

Memorandum

To: Members of the Committee on Academic Policy and Programs
From: Carolyn Tuohy
Date: April 9, 2002

Item Identification

School of Graduate Studies: Proposal for the establishment of a Graduate Diploma of Advanced Study in Information Studies (Dip.I.St.)

Sponsor

Carolyn Tuohy, Vice-President, Policy Development and Associate Provost

Jurisdictional Information

The Committee approves the establishment of diploma programs.

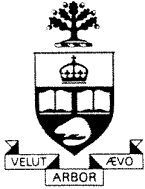
Highlights

The proposed diploma draws on courses in the Master of Information Studies program, and allows for an individualized program of study. It is a post-Master's program, aimed at those who have a masters degree in library or information studies and who wish to update their knowledge, develop a specialization, or redirect their career. It comprises 4 FCE and may be taken on a full- or a part-time basis.

Action Sought

Approval of the following motion:

THAT the proposal for the establishment of a Graduate Diploma of Advanced Study in Information Studies (Dip.I.St.), as described in the submission from the School of Graduate Studies dated February 12, 2002, be approved, to commence September 2002.



School of Graduate Studies

University of Toronto

February 12, 2002

Professor Carolyn Tuohy
Vice President Policy Development
and Associate Provost
Room 206, Simcoe Hall
27 King's College Circle
University of Toronto

Dear Professor Tuohy,

At its meeting of January 29, 2002, the Council of the School of Graduate Studies approved the following motion:

THAT SGS Council ratify the decision of the Dean to approve on behalf of the School of Graduate Studies, a Graduate Diploma of Advanced Study Program (Dip.I.St.) in Information Studies, commencing in September 2002.

The motion sheet and supporting documentation are attached.

This proposal was approved at Division II Executive Committee at its meeting of January 16, 2002. Dean Marrus approved this proposal on behalf of SGS Council to expedite an OCGS appraisal in time to allow the program to start as planned, in September 2002.

On behalf of the Council of the School of Graduate Studies, I am presenting this item to you for Governing Council committees' approval.

Yours sincerely,

Jane Alderdice
Secretary to SGS Council
And Coordinator of Policy, Program and Liaison

Enc.

c.c.

R. Branch
S. Howson
M. Marrus

C. Johnston
J. Lalonde
L. Yee

L. Howarth
V. Makarovska

smr/H:Council/FollowUp/2001-2002/ Jan 29 / Information Studies diploma.doc

Motion

School of Graduate Studies Council Tuesday, January 29, 2002

Item 6.

MOTION (/) **THAT** SGS Council ratify the decision of the Dean to approve on behalf of the School of Graduate Studies, a Graduate Diploma of Advanced Study Program (Dip.I.St.) in Information Studies, commencing in September 2002.

See proposal attached. An Executive Summary will be distributed at the meeting of Council.

NOTE:

This proposal was approved at Division II Executive Committee at its meeting of January 16, 2002.

After the Executive committee meeting, Dean Marrus approved this proposal on behalf of SGS Council. This was done in order to meet the deadline for submission for OCGS appraisal. Early appraisal would allow the program to commence as planned, in September 2002.

This proposal has been submitted to OCGS for standard appraisal. With SGS Council's approval, this item will go to Governing Council committees for approval.



FACULTY OF INFORMATION STUDIES

14-12-2001

14 December, 2001

Ms. Jane Alderdice
Coordinator of Policy, Program, and Liaison
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Jane -

Dear Ms. Alderdice:

Attached please find two copies of the Faculty of Information Studies proposal for a Graduate Diploma of Advanced Study in Information Studies. We would like to initiate the process of having this program forwarded to the OCGS Appraisal Committee as a Type 4 graduate diploma, i.e., a sub-specialization within an existing program.

In this regard, then, I would appreciate your bringing this forward as an agenda item for the SGS Committee of Deans meeting on December 18, 2001.

Associate Dean Cherry and I appreciate the generous assistance you and Ms. Lalonde have provided us in preparing the submission, attached. We look forward to any comments that the Committee of Deans may have.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Lynne'.

Lynne C. Howarth
Dean

Cc J. Cherry
File

EXECUTIVE SUMMARY

Graduate Diploma of Advanced Study in Information Studies

Faculty of Information Studies
University of Toronto

January 23, 2002

The Graduate Diploma of Advanced Study in Information Studies is being proposed to meet an expressed need from practitioners who wish to update their knowledge, develop a specialization, or redirect their career, and obtain an additional professional credential. Prior to September 1995, areas of focus in archival studies and information systems, respectively, were not offered in the parent program. Likewise, graduate courses related to the Internet, the World Wide Web, or to particular new or emerging information technologies (IT) had not yet been developed for the parent program. Each year the Faculty receives enquiries from individuals holding a master's degree in information studies or its equivalent seeking advanced educational opportunities, particularly deriving from new areas of focus or IT-related courses not previously available to the individual. The Graduate Diploma of Advanced Study in Information Studies would enable us to accommodate these types of requests.

The Graduate Diploma of Advanced Study is a post-master's diploma. Applicants must have a University of Toronto MIST/MLS/MIS degree or equivalent. The Graduate Diploma requires 24 credit hours (i.e., eight half courses). The Graduate Diploma program, which may be taken on a full-time or part-time basis, will be tailored to the individual's needs and interests with courses selected in consultation with the Associate Dean (FIS).

The Graduate Diploma draws on the existing Master of Information Studies (MIST) degree program. The courses offered in the Graduate Diploma program will consist of the regular FIS course offerings taught on-site in the classroom by regular or adjunct professors. Students in the Graduate Diploma program will be evaluated in the same manner as other students in the courses which they take. Students in the Master of Information Studies (MIST) degree program stand to benefit from interacting with students from the Graduate Diploma program in their classes and in the FIS community.

The Graduate Diploma of Advanced Study in Information Studies functions within the fields within the parent Master of Information Studies. The Graduate Diploma program will be advertised as a graduate diploma in information studies. For each student entering the Graduate Diploma program, we will customize a program to meet the needs of the student within the existing fields in the parent program. The Associate Dean (FIS) will approve each student's program of study.

We envision having no more than two or three students each year in the Graduate Diploma program. Therefore the proposed Graduate Diploma program will not place an undue burden on existing resources.

Graduate Diploma of Advanced Study in Information Studies

Faculty of Information Studies
University of Toronto

14 December, 2001

Preamble

In April 1998, the *Report* of the Subcommittee on Program Review recommended that the Faculty of Information Studies (FIS), "offer a post-graduate diploma or certificate in special areas to build on the degree program". The Graduate Diploma of Advanced Study in Information Studies is being proposed to address this recommendation and to meet an expressed need from practitioners who wish to update their knowledge, develop a specialization, or redirect their career, and obtain an additional professional credential. Prior to September 1995, areas of focus in archival studies and information systems, respectively, were not offered in the parent program. Likewise, graduate courses related to the Internet, the World Wide Web, or to particular new or emerging information technologies (IT) had not yet been developed for the parent program. Each year the Faculty receives enquiries from individuals holding a master's degree in information studies or its equivalent seeking advanced educational opportunities, particularly deriving from new areas of focus or IT-related courses not previously available to the individual. For example, we received an enquiry from an academic university librarian who wished to take courses during her sabbatical year, and another from a M.L.S. graduate who wanted to move into the archives and records management field. The Graduate Diploma of Advanced Study in Information Studies would enable us to accommodate these types of requests.

The Graduate Diploma of Advanced Study in Information Studies functions within the fields within the parent Master of Information Studies (MIS) program as described in the July 2001 OCGS Appraisal Brief, Section 1.4 Fields in the programs (MIS and PhD) (please see Appendix A). The Graduate Diploma program will be advertised as a graduate diploma in information studies. For each student entering the Graduate Diploma program, we will customize a program to meet the needs of the student within the existing fields in the parent program. The Associate Dean (FIS) will approve each student's program of study.

The Graduate Diploma draws on the existing Master of Information Studies (MIS) degree program which is currently classified by OCGS as "Good quality", and which is undergoing periodic appraisal during 2001-2002 (please see extract describing the objectives of the MIS program and its fields in Appendix A). The courses offered in the Graduate Diploma program will consist of the regular FIS course offerings taught on-site in the classroom by regular or adjunct professors (please see list of core faculty and

corresponding *Curriculum Vitae* in the FIS OCGS Appraisal Brief, Volume I, Section 2.1, and Volume II, respectively). Some courses may also employ on-site practica, web-enhanced interactive learning and discussion groups to complement in-class sessions, and guest presentations by experts in the field. Course work will normally include research papers, case studies, examinations, class presentations individually or in groups, etc. Students in the Graduate Diploma program will be evaluated in the same manner as other students in the courses which they take. Students in the Graduate Diploma program must successfully complete eight half courses approved by the Associate Dean (FIS) in order to complete the requirements for the Graduate Diploma.

We envision having no more than two or three students each year in the Graduate Diploma program. Therefore the proposed Graduate Diploma program will not place an undue burden on existing resources. Finally, students in the Master of Information Studies (MIS) degree program stand to benefit from interacting with students from the Graduate Diploma program.

Description

The Graduate Diploma of Advanced Study is a post-master's diploma for practitioners who wish to advance their professional standing, to develop a specialization, or to redirect their career. The program is designed to build on a person's knowledge, experience, previous education, and special interests.

The Graduate Diploma of Advanced Study is for professionals who wish to pursue further academic studies, but who do not wish to pursue a Ph.D. Credits earned in the Graduate Diploma of Advanced Study normally cannot be transferred to the Ph.D. degree program.

Eligibility

Each applicant must have a University of Toronto MIS/MLS/MIS degree or equivalent.¹ Applicants must have an overall average of B+ in their master's degree. All applicants are expected to be competent in the use of information technology.²

All incoming students must have a good command of English. All applicants educated outside Canada whose primary language is not English and who graduated from a university where the language of instruction and examination was not English must

¹Examples of degrees in these fields of study include, but are not limited to, Master of Information Studies (MIS), Master of Library and Information Studies (MLIS), Master of Library and Information Science (MLIS), Master of Library Science (MLS), Master of Science in Information (MSI), Master of Science in Information Science (MSIS), Master of Information Science (MIS), Maîtrise en sciences de l'information (M.S.I.), Master of Archival Studies (MAS), Master of Information Management and Systems (MIMS), and Master of Information Systems (MIS). The Associate Dean (FIS) will assess the equivalence of other degrees.

²For a description of the expected level of computer competency see the *Computer Literacy* section of the FIS *Calendar* (available at <http://www.fis.utoronto.ca/programs/mist/index.htm#computer>).

demonstrate facility in the English language. This requirement may be satisfied using the Test of English as a Foreign Language (TOEFL). The TOEFL must be accompanied by a Test of Written English (TWE). A minimum score of 600 (or 250 on computer-based test) is required for the TOEFL and 6.0 for the TWE. This requirement is a condition of admission and must be met before registration.

Content

The Graduate Diploma of Advanced Study requires 24 credit hours (i.e., eight half courses). The Graduate Diploma program, which may be taken on a full-time or part-time basis, will be tailored to the individual's needs and interests with courses selected in consultation with the Associate Dean (FIS). At least six of these courses must be chosen from courses offered in the Master of Information Studies (MIS) degree program. Only one of these courses may be a reading course. A student may take up to two graduate courses in other departments. There is no thesis option in the Graduate Diploma program. Prior to registration, the Associate Dean (FIS) must approve the student's program.

Achieving the goal of a cohesive program within the Graduate Diploma of Advanced Study may require significant daytime attendance. Students must be prepared to take regularly scheduled courses. All courses must normally be completed within three years from first registration.

Administration

The Graduate Diploma of Advanced Study will be administered by the Associate Dean, FIS who will assess applications for admission to the program, consult with students in developing their programs of study, approve each program of study, and confirm that the requirements of each student's program have been completed.

APPENDIX A

*Extracts from Faculty of Information Studies, University of Toronto
OCGS Appraisal Brief 2001-2002
Volume I*

1.2 Objectives of the Master of Information Studies (MIS) degree program

The objective of the program is to refine critical and scholarly skills. More specifically, the objective of the MIS program is to educate information professionals who can respond to the changing information practices and needs of society. Students from all four fields may select a set of courses which will provide focus and demonstrated expertise in one of the following areas (also referred to as "streams"): Archival Studies; Information Systems; Library and Information Science. Students who elect an Archival Studies focus acquire a foundation in the theories and methods of archival science. Courses cover administration of multi-media archives and the management of programs and services for a variety of users in diverse settings. The Information Systems area of focus combines the knowledge of computing and communication technologies with an emphasis on the content of information systems, and on the needs and behavioral patterns of the users of information. Students will approach computer-based information problems from the perspective of the information user. The Library and Information Science area of focus prepares individuals to assume leadership roles in a wide range of information settings. Students study (1) the nature, creation, organization, storage, and retrieval of information, (2) information resources and their users, and (3) the administration and management of information resources and services.

1.4 Fields in the program (MIS and PhD)

Both the doctoral and master's programs comprise the following fields: (1) information and its social contexts; (2) information resources, services, and systems; (3) management of information organizations; (4) information organization, preservation, and access. The fields have been renamed to reflect a refocusing of the program away from a specific institution, such as the library, to the broader sphere of information resources, services, technologies, and management. They also represent areas of research concentration for core faculty and for doctoral study. Graduates are being employed in a diversity of information- and information technology-intensive organizations and activities extending beyond the traditional library domain. Field descriptions are as follows:

Information and its social contexts: the economic, cultural, political, historical, and sociological aspects of information (print, electronic, other media), information services (actual or virtual), and information systems

Information resources, services, and systems: the design, development and use of information resources, services and computer-based information systems from an end-user perspective - may include the relationships between users and recordable information in subject domains, within specific user groups, or within distinct organizational contexts

Management of information organizations: management theory and practice as it applies to information-related activities in organizations

Information organization, preservation, and access: the development of principles and standards that can be applied to the exchange of information, to records making and keeping, to long term preservation of recorded evidence in all forms or media, and to the design and management of knowledge-based systems