I. Call to order at 10:15 A.M.
II. Adoption/Modification of agenda
III. Consideration of the minutes of the May 12, 2017 meeting, attached.
IV. Dean’s Remarks
V. Associate Dean’s Remarks
VI. Assistant Dean’s Remarks
VII. HR Remarks
   a. Health Insurance/Open Enrollment
VIII. UBR Remarks
IX. Informational: SOIS Standing Committee Reports
X. Standing Committee Action Items (chairs)
   a. Executive Committee (duPlessis)
      i. **Action Item:** Approval of the SOIS Grievances and Appeals Process document (pages 22-24).
      ii. **Discussion Item:** Form an ad hoc committee to prepare all edits and updates to the P&P then present these edits and updates to the Faculty Council for consideration.
   b. Doctoral Program Curriculum Committee
      i. **Action item:** To revise the preliminary examinations for the PhD program from three questions to be submitted in eight weeks to two questions submitted within six weeks. The two questions would consist of one in the major area and one to be determined by the advisor and the student (probably on methodology). **Rationale:** Based upon the revised curriculum, some faculty and students have a difficult time composing a third questions.
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
XVIII. Continued Discussion & Lunch
XIX. Diversity Training
   a. Introduction: Michael Zimmer, Past Chair of the Diversity Committee
   b. Facilitator: Nelida Cortez, Interim Director, Equity/Diversity Services
XX. Adjournment by 3:00 P.M.
Present: Rakesh Babu, Jacques du Plessis, Donald Force, Maria Haigh, Thomas Haigh, Laretta Henderson, Margaret Kipp, Nadine Kozak, Tomas Lipinski, Xiangming (Simon) Mu, Wilhelm Peekhaus, Dietmar Wolfram, Iris Xie, Jin Zhang, Michael Zimmer, Sukwon Lee (Doctoral Student Organization Representative)

Staff: Jarad Parker, Claire Schultz, Chad Zahrt

Excused: Mohammed Aman, Hur-li Lee, Shana Ponelis, Richard Smiraglia

Unexcused: Joyce Latham

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.

III. There were no additions or modifications to the draft minutes for the April 14, 2017 meeting. Motion made by Dr. Kozak seconded by Dr. Zimmer to adopt the minutes. Motion passed (14/0/0).

IV. Dean’s Remarks
   a. The candidates that interviewed for the TAS position were not as strong as we would have liked but there were many strong candidates for the Visiting Assistant Professor. With the Provost’s permission, we will be hiring two Visiting Assistant Professors and take a look at the TAS position in a new fiscal year. The two candidates have been reached out to and we are waiting to hear back from them.
   b. A reminder to those that are committee chairs, before you leave for the summer please send in your annual report of your committee’s activities. We will need those for COA.
   c. There has been discussion on campus, through a survey, about Food Insecure. These are individuals who are having challenges maintaining enough nutrition. If you suspect or have a student approach you with an issue we are being asked to refer them to places on campus that are making some initiatives to help with this. The best place would probably be the Norris Health Center.

V. Associate Dean’s Remarks
   a. Dr. Henderson will be sending a COA report out today.

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

VII. UBR Remarks (Jared)
   a. We are projected to have a balanced budget for FY17.

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

IX. Standing Committee Action Items (chairs)
a. Graduate Program Curriculum Committee (Mu)

i. **Action item:** To create a SOIS policy about transfer and double-counting credits into the CAS. It will also address transferring and double-counting credits from the MLIS/MSIST into the CAS. **Rationale:** The Grad School’s policy allows 100% of CAS courses to be applied to the MLIS and MSIST programs. Since we are without a specific transfer policy for the CAS, we default to the Graduate School’s policy (see attached revised language on page 22). We would like to make the requirements between the certificates consistent. After some discussion, a friendly amendment was made by Dr. Kozak seconded by Dr. Zimmer to change “A minimum of credits must be taken” to “A minimum of 12 credits must be taken” in both the DL Course Requirements and Archives Requirements sections and change “No thesis is required, but students may obtain up to credits” to “No thesis is required, but students may obtain up to 3 credits” in the Archives Requirements section. A vote was taken to approve the amended motion. Motion passed (14/0/0).

ii. **Action item:** Faculty approval of update of prerequisites and course description for course INFOST 774 (Online Information Retrieval). See attached syllabus on pages 23-30. After some discussion, a vote was taken to approve the motion. Motion passed (14/0/0).

iii. **Action item:** Faculty approval of assigning course number INFOST 781 (Applied Information and Internet Technologies) to replace INFOST 632 (Microcomputers for information resources management). See attached syllabus on pages 31-41. After some discussion, a vote was taken to approve the motion. Motion passed (14/0/0).

b. Undergraduate Program Committee (T. Haigh)

i. **Action Item:** Proposed changes to enhance the BSIST core curriculum:
   1. Remove 210: Information Resources for Research from the core for the BS IST Major
   2. Add 350: Introduction to Application Development to the core for the BS IST Major
   3. Adopt Python as the standard programming language for the IST degree, including its use in 350.
   4. Invite Richard Smiraglia to work with the Knowledge Organization group to develop a new course, Organization of Knowledge for Information Science and Technology, provisionally numbered 315.
   5. Remove 230: Organization of Knowledge from the core for the BS IST Major and from the “Information Science Emphasis” courses for the IST Minor. Replace with the new “Organization of Knowledge for Information Science and Technology,” provisionally numbered 315.
   6. Add coverage of content management systems to 240: Web Design I
   7. Add coverage of interface design to 310: Human Factors in Information Seeking and Use.
   8. Change prerequisites and corequisites as follows:
      a. Make 410 (databases) and 310 (human factors) corequisites for 340 (systems analysis) and enforce this in PAWS.
Advisors should recommend that students take them prior to 340 if possible.

b. Make 350 a prerequisite for 440: Web Application Development. 350 does not require any specific prerequisites but advisors should recommend that SOIS majors take 110 and 240 first, where practical.

c. 110 should be enforced in PAWS as a corequisite for 310. This is on the books, but not currently enforced.

d. 110 should be removed as a corequisite for 230. This is not currently being enforced. (230 will eventually be eliminated, but we may need to offer it for existing students so the change is still worth making).

e. 230 should be removed as a prerequisite for 240. This is not currently enforced.

(See set of changes and rationale on pages 42-46.)

After some discussion, a clarification was made that these changes would go into effect in the academic year after next and start with that batch of incoming students. A motion was made by Dr. Zimmer seconded by Dr. Haigh to take a blanket vote and approve the motion. Motion passed (14/0/0).

X. There were no updates or questions for the Informational: Ad hoc Committee Reports.

XI. There were no Ad hoc Committee Action Items to discuss.

XII. There was no Old Business to discuss.

XIII. New Business

a. Ms. Schultz distributed the ballots to Faculty Council members for the election of SOIS’ Executive Committee Chair for 2017-2018. Candidate Jacques du Plessis was elected (10/0/3).

XIV. Campus Level Committee Reports (committee members)

a. Dr. Kozak, a member of the Faculty Senate, reported that the pay increase may not happen. More information will be known at a later date.

b. A free speech bill has been proposed in the legislature which will curb the free speech rights of students to heckle at university events. The university system has widely come out against this.

c. The Acceptable Use Policy for IT use was passed in Faculty Senate.

XV. There were no updates or questions from the Student Organizations.

XVI. Announcements and Reminders

a. There will be lunch upstairs for everyone at 12pm to celebrate the end of the semester.

b. Today is Dr. Haigh’s last FC meeting. We wish him well in his next endeavors and thank him for his years of service to SOIS.

c. Committee Chairs, please get your minutes up and your year-end report to Dr. Henderson. They will be needed for accreditation.

XVII. Adjournment by 11:18 A.M.
University of Wisconsin-Milwaukee
School of Information Studies
Diversity & Equity Committee

Monday, May 1, 2017, 9:00am
NWQ-B, Room 2450

Draft Minutes

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

Absent: R. Babu

1. Meeting was called to order at 9:02am

2. Agenda was approved (NK; MZ; 4-0)

3. Minutes from April 3, 2017 meeting were approved (NK; MZ; 4-0)

4. L. Henderson provided update on School-wide discussions on diversity & equity planned for Fall 2017 retreat: Human Resources has identified an informative video developed for such training, and attendees will be broken into smaller groups to engage with discussion questions

5. L. Henderson updated committee that she requested SOISTech reserve at least two positions for female applicants. Faculty are urged to encourage all students – especially those from underrepresented – to apply.

6. Committee discussed status of various SOIS diversity-related scholarships, noting that some of the language and links on the website are outdated. L. Henderson will request a graduate-level “Dean’s Diversity” scholarship be re-established. Committee also discussed adding diversity scholarships for the MSIST program, specifically.

7. Meeting adjourned at 10:05am.
University of Wisconsin-Milwaukee
School of Information Studies
Doctoral Program Committee

May 2, 2017 1:00pm
NWQ-B, Room 2450

DRAFT
Minutes

Present: L. Barajas, M. Castillo, W. Peekhaus, R. Smiraglia, D. Wolfram
Excused: L. Henderson, T. McGhee

1. The meeting was called to order at 1:06pm.

2. The agenda was approved with the addition of one item: discussion of fall applicants and admissions (RS, WP 4-0-0).

3. Minutes
   The minutes for the meeting of April 11, 2017 were approved as circulated (WP, RS 3-0-0).

4. Report by PhD program director
   R. Smiraglia reported on the status of applicant acceptances for the fall and that next newsletter will be made available shortly. The director also reported that the 10-year limit on GRE scores was not approved by the Graduate School. The limit is five years. Because unit program admission criteria cannot be less stringent than the Graduate School’s criteria, the members voted (RS, MC 4-0-0) to adopt the Graduate School’s criteria.

The committee moved into closed session (WP, RS 3-0-0) according to Wis. Stat. sec. 19.85(1)(c).

5. The committee discussed admissions for the fall semester.

6. New Business
   The committee discussed allocations for the Chancellor’s Fellowship Award funding for the next academic year.

The committee rose from closed session (WP, RS, 3-0-0)

7. The meeting adjourned at 2:21 pm.

Respectfully submitted,
Dietmar Wolfram, Chair
SOIS Undergraduate Program Committee

DRAFT Minutes for May 04, 2017 Meeting, 10:00-11:30 in NWQB 2450

Members: Rakesh Babu (RB), Shana Ponelis (SP), Thomas Haigh (TH), Casey Harjes (CH), Brian Williams (BW), Laretta Henderson (LH)

Called to order 10:04. SP not present.

1. Approve Agenda (TH, RB: 3-0-0)
2. Approve Minutes of Previous Meeting (RB, CH: 3,0,0)
3. (Old Business)
4. (New Business)
   a. Review the following additions to outcomes for 310 suggested by SP: “(1) Design user interfaces and interaction sequences for websites and mobile devices taking into account usability principles. (2) Refine user interface designs based on results of usability evaluation and feedback from users.”

TH: These seem reasonable, and address call from BS for specific guidance on outcomes.

RB: Thinks that design can be incorporated by adding elements to the final project. This could satisfy the second requirement. Should we explore the suggestion by BS to cover interface design in 230?

TH: Topics in 230, or a replacement, such as tagging and ontologies could inform website structure through solid information architecture, but should not be expected to provide the major coverage of human factors user interface design.

RB: Has concern over whether adding a design component to the final project could satisfy the first objective.

TH: As long as the material is demonstrated somewhere in the semester the outcome is satisfied.

RB: Then adding to two suggested outcomes would be fine.

CH: The objectives mandate websites and mobile devices. Should we be less specific?

BW: Not mentioning websites or mobile devices would allow for future changes in technology.

TH & RB: “(1) Design user interfaces and interaction sequences for computer systems, including websites and mobile applications, taking into account usability principles. (2) Refine user interface designs based on results of usability evaluation and feedback from users.”
Motion: Approve the addition of the two outcomes for 310, as edited. Will be added to our recommendations to FC (TH, RB: 3,0,0)

b. Discuss and finalize recommendations for 230 and 210 following our examination of the courses in the previous meeting. This will involve editing language for the recommendations in item c below.

TH: Recaps argument for the proposed swap of 350 into core, 210 out.

LH: Would also like to encourage students to take English 205 or 206.

BW: We are already pushing those courses. English 310 could be used since it is required of Computer Science and Engineering students.

LH: 210 was taken off the list of OWC-B at the last APCC meeting. So as of next semester will not show as satisfying.

TH: Maria Haigh got it approved.

BW: SOIS was told that as taught the course was not covering the necessary requirements.

TH: The decision cannot be made “administratively” without the involvement of UPC or FC, under the SOIS P&P. The designated faculty coordinator for the course should also have been consulted. This kind of action makes a mockery of shared governance.

CH: Has concerns over whether 210 will be popular outside the core if stripped of OWC-B.

TH: If we change the requirements for the 5 electives to allow 1XX or 2XX courses to count (i.e. 210 and 120) would that ensure that they still take it?

BW: If we allow 210 and 110 to satisfy the SOIS elective requirements they’ll take fewer SOIS courses. If we leave as is, they’ll take as part of their general electives.

LH: Do we as a school even want to continue to teach 210 to most students?

TH: Are there other things for LS to teach?

LH: Yes. Various MLIS courses.

TH: Moving 210 out of the core would give flexibility to push it or deemphasize it based on demand and instructor availability.

BW: There are online courses elsewhere in UWM that would cover those skills and requirements if we did shift instructor resources elsewhere.

Motion: Endorse the draft recommendation to shift 210 out of the core and replace with 350. (TH, RB: 3,0,0)
TH: Recaps situation with 230, and the offer made by Richard Smiraglia on behalf of the KO group.

LH: Strongly supports the proposal.

BW: 230 connects more with LIS people, less so with information systems people.

TH: The proposed new course would satisfy the LIS oriented students more, but also be more relevant and useful for IT.

CH: Agrees with everything said.

Motion: To approve the recommendation that Richard Smiraglia and the Knowledge Organization group develop a new 300 level course “Knowledge Organization for Information Science & Technology,” to replace 230 in the core. (RB, TH: 3,0,0)

c. Having now explored all the core courses in the IST program, we will pull together our discussions over the past two years to finalize a set of recommendations for changes to the program to send to SOIS Faculty Council. A draft has been circulated to committee members. As well as recommendations for changes to specific courses, we may also recommend changes to the sequence of core courses, the development of electives in particular areas, changes to prerequisites, and changes to overall degree requirements. Some of these changes would require action by university bodies to implement.

Some points during edits and discussion:

CH: If 210 can’t satisfy OWC-B, we should develop a new course or have an existing course certified to satisfy the cultural diversity requirement.

TH: Our SSI instructors have expertise in topics related to the cultural and social aspects of technology.

LH: This could address a lack of diversity coverage in the program.

LH: BSIST students should receive training somewhere in the program on how to deliver workshops, teach, etc.

[Edits and discussion of draft document]

Motion: Approve recommendations document for transmission to FC, including action items for adoption by FC. (RB, CH, 3-0-0).

d. (New business) With the departure of TH we need replacement faculty coordinators for 440 and 490. No faculty regularly teach those courses.
No immediate volunteers.

BW: This will be something that the next chair of the UPC should address.

LH: We could ask MK. SP sometimes teaches 490 online.

RB: Willing to be considered for 440.

Meeting concluded, 12:00.
Activities of the members of the Wisconsin Center for the Book during the year 2016-2017

Joyce M Latham
Executive Director
My appointment as Executive Director of the Wisconsin Center for the Book (WCB) became effective on September 1, 2016. We began the year with a fund balance of $1,680.00, $1,000 of which was earmarked for the Library of Congress literacy award and $300 of which was tagged for the Wisconsin Poet Laureate Commission. SOIS then added another $2,500.

The WCB acquired office space at the School of Information Studies on the second floor. We also added a student assistant who works approximately 5 hours a week for the center, managing records and coordinating activities.

The Board meets every other month, at different venues around the state. This past year we visited Madison Public Library, and met Library Director Greg Mickells, Racine Public Library, where we were welcomed by Jessica McPhail, and we also met on the campus of University of Wisconsin-Madison. Other meetings were held at UWM.

On October 25, 2016 I attended a grant workshop offered by Tammy Baldwin’s office. Nick Demske also attended, and we were able to establish a connection with the Senator’s staff.

Events and activities

National Book Festival

The First major event was the trip for the National Book Festival on September 24, 2016. Fifteen students, along with two faculty, visited a variety of libraries: The Library of Congress itself, including a specific visit to their Performing Arts Division, along with the Folger Shakespeare Library, Smithsonian Museum of African American Art Library, Smithsonian National Air and Space Museum Library, and the District of Columbia Public Library. Time was also set aside for a visit to the Supreme Court, although their library was not specifically available. The Book Festival itself was on September 24; multiple authors were available. SOIS students covered the Wisconsin Center for the Book table in the Pavilion of the States for a two hour shift, and then were free to attend whichever presentations they chose. We also met the new Librarian of Congress, Carla Hayden.

Students signed up for a 1 credit course, which helped to subsidize the trip for them. The WCB portion of tuition used to subsidize the trip expenses was $5,737.50. The hotel expenses totaled $5825.92. SOIS administration covered the
difference between the two. The group dinner was charged against WCB funding at $687.

Students had required readings and had to submit a reflective paper on the experience. Students shared their experience as follows:

“This trip, in total, underscored the cultural and humanitarian importance of the work I have chosen to pursue.”

“From my experience at the Martin Luther King Library [DC], I would agree that that it emphasizes learning and self-education in its programming. Learning and self-education are part of civic culture because knowledge is key to making informed civic decisions. The design of the building is also impressive and the building itself is large, which makes the statement that this public library matters.”

“We also had a special presentation from staff members of the Performing Arts Division of the Library of Congress, a chance to view even more of some of history’s greatest treasures. Our presenters talked about the contributions of Elizabeth Sprague Coolidge, a major contributor, who in 1924 donated funds to build an auditorium in the Library of Congress (Aikin 2001). This struck me as a particularly interesting function of the Library of Congress. Rather than just serving as “the nation’s chief ‘storehouse’ of knowledge,” in Aikin’s words, the library also has an incredibly significant “role in the transmission of culture” (p. 43).”

“Perhaps the location and atmosphere of the nation’s capital overly colored my perceptions, but I feel like a recurring theme during the discussions at the libraries, or in the readings was the democratization of knowledge.”

Literacy Award

The $1000 award for the Buffalo-Pepin Literacy Alliance, an organization designed to provide literacy services to both Buffalo and Pepin County, Wisconsin adults was presented at the SOIS 50th anniversary gala on October 26th. Gerald Simonich, of Wauwatosa, accepted the award in the name of the organization. The actual check was mailed later.

While these small, supportive literacy awards had a high degree of support among the state chapters of the Library of Congress, funding to continue this program is not currently available. As a result, this will not be a future activity of the WCB.

Wisconsin Poet Laureate Commission partnership

Board member Nick Demske, of Racine Public Library, coordinates our partnership with the Wisconsin Poet Laureate Commission. We design and print a bookmark in honor of the new Wisconsin poet laureate. As the bookmark for the previous appointment was missed, WCB owed the Poet Laureate Commission dues, which totaled $300. That amount was paid this past year, and WCB, with support from SOIS, designed a new bookmark for the new poet laureate this year, Karla Huston, a
resident of Appleton, Wisconsin. The title of the poem by Huston is “Doxology.” The bookmarks were popular give-aways at the National Book Festival this past year. We will also take them to future events. Copies were shared, for instance, with the Wehr Nature Center and the Wisconsin Naturalists.

**Wisconsin Book of the Year**

The book of the year is a component of the Library of Congress Center for the Book. The award last year went to Jennifer Morales, author of *Meet me halfway: Milwaukee stories*. Ms. Morales participated in the SOIS 50th anniversary celebration.

The award for this year is shared by two works: *Thousand-Miler: Adventures Hiking the Ice Age Trail* by Melanie Radzicki McManus, Wisconsin Historical Society Press and *Good Seeds: A Menominee Indian Food Memoir* by Thomas Pecore Wesco, also published by the Wisconsin Historical Society Press. These titles will be shared with the Library of Congress as representative of Wisconsin for the National Book Festival.

**Great Lakes Reads**

The Great Lakes Read is an initiative similar to the Route One Reads. The reading content selected is related to an organizing theme, in this case representing all the states contingent to the Lakes. And, Wisconsin is a Great Lakes state. We submitted the title *The Ship Captain’s Daughter* by Ann Lewis, Wisconsin Historical Society Press. The Minnesota Center for the Book will compile all the book titles and jackets into a poster and bookmark. The pdfs are available for each participating state center to use as we wish. More bookmarks!

**Letters about Literature**

Letters about Literature (LAL) is a writing contest for young readers in grades 4-12, sponsored by the Library of Congress and the Wisconsin Center for the Book. Students write a letter to an author of a fiction or nonfiction book, a short story or poem describing how the work changed the students’ view of the world or of themselves. This past year we received 118 submissions, which indicates a need to promote the program more extensively. Teachers partner with the WCB to engage the students in the activity; volunteers help to evaluate what the students write. We have identified 8 winners for this past year. Their names are:

**Level 1 (grades 4-6)**
- (Error)
- Second Place: **Allison Frangiskakis** (Wausau) - *A Night Divided* by Jennifer Nielson
- Third Place: **Sophia Frioui** (Glendale) - *Pax* by Sarah Pennypacker

**Level 2 (grades 7-8)**
- First Place: **Abby Scott** (Oostburg) - *I am Coyote* by Geri Vistein
- Second Place: **Joyce Essuman** (Glendale) - *Chains* by Laurie Halse Anderson
- Third Place: **Gianna Molini** (Kenosha) - *Just So Stories* by Rudyard Kipling

**Level 3 (grades 9-12)**
• First Place: Olivia Fox (La Crosse) - *The Poisonwood Bible* by Barbara Kingsolver
• Second Place: Dakota Meertz (Hilbert) - *The Lord of the Rings/The Hobbit* by JRR Tolkien
• Third Place: Elizabeth Copps (La Crosse) - *Looking for Alaska* by John Green

The first place winner for Level 1 is still in the process of being determined.

Because WCB had lost its venue for announcing the winners of the contest, we approached the Brewers, through Milwaukee Public Library director Paula Kiely, to see if we could transition to an event with broader visibility. We were able to get the top three winners names posted on the jumbo-tron for a day game. For next year, we have identified a venue in Green Bay which may be more appropriate. The other option, of course, is to ask the librarians of each community to make the award to their local winners.

WCB has also experienced a drop off in participation, in large part due to budget constraints which affected the promotion of the program. The Library of Congress provided a $900 grant to support the LAL initiative; the bulk of the money will be used to prizes for students, with some set aside to support outreach next year.

In the Planning Process

The Board of Directors approved an initiative separate from the Library of Congress programs. The Director has drafted a proposal to advance programming for adults to address issues around literacy and news. While a number of programs have been offered to educate youth for evaluating such programming, less has been developed for adults.

To that end, Joyce Latham had several conversations to pursue this initiative. David Haynes, editor for the Milwaukee Journal Sentinel, has indicated a willingness to partner with us in bringing this forward. Beth Bennett of the Wisconsin Newspaper Association has also indicated a willingness to participate. An initial conversation with Meg Turville-Heitz, Grant Program Director of the Wisconsin Humanities Council, was encouraging. We will work with the UWM Foundation to pursue potential funding for this project. Initial estimates are that $20,000 would allow the best approach to a pilot project between local libraries and local newspapers for ten local communities.

Latham submitted proposals to the Wisconsin Library Association for a program on “Real News” as well as the National Book Festival. Both proposals have been accepted.

Plans are also underway for another trip to the National Book Festival, the first Saturday in September this year.

*July, 2017*
SOIS Standing Committees for 2017-18

Executive Committee

Charge: The SOIS personnel committee

Committee Members
Mohammed Aman
Jacques du Plessis
Maria Haigh
Margaret Kipp
Joyce Latham
Hur-li Lee
Xiangming Mu
Richard Smiraglia
Dietmar Wolfram
Iris Xie
Jin Zhang
Michael Zimmer
Wilhelm Peekhaus

1. Faculty annual review
   Function: -- Do by semester evaluation of all faculty instruction
   Members: R Smiraglia, D Wolfram, M Zimmer, I Xie

2. EC Ad Hoc Subcommittees
   Instructional Review: TAS, Adjuncts, and Ph.D students:
   Function: -- Do by semester evaluation of all non-faculty instruction
   Members: J Zhang, M Haigh, J Latham, M Kipp (Spring)

3. Additional Assignments
   Function: -Investigate/research/prep, e.g. teaching assignments, workload, etc.
   Members: M Aman, H Lee, X Mu, W Peekhaus

Academic Planning Committee

Charge: Oversee the revision of the IA track in the B/MSIST
Work with the Appeals Committee to revise the grievance procedures for the School

Committee Members
Executive Committee Chair: Jacques du Plessis,
BSIST Committee Chair: Michael Zimmer
BSIST Student Representative: Casey Hartjes
MLIS Program Committee Chair: Iris Xie
MLIS Student Representative: ??
MSIST Program Committee Chair: Jin or Maria
MSIST Student Representative: Sam Goerke
PhD Program Committee Chair: Dietmar Wolfram
PhD Student Representative: Ann Graf,
Kevin Trainor (TAS)

Jared Parker, Assistant Dean (Unit Business Representative--ex officio, non-voting)
Chad Zahrt, Assistant Dean (ex officio, non-voting)

BSIST Program Committee

Charge: Curriculum review and revision in conjunction with IT Advisory Board and the Dean’s office
Consider a B/MSIST 3+2
Manage the LLC program
Consider issues of gender in the program
Coordinate the program with the MSIST
Consider partnerships with CS, JAMS etc. as you revise the curriculum
Considering adding a course that could be used for the cultural diversity GER

Committee Members
Michael Zimmer (2017-19)
Rakesh Babu (2016-18)
Shana Ponelis (2015-17)
Adam Hudson (TAS)
Casey Hartjes, BSIST Student Representative

Brian Williams, (Advisor--ex-officio, non-voting)
Laretta Henderson (Associate Dean--ex-officio, non-voting)

MLIS Program & Curriculum Committee

Charge: Work with Deans on COA.
Begin curricular review and revision of MLIS in conjunction with the MLIS Advisory Committee.

Committee Members
Iris Xie (2017-19)
Donald Force for Fall 2017 only
Joyce Latham (Spring 2018-19) (No Service Fall 2017)
Wilhelm Peekhaus (2017-19)

?: MLIS Student Representative

Linda Barajas, (Admissions Coordinator--ex-officio, non-voting)
Laretta Henderson (Associate Dean--ex-officio, non-voting)
Sharon Lake (Advisor--ex-officio, non-voting)

MSIST Program Committee
**Charge:** Work on joint degrees with Health Informatics and Fresh Water among other programs
Revisit and revise electives in concentrations
Consider bridge courses for those without an IT background
Review and revise the Web and Information Security tracks along with the IT Advisory Board and the Dean’s office
Consider professional development for the industry e.g. certifications
In coordination with the UPC and the Deans, consider an accrediting body for the programs

Committee Members
Shana Ponelis (fall only)/Margaret Kipp (spring only)
Maria Haigh (2017-19)
Jin Zhang (2017-19)
John Boyland, Chair, Computer Science
Khaled Sabha (2017-19)
Sam Goerke, MSIST Student Representative

Linda Barajas (Admissions Coordinator--ex-officio, non-voting)
Chad Zhart (Assistant Dean--ex-officio, non-voting)
Brian Williams (Advisor----ex-officio, non-voting)

**Doctoral Program Committee**

Committee Members
Dietmar Wolfram (2016-2018)
Nadine Kozak (2017-19)
Richard Smiraglia (2016-18)
PhD Student Representative: ??

Linda Barajas (Admissions Coordinator--ex-officio, non-voting)
Twyla McGhee (Advisor--ex-officio, non-voting)
Laretta Henderson (Associate Dean--ex-officio, non-voting)

**Grievance & Appeals Committee**

Charge: Work with the APC to revise the grievance procedures for the School

Committee Members
Mohammed Aman (2017-19)
Hur-li Lee (2016-18)
Richard Smiraglia (2016-18)
Alternate: Jin Zhang (2017-19)
Alternate: Margaret Kipp (2017-19)
Alternate: Jacques du Plessis (2016-2018)

**Research Committee**
**Charge:** Foster a community of research in the School
Nominate students and faculty for research awards offered by the School, University, and outside agencies as appropriate.
Reinvigorate the Ted Samore lecture
Plan, market and administer the student research day
Encourage undergraduate research
Consider promoting student’s research at various SOIS events, e.g., SOIS Recognition

**Committee Members for 2015-16**
Hur-li Lee (2016-18)
Wilhelm Peekhaus (2016-18)
Xiangming Mu (2017-19)
PhD Student Representative
MLIS Student Representative
MSIST Student Representative
BSIST Student Representative

Laretta Henderson (Associate Dean—ex-officio, non-voting)

**Diversity & Equity Committee**

**Charge:** Consider the recruitment and marketing plan as they support diversity along with the funding to support those plans. Work with administration to implement your suggestions. The enrollment of women in the BSIST program has decreased, please ponder and implement ways to increase said enrollment. Research and share incentives to include diversity in research grants.

**Committee Members**
Mohammed Aman (2016-18)
Rakesh Babu (2017-19)
Xiangming Mu (2017-19)
Maria Haigh, (SOIS Ombudsman--ex officio)
Shaun Hayes (TAS)
Musa Dauda Hassan, PhD Student Representative
MLIS Student Representative
MSIST Student Representative
BSIST Student Representative

Laretta Henderson, (Associate Dean—ex officio, non-voting)

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**MLIS Program Assessment Ad Hoc Committee**

**Charge:** Figure out exactly what will be assessed and when
Create tools for assessment. Begin the assessment process

Xiangming Mu (2017-19)
Richard Smiraglia (2017-19)
Donald Force (2017-19)
Laretta Henderson (Associate Dean--ex-officio, non-voting)
The SOIS Grievances and Appeals Process

Note: it is an expectation that the first step towards resolution in any grievance or grade appeal is for the student to attempt to meet or contact the faculty member or instructor to resolve informally.

Any student in a SOIS course with a grievance, or wishing to appeal a grade should direct their communication to the chair of the SGAC (The Student Grievance and Appeals Committee) to be shared with the committee. This can be done by sending an email to sois-sgac@uwm.edu.

The process then proceeds as follows: The immediate focus is to activate the appropriate process(es).

a. Discrimination. Discriminatory behavior is prohibited by UWM's Discriminatory Conduct Policy and inconsistent with the SOIS Statement on Diversity. As such, SOIS takes all charges and complaints of discrimination very seriously. If any individual alleges and act of discrimination, the matter will be reported to the Executive Committee and referred to the EDS office (Office of Equity and Diversity Services). The individual will also be encouraged to contact EDS directly. EDS will investigate whether discrimination took place and will, when appropriate, work with the department on implementing interim measures to prevent further incidents.

b. Accommodations. If a student has received a VISA (Verified Individual Services and Accommodations) from the Accessibility Resource Center (ARC), the student should provide a physical or electronic copy of the VISA to the instructor. It is expected that the instructor will send the student an email acknowledgement stipulating how this accommodation request will be met. Such an email response will promote mutual understanding and clarify the details of the accommodation. If a student complains that the VISA accommodation has not been met, an SGAC member will reach out to ARC and the instructor and attempt to rectify the situation. If the instructor is unwilling to comply with accommodation, the matter will be treated as a behavioral issue (see below).

c. Behavioral Issues. Based on the University Code of Conduct policy for faculty and staff (see http://www4.uwm.edu/secu/docs/faculty/2901_Code_of_Co_ct_04_25_13.pdf) the following steps will be taken when a complaint is made regarding an instructor’s behavior (including teaching conduct and course management issues): The SGAC will inform the SOIS Executive Committee (EC) of the complaint. Depending on the nature of the complaint, the EC will determine whether (i) the issue can be discussed and resolved with the instructor, or (ii) the issue requires a formal investigation. In the event of a formal investigation, the EC may work with the SOIS Dean to proceed and may put safeguards in place to prevent further issues from arising during the investigation. Any resolution reached by the EC (regardless of the nature of the complaint) shall be noted in
the department’s personnel “working file.” If a situation appears to warrant discipline, the EC or the Dean may refer the matter to the Faculty Rights and Responsibilities Committee (FRRC).

d. Grade Appeal. The instructor of record for a course has responsibility for evaluating student work in the class and assigning grades. Instructors and teaching assistants (TAs) also may interact with students in the classroom or in the advising process. On certain occasions, students may experience actions on the part of an instructor or TA assigned to the course that cause the student to consider filing a grievance or grade appeal. In that case,

a. (STEP 1) the student must first seek informal resolution by discussing the objection with the instructor. Many such situations arise as the result of misunderstanding or incomplete information, and the majority of situations in which students consider taking a formal action are resolved informally. If the situation involves a teaching assistant, the student first should discuss the situation with the TA. If the situation is not resolved to the student’s satisfaction, the student should discuss the matter with the supervising instructor for the course. Efforts to reach an informal resolution should be initiated as soon as possible in light of the Step 2 deadlines set forth below.

b. (STEP 2) If the difficulty cannot be resolved informally, the student may initiate a formal appeal. To do so, the student must, within thirty (30) business days from the date of the action prompting the appeal or grievance, file a written statement of appeal with the chair of the SGAC or his/her designee. The statement should describe relevant facts surrounding the appeal and identify actions that will resolve the problem to the student’s satisfaction.

c. (STEP 3) In response to this statement, the SGAC Chair or designee will meet jointly or individually with the student and the instructor (including both the TA and the supervising instructor, if applicable) in an effort to resolve the problem and will prepare a written “mediation report” of the results of these mediation efforts. The meetings may be in person, by telephone, or any other appropriate interactive medium. The report will be given to both the student and the instructor(s), and both the statement of appeal and the mediation report will be retained in the School’s files. If a proposed resolution is agreeable, the student will be asked to indicate formally that the matter is resolved.

d. (STEP 4) If the proposed resolution is not acceptable to either the student or the instructor(s), or if no resolution has been proposed, then the process may continue to Step 4 through the following procedure: Either the student or the instructor(s) may request, within ten (10) working days of receiving a copy of the written mediation report, that the SGGC chair or designee take the appeal for a formal hearing by the SGAC. In such event, the SGAC will gather and consider all information it deems relevant and appropriate, afford the student and the instructor an opportunity to
present their cases, and produce a report recommending a course of action. The report will be given to both the student and the instructor(s), and a copy will be retained in the School’s files. If a proposed resolution is agreeable, the student and instructor(s) will be asked to indicate formally that the matter is resolved.

e. (STEP 5) If the proposed resolution set forth in Step 4 is not acceptable to either the student or the instructor(s), or if no resolution has been proposed, then the process may continue to Step 5 through the following procedure: The student or the instructor(s) may request, within ten (10) working days of receiving a copy of the written report from the SGAC, that the appeal/grievance be referred to SOIS’s Associate Dean for undergraduate students, and to the Associate Dean of the Graduate School for graduate students. If such a request is made, both the student and the instructor(s) will be informed that the decision arising from Step 5 is final. The designated Associate Dean will review all documents utilized during the previous steps, as well as any other materials he/she deems relevant and appropriate. The Associate Dean will independently consider this information, afford the student and the instructor(s) an opportunity to present their cases, and decide on a course of action. Following evaluation at this level, the decision of the Associate Dean is final.

f. Failure by the student or instructor to meet any of the prescribed deadlines for an appeal to the next step terminates the appeal procedure.

In short.

Step 1: Try to resolve with instructor informally [communicate] (if not resolved ...)
Step 2: File complaint with the SGAC (within 30 days of alleged instructor action)
Step 3: SGAC Chair or designee meets with all parties concerned [mediation] (If not resolved ...)
Step 4: Within 10 working days, student or instructor may appeal to SGAC for a formal hearing. [recommendation] (If not resolved...)
Step 5: Within 10 working days request copy of report – refer to associate dean for [final decision].