Council meetings during the 2014/2015 academic year. This will not happen again and measures have been taken to correct this for future years.

Student Leaders in the Faculty of Management

Each month Andrea Kampen represented SIMSA at the Faculty of Management Student Leaders meetings. These meetings involved student representatives from the graduate programs of Public Administration Student Society, School for Resource and Environment Studies Student Society, Master in Business Administration Student Society as well as Commerce and Bachelor of Management. These meetings were also attended by Dean Peggy Cunningham and Alumni Officer Marianne Hagen. They were an incredible opportunity for students to learn from each other's experiences in the various programs and share any concerns and successes with the Faculty of Management.

Chair update and Goals for the Year

This year SIMSA set out specific goals we wanted to achieve to enhance student experience. The goals were:

- a. Improve communication between students and faculty
- b. Update and enforce records management to improve knowledge transfer
- c. Rework constitution to better reflect student body
- d. Get funding for conference attendance

- e. Bring together the MLIS student associations in a way that facilitates the work that each of them does
- f. Increase interaction with other Faculty of Management societies
- g. Have a charity fundraiser
- h. Obtain office space

We achieved these goals in the following ways:

- We sent out monthly updates to faculty and students sharing what SIMSA activities and future plans.
- Thanks to the hard work of Lee Wilson and Valerie Collins we have an updated Records Management policy has been implemented throughout the year. Next year this will continue and will hopefully include digitizing the few remaining physical records.
- We updated the constitution to more accurately reflect the needs of the student body. This was ratified at our Spring AGM on March 17th. Further details are in the [Reworked Constitution](#) section.
- We held an Associations Colloquium and created a shared calendar to bring together the activities and efforts of the different student associations in SIM. We also hope that by retailoring the Outgoing Year Representative role to become the Associations Coordinator we can harmonize and enhance the activities of the student associations.

- Throughout the year our engagement with other FoM societies has increased greatly from prior years. From the shared boat cruise during Orientation to participation in Movember and most importantly the shared office space, there has been increased engagement with our peers throughout the Faculty. Additionally, Andrea Kampen participated in Toast to the Coast (the MBA fundraiser for Breast Cancer), lunch with Paul Martin, as well as sat on the Ethics in Action nomination committee. By participating in these activities, SIMSA's visibility was increased and further opportunities for collaboration presented themselves.
- We held our first charity fundraiser. Students voted on a literacy initiative they wanted to support. The Halifax Public Libraries Literacy Program was chosen. Further details in [Bowling Across Borders](#) section.
- We successfully obtained a key to an office that we share with 7 other societies. Further details in [Office Space](#) section.
- Though funding for conference attendance has not been solidified at this date, Andrea Kampen has been in discussions with the Faculty of Management to pursue potential avenues of funding.

Executive Reports:

Incoming Representative

I acted as liaison for the incoming class to communicate necessary information to SIMSA. This consisted of communicating social events, fundraisers, and other SIMSA related information to the incoming class via social media and in-class announcements. I made myself approachable and available for peers to contact me with any comments and concerns. I also assisted other members of SIMSA with completion of their established tasks. The members that requested assistance were mostly the Vice-Chair Non-Academic and Co-Chairs to delegate organizational tasks such as:

- Selling tickets for social events (i.e. term parties, tickets to charity events, etc.).
- Promotion of these events was the essential deliverable to ensure that these events either broke even or profited and SIMSA did not experience a financial loss.
- Completion of incoming student survey to assess the success of Orientation Week

As of this report's publication, the convocation brunch has not taken place but I am working hard to coordinate this event Kim Humes and JoAnn Watson of SIM.

Outgoing Representative

As the outgoing year representative, I offered support to different members of SIMSA. In particular, I helped the Vice Chair Non Academic sell tickets to the holiday party and helped decorate. I also helped set up the AGM potluck and will be helping to decorate the end of year party.

Financial Officer

As we started the year off with some money still tied up the fundraising ventures of the previous executive, a decision was made early on to promote austerity wherever possible. To that end, most of our major outputs (e.g., orientation activities, the AGM, and Brown Bag Lunches) came in under budget. In contrast to past years where the aim was to break even, this year's holiday party proved to be a significant source of revenue. We also made an effort to promote our pre-existing fundraising items (e.g., the </bookbags>, SIMagination, and our IM themed buttons and magnets) rather than invest in new initiatives. That said, for the first time, SIM participated in the Movember campaign to raise money and promote awareness for men's health issues. SIMSA also organized a bake sale

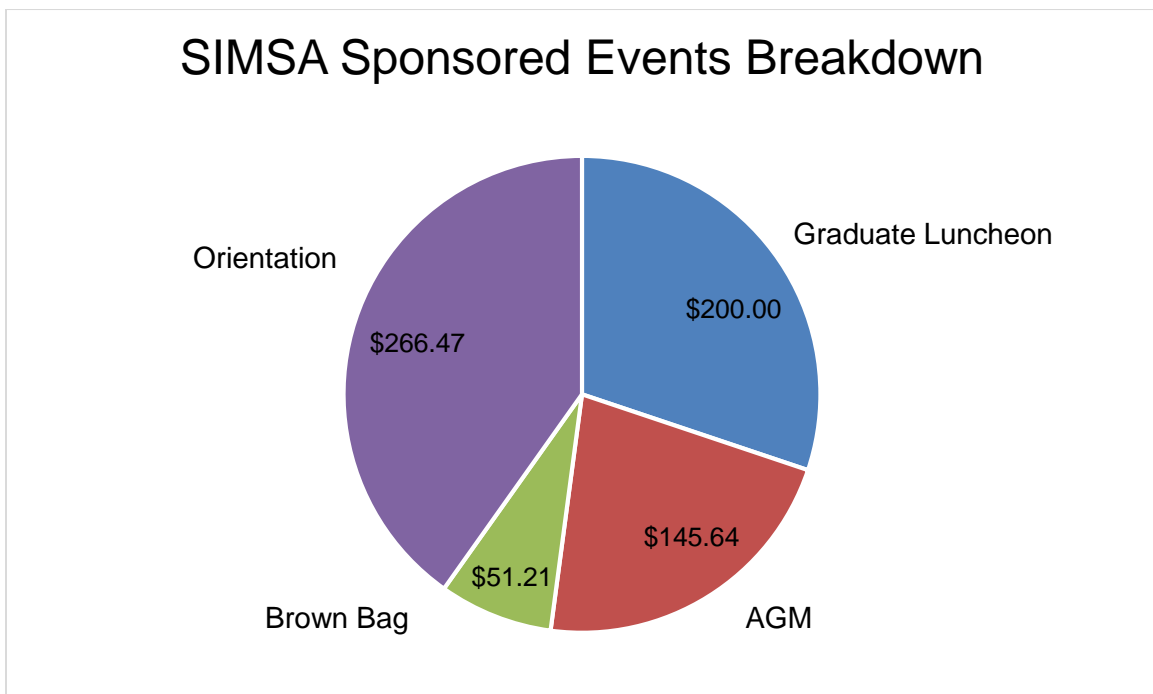
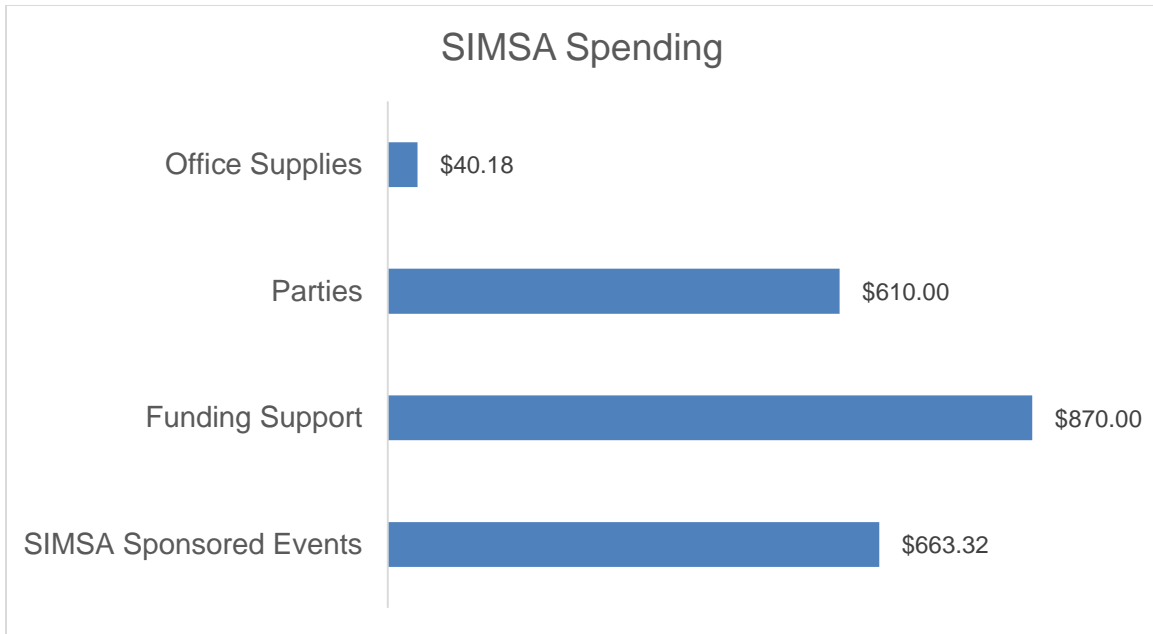
and a "Bowling for Across Borders" event that cumulatively raised \$400 for the Halifax Public Library's Literacy Program.

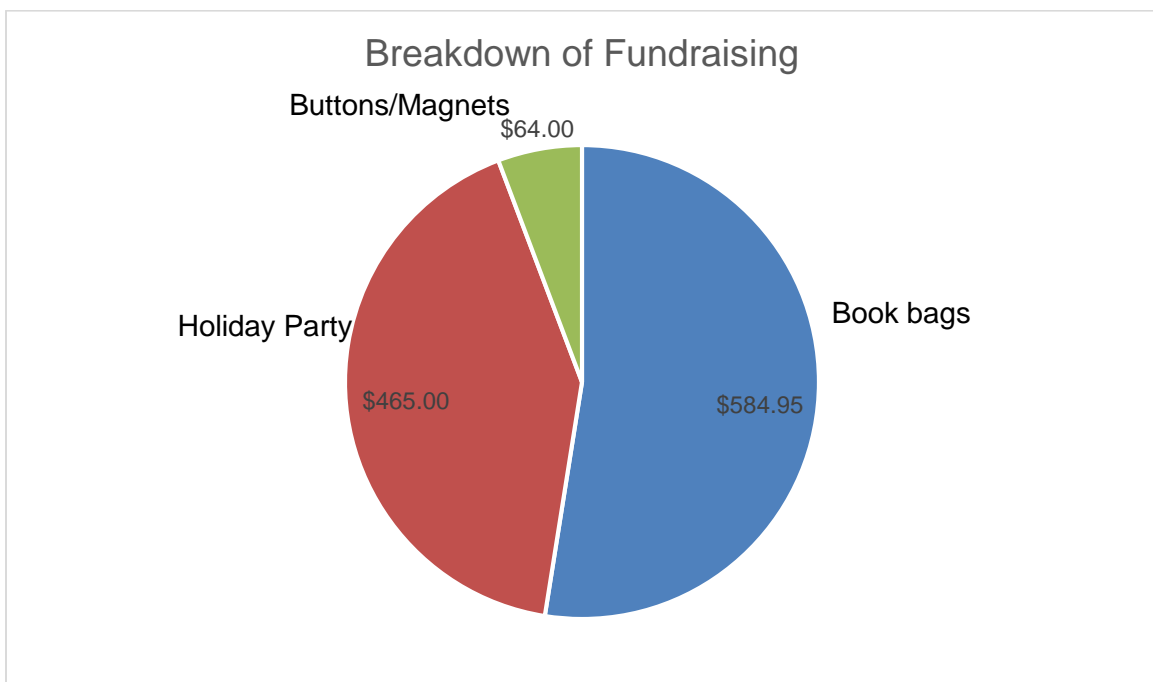
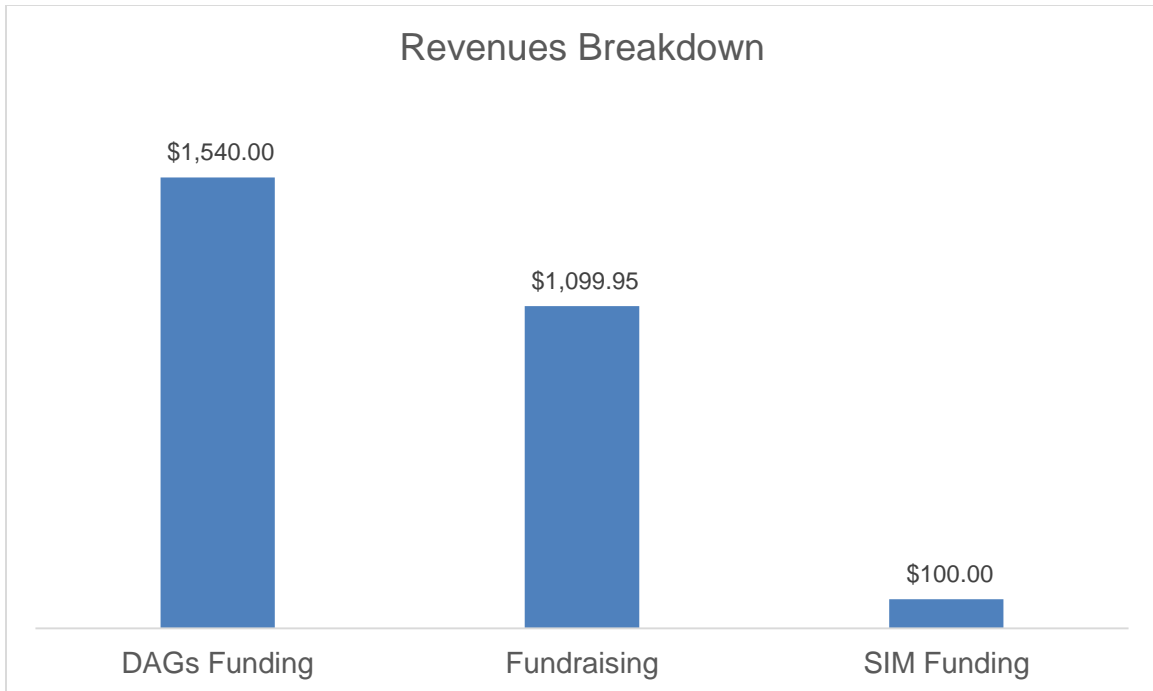
SIMSA's largest expense came from funding support for our various associations, the Dalhousie Journal of Interdisciplinary Management, and the Information Without Borders conference. We believe that supporting our school's student-led initiatives is of the utmost importance for our association. As stated above, all of our annual events came in under budget and the expenses incurred for the Holiday party paid dividends. In addition, it is expected that the end of year party, or Prom, will break even.

This year SIMSA fundraised roughly \$1100. Our main earner was the book bags, followed by the holiday party. Assuming the end of year party will break even, there will be a surplus of over \$2000 moving into next year.

Challenges

My primary role within SIMSA is to provide the executive with insight into our financial state, thereby helping to decide what kinds of new initiatives are feasible for us to take on. The primary output for my position is to complete the triannual financial audits so that SIMSA can receive funding cheques from DAGS in a timely fashion. See [Issues with DAGS](#) section for more information.





* since the writing of this report an additional \$90 of revenue was generated though the sale of book bags and approximately \$500 worth of tickets sold at the end of year party.

Vice Chair Non-Academic

My year started off with meeting with JoAnn Watson during the summer to plan orientation week for the incoming students. Our meetings also included how to facilitate the email buddy program for incoming students as well as the Welcome Lunch that occurs during orientation week. In the fall, I organized the SIMSA Movember campaign and ran it with fellow SIMSA executives. SIMSA also held several potlucks during the fall which I participated in as well as organizing a movie night. For the end of the fall semester, I organized the holiday party and helped to raise funds by selling candy grams with fellow students. Winter 2015 has been more laid back in terms of activities. The end of year party (aka Prom) happened on April 10th.

List of Social Events SIMSA facilitated and participated in:

- Orientation
- Boat Cruise with PASS and SRESSS
- Potlucks
- Ghost Tour
- Holiday Party
- Providing coffee for Faculty Coffee Socials
- Set up for alumni reception

- Supported SIM with its open house
- Tree trimming
- Movie Night
- Skating at the Oval
- End of year party: Prom

Vice Chair Academic

The Vice Chair Academic takes care of the Associations Display during Orientation week, organizing and facilitating Brown Bag Lunches, and assisting with the SIM Public Lecture series. I'm happy to report that all three series of events were highly successful over the 2014/2015 academic year. Eight student associations and five professional organizations were represented at the Associations Display, while the Brown Bag Lunches covered the following topics:

- September – What's the Deal with Conferences?
- October – AACR2 vs. RDA
- November – Reading Courses and Theses
- January – Implementing the Primo Discovery Layer
- February – Management and Collections Development in Public Libraries

Student attendance was high at these events. Additionally, I worked with the Financial Officer to review and update SIMSA's Records Management Policy to ensure continued knowledge transfer between SIMSA executives. The Policy has

since been implemented, and responsibility for administering the Policy transferred to the Digital Publication Officer and Assistant.

Digital Publications Officer & Assistant Digital

Publications Officer

In the past year, the SIMSA website has transitioned from a simple HTML website (<http://simsa.dsu.dal.ca/old>) to a Wordpress site. The Wordpress dashboard allows for more intuitive styling, content management, media uploads, and drag-and-drop layout design, as well as ready-made widgets (such as social media plugins), while allowing for HTML and CSS editing if desired. This autumn, the SIMSA website underwent a Wordpress theme makeover, transitioning from a simple pinboard-style layout to more of a blog-style theme with a scrolling feature section. We created more than 130 posts for our blog over the course of the year, and the website received an average of 20 page views per day.

Aside from website content, the digital publications team leveraged social media as much as possible to disseminate information about the program and the association, including creating Facebook events and live-tweeting general meetings. We also fulfilled SIMSA's new records management policy, organizing and storing vital records for improved knowledge transfer for the incoming executive.

Communications Officer

As SIMSA's Communications Officer, I organized and facilitated executive meetings, two AGMs, and invigilated SIMSA elections. I ensured SIMSA was ratified by the DSU, and was responsible for internal communications between executive members, as well as external communications with the DSU and DAGS regarding ratification and elections.

Along with the Digital Publications Officer, I liaised with members of the public via email, as well as communicated relevant information to the SIM student body and faculty while overseeing the listserv. The Communication Officer is also responsible for assisting in the implementation and maintenance of SIMSA's records management policy, particularly in regards to the SIMSA email account.

Information Without Borders

[On February 11, 2015](#) the Information Without Borders Conference held its 9th annual event. This year, the theme of the conference was titled, "Information Management for Climate Change Adaptation." Speakers addressed the informational issues associated with climate change, as well as how to turn research into action. The conference committee is pleased with the success of this year's conference. IWB 2015 hosted 15 speakers and a total of 157 attendees. A [Dal News article](#), published post-conference noted how attentive the audience

was at this year's conference. The committee conducted a survey after the event; the results revealed that attendees were impressed with the high-level of professionalism and organization of this year's conference — a testament to the skills of the 12 committee members involved in preparations for the conference. The committee is also pleased to report that as a result of excellent financial management and fundraising efforts, there will be a surplus for the 2016 conference.

Initiatives

Office Space

The graduate societies in the Rowe Building did at one point have their own beautiful office space on the fifth floor. This space was reclaimed by facilities two years ago. This has made coordinating individual society meeting and securely storing society records problematic. Thanks to the help of Dr. Howard of SIM and Maggie Lapp of the Dean's office, we were finally able to secure a room on the 2nd floor that is shared between:

- Information Without Borders
- Dalhousie Journal of Interdisciplinary Management
- School of Information Management Student Association
- Public Administration Student Society

- Masters in Business Administration Student Society
- School for Resource and Environment Studies Student Society

This is a temporary solution and we hope that in future years the Graduate Student Societies will once again have individual office space.

Issues with DAGS

As a Type II society, SIMSA is under the Type I society of the Dalhousie Association of Graduate Students. We are audited by DAGS and ratified by DSU. There is a long history of mismanagement within DAGS, and this year saw a massive change-over of Board Members and employees. After handing in our books for the Fall audit, our books were held by the office from November until February. At this point we had still not received any funding, nor had the audit been completed. Financial Officer Lee Wilson and Co-Chair Andrea Kampen met directly with the DAGS President after a meeting with the Management Representative did not bear results. On March 13, 2015 we received our Fall funding. Issues of concern following this experience are lack of communication between DAGS and its member societies and a lack of transparency in terms of how funding is distributed. We have expressed these concerns to the President and hope that in future years these issues can be resolved.

For Fall 2014 we had 84 students registered, each paying \$20 to DAGS, for a total of \$1680. On March 13, 2015 the \$760 we were due, which means that we as a

student body are paying DAGS \$920 directly to DAGS programming and salary, and \$9.05 per student is coming back to SIMSA. These calculations were made without confirmation from DAGS. In the future, the student body must consider whether this is a reasonable amount of money to be paying for the services DAGS offers, or if there is something SIMSA can do to better leverage the events that DAGS plans.

Reworked Constitution

Over the year the constitution was revamped to better reflect the needs of the student body. The changes are as follows:

- Adding another Incoming Representative means that the Vice Chair Non Academic and the Vice Chair Academic have more help to fulfill their roles. This will be beneficial to the student body as a whole. It also gives more voice to the incoming students who are outnumbered on the executive by outgoing students.
- Giving the Outgoing Year Representative a more specific role of Associations Coordinator. What associations do and how they are beneficial to students can easily be lost in the volume of meetings and events that are planned. Additionally, duplication of effort and overload of schedules leads to event fatigue. Having someone who keeps tabs on this and runs a shared calendar will hopefully make opportunities for collaboration will be easier to find.

- Welcoming a Masters in Information Management (MIM) student to sit ex-officio. This position does not have to be filled and the initiative would come from an interested MIM student. They do not pay student fees and most SIMSA events do not directly impact them but it is a gesture that creates cohesion within SIM.
- The Constitution should be reviewed every year though changes should only occur when necessary.

Social Media Policy & Health and Wellness

Andrea Kampen wrote a [Social Media Policy](#) which provides guidelines for students to consider best practice for SIMSA social media use. The policy is meant to establish protocol if issues with social media arise. Additionally, Andrea Kampen with the assistance of Elizabeth O'Brian created a list of resources for students seeking out assistance with [Health and Wellness](#).

Professional Development

SIMSA was proud to work with Management Career Services (MCS). We worked hard to promote the Discovery Tour to Toronto and we were pleased with the amount of increased engagement. This is also thanks to all the hard work by Robert Wooden and his commitment to incorporating student feedback into the MCS programming. SIMSA was also pleased to support Lindsay McNiff's Academic Support Series. We appreciate all the hard work she put in to provide opportunities to gain valuable information not taught in the curriculum.

Fundraising

Movember

For the first time SIMSA joined together with the other Faculty of Management Student Associations, at the invitation of the MBA student society, to participate in Movember. Movember is an international campaign which is committed "to changing the face of men's health and help fund programs working to improve the lives of men affected by prostate cancer, testicular cancer and mental health issues." Through the support of SIMSA students and SIM Faculty we raised approximately \$200 for the cause.

Bowling Across Borders

The inaugural Bowling Across Borders brought people together who wanted to support Halifax Public Libraries Literacy Initiative. The event took place at Bowlarama and tickets were \$20. From each ticket, \$11 went to covering the cost of bowling, and the remaining \$9 went to charity. We also collected donations in the Rowe Atrium and enticed donations with by-donation baked goods. We are proud to say that we raised \$400 for HPL Literacy and are honoured to be receiving a bookplate in recognition of our fundraising efforts.

Book Bags

The bags were created last year and sold to students for \$8 and non-students for \$10. This year we promoted the bag on social media as well as reaching out to

Dal Libraries and the Alumni Association. This saw a great increase in sales and brought in an incredible revenue for SIMSA.

Tickets to Choir concert

Thank you to Dr. MacDonald for donating tickets to the Camerata singers' performance of *A Time for All Things*. For \$2 students could have their name entered into a draw to receive one of two tickets.

Clothing Swap

Held in the SIM Common Room the Clothing Swap invited students to bring gently used business and formal attire. Students could participate for a \$2 donation, and any unclaimed clothes were donated to Dress for Success.

Associations updates

Association of Canadian Archivists (ACA)

- Implemented weekly Archives Trivia via email
- Planned tour of Nova Scotia Archives which was unfortunately cancelled due to weather
- Held joint book sale with Librarians Without Borders

Canadian Association of Professional Academic Librarians (CAPAL)

- Halifax Academic Library Internships Roundtable
- Database Searching Workshop
- Electronic Business Card Guide
- LibGuide & Subject Guide Workshop

Canadian Library Association (CLA)

- Peer Mentorship Program (PMP), matching 21 incoming and outgoing students with IM professionals in various fields from across Canada, the United States, and even as far away as Germany.
- PMP launch in October where mentors and mentees got a chance to meet informally over a game of people bingo, participants were encouraged to keep in contact in whatever way best suited them, whether it be face-to-face meetings or email correspondence.
- Dalhousie CLA Student Chapter executive supported these relationships by organizing social events during the Winter 2015 term. Although these events were snowed out, feedback from an end-of-year survey directed towards all PMP participants shows that the program has been successful in fostering relationships between professionals and Dalhousie MLIS candidates during the 2014-2105 academic year.

Dalhousie Journal of Interdisciplinary Management (DJIM)

- Information session about getting involved with DJIM to publish work or to become involved in the peer review process
- Peer review workshop
- Copy editing workshop
- Publication launch

Information Without Borders (IWB)

- See [IWB](#) section

Librarians Without Borders (LWB)

- October bake sale was a great success. Proceeds will go towards our various local and international projects.
- Joint book sale with ACA in March. This event was also a success, with people working hard to prepare for the sale. From LWB's side, the proceeds will go towards the same local and international projects.

Special Libraries Association

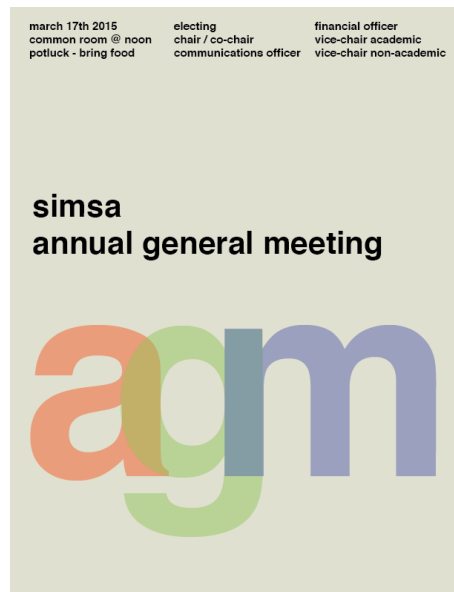
- Legal literature and Health literature searching workshop
- Tour of Atlantic Provinces Special Education Authority (APSEA)
- Tour of Nova Scotia Advisory Council on the Status of Women
- Survey of Dalhousie Associations participation

Recommendations for Future

In future years SIMSA can continue to facilitate relationships between students, the School, the Faculty and other programs by:

- Working more closely with the faculty of SIM to increase engagement and awareness regarding the importance of Standing Committees
- Supporting funding for student conference attendance
- Continuing participating in fundraising initiatives
- Creating mentorship opportunity with MIM
- Strengthening ties with SIM Alumni Association. Possibly send out Monthly Updates through their listserv
- Furthering relationships with students in other FoM graduate programs

Sample of Posters for Events





BOWLING ACROSS BORDERS
Raising funds for Halifax Public Library Literacy Program

FEBRUARY 27TH 2015 6-9PM

BOWLARAMA BAYERS ROAD
3459 DESMOND AVE.

