FACULTY COUNCIL MEETING
AGENDA

Friday, April 14, 2017
10:00 AM NWQ 1990

I. Call to order at 10:00 A.M.
II. Adoption/Modification of agenda
III. Consideration of the minutes of the March 10, 2017 meeting, attached.
IV. Dean’s Remarks
V. Associate Dean’s Remarks
VI. Assistant Dean’s Remarks
VII. HR Remarks
   a. Title IX Training
   b. OAR
VIII. UBR Remarks
IX. Informational: SOIS Standing Committee Reports
X. Standing Committee Action Items (chairs)
   a. Doctoral Program Committee (Wolfram)
      i. Action item: The Doctoral Program Committee moves to change the application deadline for the distance doctoral program from June 30th to January 15th of each year to be in line with the onsite program application deadline. Rationale: The initial deadline was established to allow more time for the first group of applicants to apply. Having the deadline correspond to the onsite program deadline will allow all applicants to be reviewed at the same time. The current deadline falls outside the contractual period for faculty members, who may not be available in late June to review the applications. The earlier deadline also allows applicants more time to apply for financial aid, if needed.
   b. MSIST Curriculum Committee (Kipp)
      i. Action item: Faculty approval of the addition of INFOST 774: Online Information Retrieval to the Data Science track.
XI. Informational: Ad hoc Committee Reports
XII. Ad hoc Committee Action Items
XIII. Old Business
XIV. New Business
XV. Campus Level Committee Reports (committee members)
XVI. Student Organizations Update
XVII. Announcements and Reminders
   a. Election of the Executive Committee Chair will be postponed until the May 2017 meeting
XVIII. Adjournment by 12:00 P.M.
School of Information Studies  
Faculty Council Meeting DRAFT Minutes  
03/10/2017  
NWQ 1990

Present: Rakesh Babu, Donald Force, Jacques du Plessis, Maria Haigh, Thomas Haigh, Laretta Henderson, Margaret Kipp, Joyce Latham, Hur-Li Lee, Tomas A. Lipinski, Xiangming (Simon) Mu, Wilhelm Peekahaus, Shana Ponelis, Richard Smiraglia, Dietmar Wolfram, Hong (Iris) Xie, Jin Zhang, Michael Zimmer, Sukwon Lee (Doctoral Student Organization Representative)

Staff: Rebecca Hall, Jarad Parker, Claire Schultz, Danielle Stertz (FLEX), Chad Zahrt

Guests: University Relations & Communications representatives: Mary Baylor, Tina Keller, Tom Luljak, Steve Strehlow

Excused: Mohammed Aman, Nadine Kozak

I. There being quorum present, Dean Lipinski called the meeting to order at 10:00 A.M.

II. There was one modification to add a brief report from the research committee to section X to the draft agenda; the agenda was adopted for the meeting with the modification.

III. There were no additions or modifications to the draft minutes. Dr. Zimmer made a motion, seconded by Dr. Force to adopt the minutes. Motion passed (14/0/0).

IV. University Relations Statement of work for SOIS Marketing
   a. SOIS is working with University Relations & Communications (Tom Luljak and his team) to develop a marketing strategy to promote the MSIST through analytics (such as using a separate landing page with a Hobsons form), written content for websites/print/media partners, google search terms, Facebook, LinkedIn InMail, video, etc. All the seed money for this campaign has come from Laura Pedrick’s Office.

V. Dean’s Remarks
   a. Regent Hall will be visiting our campus in April. She has specifically asked for a presentation on nonprof-IT.
   b. Next week the U.S. News & World Report rankings will be out.
   c. We have been looking at the budget very closely and it seems we will be on track to under spend a little bit. After discussion with the Provost, SOIS might get approval to hire two visiting professors if the pool is strong enough.

VI. There were no updates or questions for the Associate Dean’s Remarks

VII. Assistant Dean’s Remarks
   a. Enrollment for summer will start in about a week and a half. Enrollment for fall will be a couple of weeks after that. Please double check the summer schedule. The fall link will be sent around soon.

VIII. There were no updates or questions for the HR Remarks

IX. UBR Remarks (Jarad)
a. The budget is due next week Wednesday. All signs do point to SOIS being under our expenditure target.

X. Informational: SOIS Standing Committee Reports

a. Research Committee (Lee)
   i. Dr. Lee gave a brief report about the Annual Student Research Day. It will be held on March 31, 2017 from 9am – 12:30 in the Digital Humanities Lab. Five student papers have been accepted (1 MLIS, 1 Undergrad, 3 PhD) and there will be two posters (1 MLIS, 1 PhD). There will be a keynote speech by PhD Candidate Shannon Barniskis Crawford as well as a brief presentation by someone from the Digital Humanities Lab. Provost Britz will be giving opening remarks. Please mark this date and encourage students to come.

b. Academic Planning Committee (Mu)
   i. The APC is currently working on revising the two-year teaching plan. Please send Dr. Mu any comments, concerns, ideas or come to the APC meeting on the first Friday of every month.
   ii. The APC is also working on the future plan for the different programs (IST, MLIS, MSIST, PhD). This will include resource planes, coordinating courses, course structures, marketing strategy etc. Please send Dr. Mu any comments, concerns, ideas, questions or come to the APC meeting on the first Friday of the month.

XI. Standing Committee Action Items (chairs)

a. Doctoral Program Committee (Wolfram)
   i. **Motion:** The DPC moves to have 891-Advanced Topics: Mixed Methods Research for Information Studies converted to a permanent course (new number 905) **Rationale:** The course provides an additional methods class for doctoral students to expand their understanding of research methods in information studies and complements the School's existing methods courses in qualitative methods (INFOST 904) and quantitative methods (INFOST 903). There is an increasing demand in information studies for mixed method research designs, particularly with regard to information architecture and semantic web applications. After some discussion, a vote was taken to approve the motion. Motion passed (17/0/0).

b. Graduate Program and Curriculum Committee (Mu)
   i. **Action item:** Faculty approval of update of prerequisites for course 714 (Metadata). After some discussion, a vote was taken to approve the action item. Action passed (17/0/0).
   ii. **Action item:** Faculty approval of course 691 – Standard Cataloging for School Libraries. After some discussion an amendment was made to take out the words ‘and public’ and end with catalogs for school libraries from the catalog description. A vote was taken to approve the action item with the amendment. Motion passed (17/0/0).
   iii. **Action item:** Faculty approval of course 791 (Community Archives). After some discussion, a vote was taken to approve the action item. Action passed (16/1/0).
   iv. **Action item:** Faculty approval of course 691 – Ethical Hacking. After some discussion, it was decided that there needs to be some clarification on the pre-
requisites for the course. An amendment was made to add 583 as a pre-requisite course and have the instructor define more clearly the outlines of the short paper. A vote was taken to approve the action item with the amendment of adding course 583 to the pre-requisites and define more clearly the outlines of the short paper. Action passed (17/0/0).

XII. There were no updates or questions for the Ad hoc Committee Reports.
XIII. There were no updates or questions for the Ad hoc Committee Action Items.
XIV. Old Business
   a. From Associate Dean
      i. **Motion:** To create an MLIS Assessment Sub-Committee to the GPCC to govern address the need to assess the program learning outcomes for the MLIS program. **Rationale:** Not only are program learning outcomes now required by the HLC and accrediting bodies, they are best practices in teaching and learning. After some discussion it was requested to add additional language to item one specifying that one of the three faculty members must be a member of the GPCC. A vote was taken to approve the motion with the added language. Motion passed (17/0/0).
      ii. **Motion:** To dissemble the Graduate Admissions and Awards Committee. **Rationale:** Since Linda and Laretta address admissions issues as they present themselves, the only function of the committee is to nominate students for Graduate School scholarship. This responsibility can be consumed by the academic committees. To compress the workload. After some discussion, a vote was taken to approve the motion. Motion passed (17/0/0).
      iii. **Motion:** To change the name of the Graduate Program Curriculum Committee to the MLIS Curriculum Committee. **Rationale:** To revise the name and duties of the Graduate Program Curriculum Committee to reflect the addition of another graduate level program in SOIS that will call for a curriculum committee of its own. After some discussion, a vote was taken to approve the motion. Motion passed (17/0/0).
      iv. **Motion:** To assign the MLIS Program and Curriculum Committee with the responsibility of selecting candidates for scholarships and assistantships offered by the Graduate School. **Rationale:** The Graduate Admissions and Awards Committee meets only once a year to address awards since Linda and Laretta address admissions issues as they present themselves. After some discussion, a vote was taken to approve the motion with no changes to the language that was provided in the agenda attachments. Motion passed (17/0/0).

XV. New Business
   a. From Associate Dean
      i. **Motion:** To create the MSIST Curriculum Committee to address the governance of the curriculum and policies of the MSIST program. **Rationale:** The program needs a governance committee of its own. Combining it with another curriculum committee is not feasible based upon content areas and workload. After some discussion it was requested to add additional language
to item one specifying that the representative from the Computer Science Department be a non-voting representative. A vote was taken to approve the motion with the added language. Motion passed (17/0/0).

ii. **Motion:** To revise the duties of the DPC to reflect the need for them to PhD students for internal and external fellowship and assistantships. To add the Academic Advisor assigned to PhD students and the Admissions and Student Service Coordinator to the committee to assure clear and concise communication and administration of the program. After some discussion, a vote was taken to approve the motion with the changes presented in the language that was provided in the agenda attachments. Motion passed (17/0/0).

iii. **Motion:** To delete the MLIS Proficiency Committee from the P&P.

**Rational:** When we moved from the Capstone to Info Stds 799 as the culminating experience for the MLIS program, we decided to keep the committee for a year or so in case a student chose to take proficiency examination. While it is still a possibility that there are students who were admitted with the proficiency examination requirement, I doubt they’d seek to take the examination in addition to Info Stds 799. After some discussion, a vote was taken to approve the motion. Motion passed (17/0/0).

iv. **Discussion item:** Computer literacy and technology requirement notions for syllabi. After some discussion, there were a few ideas and suggestions were proposed. SOIS should re-evaluate and update the SOIS website to better iterate required technologies and literacy to be more clearly understood. This information will also be more easily accessible on the website for students. Faculty should also be thinking about addressing these issues on their syllabus and during the beginning of classes as well. There was also some discussion of trying to increase the speed of the virtual lab. Jim will be asked to look into this and provide some information on what kind of resources and estimated cost it would take to update the virtual lab. Please send Chad and Jim any thoughts on what you would like the tech page to be.

XVI. **Campus Level Committee Reports (committee members)**

a. Dr. Xie mentioned that the Nomination Committee met to select the candidates for the ballots for the committees for the next year. For Faculty members who forget to nominate themselves they still have a final chance. The Senate will meet again on March 16th and at that time on the floor you can still nominate people to be on the ballot.

XVII. There were no student organization updates.

XVIII. **Announcements and Reminders**

a. Wendy will be retiring from SOIS. Please join us in celebrating with her after today's meeting. There will be a lunch at 12:00 on the third floor.

b. Please send your EC Chair nominations to Dr. Maria Haigh by March 31st, 2017. Voting for the EC Chair will be in April.

XIX. **Adjournment by 11:22 A.M.**
Draft Minutes

Present: M. Zimmer, N. Kozak, T. McGhee, M. D. Hassan (PhD rep), L. Henderson (ex-officio),

Absent: R. Babu, S. M. Vue (MLIS rep), M. Haigh (ombudsperson)

1. Meeting was called to order at 9:05am

2. Agenda was approved with one addition from Henderson (NK; MZ; 4-0)

3. Minutes from February 6, 2017 meeting were approved with minor correction (NK; TM; 4-0)

4. Zimmer provided an update on School-wide discussions on diversity & equity: organizing such an activity will be handled by administration/HR; Henderson will pursue having it as part of the fall 2017 retreat (confirmed later via email)

5. Zimmer led a discussion on encouraging inclusiveness in course syllabi and content, including: using gender neutral language in lectures, materials and assignments; asking students to pronounce their name and provide any preferred methods of address; not making assumptions about students’ identities, cultures or backgrounds; using course material from diverse sources; and related steps.

Zimmer shared various sources to guide instructors in ensuring inclusiveness in course planning:

Diversity Checklist: Guidelines for Course Planning (Penn State):

Diversity Statements (Brown):

Example of Inclusive Statements for Syllabi (Texas A&M):
http://studentlife.tamu.edu/node/365

Sample Syllabi Statements (Chico State):
https://www.csuchico.edu/diversity/diversity-inclusive-teaching/syllabus-statement.shtml#diversity

Suggested Syllabus Statements (St. Olaf):
http://wp.stolaf.edu/student-life-committee/suggested-syllabus-statements/
6. The committee discussed other ways to encourage diversity and equity within SOIS, including:
   a. Encourage hiring of female students for SOIS Tech staff
   b. Consider creation of a service-learning course for the IST program what would provide students the opportunity to work with underrepresented communities
   c. Work with the Dean to bolster funds for various diversity-related scholarships within SOIS, including the Dean's Diversity Scholarship (all levels), the Henderson Award (IST focus), and the Diverse Professions Award (MLIS focus).

7. Henderson updated the committee on a university-level discussion regarding lowering admission requirements for international students, and providing assistance similar to the Academic Opportunity Center (AOC) for incoming international students who don’t meet current academic or English-proficiency standards. While the committee recognized the increased tuition revenue such a plan might yield, it opposed the lowering of academic admission standards for international students.

8. Meeting adjourned at 10:25am.
Draft adhoc MSIST Committee Agenda  
March 8th, 2017  
13:00-15:00  
NWQB 2450

Present: Jacques Du Plessis, Margaret Kipp, Shana Ponelis, John Boyland, Laretta Henderson, Chad Zahrt, Linda Barajas, Erica Woods  
Guest: Khaled Sabha  
Excused: Benjamin Demers

1. Meeting called to order at 13:04
2. Approved the agenda
3. Old Business
   a. None
4. New Business
   a. Change to prerequisites for 714 Metadata (511 for MLIS, 582 for MSIST) (EW, JD, 5:0:0)
   b. Change to prerequisites for 717 Information Architecture (511 for MLIS, 547 (formerly 581) for MSIST) (JB, JD, 5:0:0)
   c. Approval of 691 Ethical Hacking 1 with the following prereqs: BSIST 325, MSIST 583, CS 469. (SP, JD, 5:0:0)
   d. Addition of INFOST 774: Online Information Retrieval to Data Science track (JB, JD, 5:0:0)
   e. Discussed BSIST students taking MSIST core courses at undergraduate level.
   f. Allow MSIST students to take more than 3 691s until courses are finalised. (JB, JD, 5:0:0)
   g. Discussed the creation of bridge courses for those who do not have the technical background/prerequisite(s) to cover technical concepts from the BSIST prerequisite courses (240, 410, 440).
   h. Discussed undergraduate courses to prepare BSIST students for MSIST.
      MAT 105, MAT 116, PHIL 211, INFOST 370
   i. Recommended that MSIST students should complete COMPST 701 and COMPST 702 before registering for CS electives which may require programming or additional math background.
   j. Discussed status of 790 (capstone).
   k. Discussed the model curriculum for the ACM and IEEE's Masters of Science in
Information Systems.

I. Discussed the possibility of accrediting the MSIST with ABET.

5. Meeting adjourned at 15:05

Drafted by the Chair (Margaret Kipp)