I. There being quorum present, Dean Lipinski called the meeting to order at 10:18 A.M.

II. There were no additions or modifications to the draft agenda; the agenda was adopted for the meeting. Vote: 13/0/0

III. There were no additions or modifications to the minutes of the September 8, 2017 meeting; the minutes were adopted for the meeting. Vote: 13/0/0

IV. Dean’s Remarks
   a. Our COA site visit is now over. Thank you to everyone who participated and helped with that. The process going forward is that they will issue the report at the end of the month and then we will be able to respond formally. Up until this point communication has been on an informal basis. Sometime this fall the Committee on Accreditation will meet and make a decision. The decision will be announced in a meeting at ALA Midwinter in February. An email will go out to SOISALL after the meeting is over with the result.
   b. After the next Faculty Council meeting in November there will be another Policy & Pizza presentation upstairs.
   c. On Friday November 10th, from 2-3:30pm Provost Britz and Vice Chancellor VanHarpen are going to come and do their Annual Campus Update. A reminder will be sent out about this later.
   d. We will continue to meet with the MLIS Advisory Board to work on the curriculum review and re-shaping the MLIS curriculum.
   e. We would now like to turn some attention to the BS and MS and form an IT Advisory Board. The dean has started collecting names. If anyone has any names, suggestions or knows someone that would be a good fit, (they need not be alums,
they can just be local business partners), please send them to the dean. We will be probably looking for around 12-24 people to be on the board. We hope to have a meeting with this board sometime this semester.

f. The marginal tuition numbers are not in yet, but we are starting to gather data to give to the provost to request at least one hire in the next year or so. If Dr. Wolfram (APC chair) could start a process and gather feedback from the faculty and think about several scenarios, if we could make a hire, or two or three this year, where would they be in terms of broad subject area and rank; would they be TAS, tenured lines, senior lines, etc.

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

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

VII. HR Remarks

a. Everyone should have received another notification from the LawRoom tool about doing the computer use training. The expectation is that that training needs to be completed by November 17th. The system will start sending automatic reminders to everyone probably on Tuesdays. If there are questions about the actual content, that should go to the UITS security office. If you contact Jason Kuiper from the central HR office he will likely send you to over to the security office.

b. We are still waiting on the pay plan. The governor did sign off on the budget however the Joint Committee on Employment Relations) has the final say. Once we have that we anticipate we will have to do full blown merit exercises on a pretty aggressive timeline.

VIII. UBR Remarks

a. We won’t have any preliminary revenue numbers until early November when marginal tuition revenues are first released. We are on target to meet our expenditure cap as of right now.

b. A new travel authorization for all drivers is being implemented. There is little information about it other than the email that you should have received. It might be somewhat difficult to put in the funding string for some people. Trial and error has been the most successful means of getting that number in. Make sure you take care of this before November 6th otherwise when you go to fill out a travel reimbursement that contains mileage it will automatically be rejected.

IX. There were no updates or questions for the Informational: SOIS Standing Committee Reports

X. Standing Committee Action Items (chairs)

a. BSIST Committee (Zimmer)

i. Action Item: Increase number of required INFOST credits to be eligible for “Honors” and “High Honors” from 30 to 36. Rationale: To ensure students have dedicated sufficient time and focus on INFOST classes to earn this distinction (rather than transferring in with credits, etc.) After some discussion a question was asked if this change would make it impossible for a transfer student to get high honors to which the answer was no. With there being no other questions or comments, a vote was taken to approve the motion. Motion passed (14/0/0).

ii. Action Item: Change IST minor requirements. (see current and proposed requirements on page 18) Rationale: Simplification of requirements to
provide students greater flexibility in constructing a minor experience suitable to their particular interests and needs. Total credits remain 18, and at least 9 will come from core courses, and at least 9 will be 300-level or above. After some further explanation, there were no other questions or comments. A vote was taken to approve the motion. Motion passed (14/0/0).

b. Executive Committee (duPlessis)
   i. Action Item: Approval of the SOIS Grievances and Appeals Process document presented during the September meeting. (see updated attachment on pages 19 - 21). This document was first brought to the Faculty Council at the September meeting for discussion. A few typos were found in the document that will be fixed. There was some concern that there might not be enough of an emphasis in the document stating that a student with a grievance should start with the faculty member that that grievance is with and not jump directly to the committee or the Associate Dean. There was some discussion on this concern. No amendments or motions were made to re-work the document. There being no further questions or concerns a vote was taken to approve the motion. Motion passed (14/0/0).

   ii. Discussion Item: Announcement and discussion about the Computer Replacement Policy. A document discussing the computer replacement policy was distributed to the faculty by Dr. DuPlessis prior to this meeting. Feedback was asked for at that time. During the meeting, Dr. DuPlessis went into more detail - The first issue at this stage with computer replacement is the budget situation. In addition to that we need to be responsive. One big gap that Chad pointed out is that we have no policy in place and so it might seem arbitrary in how things are conducted. A recommendation was made to create a policy to predict for Chad and his staff so that there is not a sense of arbitrariness when decisions are made. Based on the feedback, the Computer Policy Document was put together and shared for further feedback. The reason for the policy is so that when we are able to purchase more, given the budget situation, there is a policy in place to follow. After more discussion, Jared commented - that putting a blanket policy in place is fine, but if there is no need to replace one-third of the machines every single year, why would we spend that money from the budget when it could go towards other tech needs or other needs in the department. The policy may need to be messaged more so that we don’t put a policy in place that hampstrings us to spend money if we don’t necessarily need to. Dr. Zimmer commented – we should formalize a process for faculty to provide feedback on a policy like this. Something like this should maybe be formally on an agenda like the APC or the EC. Dr. Latham made a motion, seconded by Dr. Zimmer, to state that the SOIS policy on equipment replacement involve faculty in the determination of that policy and the advice on how to implement that policy through the APC. A vote was taken to approve the motion proposed by Dr. Latham. Motion passed (14/0/0).

c. MLIS Program & Curriculum Committee (Xie)
i. **Action item:** Approve certificate program changes for Archives and Digital Libraries (see attached on page 22). With there being no questions or comments, a vote was taken to approve the motion. Motion passed (14/0/0).

ii. **Information/Discussion Item:** whether to allow MLIS students to graduate with more than one concentration and the number of credits may be double-counted. Dr. Xie explained further - Some students would like to take more than one concentration. Those concentrations are transcript designated ones. Students were asking if they could double count their credits in different concentrations. Right now, each concentration requires 15 credits and then another 12 for the required courses. The question that the committee would like some feedback on is whether to allow students to double count 3 credits, 6 credits or do not double count any credits. The potential is if they do have 6 credits double counted then the students are able to graduate with 36 credits and two concentrations, but if only 3 credits are double counted then the students need to take 39 credits to graduate with two concentrations. Another issue is that some of our courses in the concentrations overlap. Some comments and feedback were given.

XI. There were no updates or questions for the Informational: Ad hoc Committee Reports
XII. There were no updates or questions for the Ad hoc Committee Action Items
XIII. There was no Old Business
XIV. New Business
   a. Associate Dean
      i. **Motion:** To revise the requirements for the coordinated degrees to correct multiple errors in almost all of the degree programs. (see attached on pages 23 - 108) **Rationale:** To copy, edit and correct errors caused by changes in the other degree program. There being no comments or questions, a vote was taken to approve the motion. Motion passed (14/0/0).

XV. Campus Level Committee Reports (committee members)
   a. Dr. Latham, a member of the IT Policy Committee, reported that the university will be moving from D2L to Canvas in a year. The determination has already been made but it has not been announced yet. The UW System determined that D2L has become difficult to work with. Dr. Latham voiced some concern in that the largest user group was not involved or had a say in this decision. Dr. Latham suggested that we should be assertive about what we expect in terms of platform transition, implementation, training, etc. Unfortunately, this decision was made at a system level so it is a done deal.
   b. Dr. Haigh, a member of the Budget & AOP Committees, gave some updates.
      i. Budget Committee: The whole UW System is being re-structured. UWM will be consolidating with the Waukesha campus. There are lots of unanswered questions at this point. The merger happened because the extension campuses are running a huge debt. This will greatly affect the budget.
      ii. AOP: There will be 10 more scholarships added at the doctoral level. The committee will also be revising and making some changes to their guidelines.
   c. Dr. Kozak, a member of the DH Lab Advisory Board, reported that they will be having a whole series of events this semester and is looking forward to more partnerships with SOIS this semester.
XVI. Student Organizations Update  
   a. American Archivists Student Chapter (SAASC)  
      i. There are new members on the leadership board this year. The student org. is  
         working on partnering with the student chapter of the ALA to do some events  
         in the spring and possibly this fall. Currently, they are writing a grant to go to  
         the Midwest Archives Conference in the spring.

XVII. Announcements and Reminders  
   a. There will be another Information Policy & Pizza event today after the meeting at  
      12:15 upstairs in 3511.

XVIII. Benefits Program Changes Presentation: Mark Mielenz, Benefits Manager  
   a. The PowerPoint presentation that was used for the presentation was emailed to  
      soisall.

XIX. Adjournment by 12:10 P.M.