School of Information Studies  
Faculty Council Meeting Minutes  
11/11/2016  
NWQ 1990


Staff: Karen Massetti-Moran, Claire Schultz, Chad Zahrt

Guests: Sunstar Vue, Johnny Vang

Excused: Nadine Kozak, Michael Zimmer

I. There being quorum present, Dean Lipinski called the meeting to order at 10:03 A.M.
II. There were no additions or modifications to the draft agenda; the agenda was adopted for the meeting.
III. Dr. Maria Haigh made a motion, seconded was obscured by the audio recording, to adopt the minutes from the September 9, 2016, meeting as presented. Motion passed (14/0/3)
IV. Dean’s Remarks
   a. The Board of Regents approved the MSIST. The website and application are up and running and we are hoping to start admitting students for the January Spring 17 term. The deans met with the campus’s marketing firm who will be helping us develop a full communications and marketing plan. We have been reaching out to current BSIST students.
   b. Dean Lipinski met with the APC and submitted, on Sep. 1st, a request for positions for a tenure track line, TAS line and Visiting Professor line to the Strategic Position Control. The TAS line was approved by the Provost. We are hoping to hire someone for the TAS as soon as possible.
   c. Provost will be visiting every school to discuss the budget for the next couple of years. This will most likely be an all-school meeting. SOIS is doing well, but the rest of campus is still hurting; Academic Affairs is in debt 9-11 million. Chapman’s strategy will be to create an expenditure cap.
   d. Enrollment numbers are up
   e. Because we have met certain thresholds with our FLEX program, the school will be given 300K directly.
V. Associate Dean’s Remarks
   a. MSIST is finished. The Advisors Handbook, which includes a chart of recommended pre-requisites, has been sent to all faculty. There could be some concern with the computer science pre-requisites specifically, therefor it is highly recommended that
these courses be taken: intermediate algebra, Philosophy 211 and INFOST 350 (python). Admission requirements: 2.75 GPA and a resume.

b. COA will be visiting in October. All committee minutes need to be collected to support our documents. Please post them to the Standing Committees page on the SOIS website.

VI. Assistant Dean’s Remarks
a. Spring schedule looks good. Sent out a call for summer courses. Would like to have the summer schedule to the students by mid December so they can plan for Spring and Summer.
b. Plan to start the Fall schedule by the end of December.

VII. HR Remarks
a. Benefits open enrollment ends
b. FLSA change to the law for the minimum salary threshold goes into effect December 1st. The following titles: researcher, scientist, post doc and research associate require a minimum base salary of $47,476.00. All project and program assistants will be non-exempt. Grad research and teaching assistants remain exempt.

VIII. There were no updates or questions for the UBR’s remarks.

IX. Informational: SOIS Standing Committee Reports
a. Research Committee (Lee)
   i. Dr. Lee – Research Brown Bag Series. This will be a monthly event. May not have a presentation in December since it will be really close to the holidays.
   ii. Dr. Lee – Annual Student Research Day. Scheduled for March 31, 2017. Please encourage your students to submit a proposal. A deadline will be set in the upcoming Research Committee meeting.

X. Standing Committee Action Items (chairs)
a. Doctoral Program Committee (Wolfram)
   i. Dr. Wolfram – action item, allow the SOIS PhD program applicants to submit GRE scores up to 10 years old. The DPC has received requests to use older GRE scores than the usual 5-year period. The rationale is that because we have many students who have gone out to work in the profession after they get their masters, they are less likely to have written the GRE in a recent time frame. If they did write the GREs within the past 10 years and have good scores, chances are good that they will continue to get good scores. The 10-year limit provides a ceiling for what we would consider acceptable. It is not open ended. This would help the students who have been out in the work force and be one less hurdle for them to fulfill for the application process. The exam has basically remained the same within the last 10 years, the scoring has changed, but not the exam. Motion: Allow SOIS PhD program applicants to submit GRE scores up to 10 years old. Motion passed (17/0/0)

b. Graduate Program and Curriculum Committee (Mu)
   i. Dr. Mu – first action item, assignment of a permanent 700-level course number with new title "Entrepreneurship and Innovation for LIS Professionals" from current special topic course: Infopreneurship. This course has been offered and taught 4 times by Dr. Shana Ponelis. There really are not any competing courses and with the accreditation coming up it would be a benefit to offer it as a permanent course. After allowing for discussion
and review of the syllabus, Dr. Lipinski requested a voice vote on the motion. Motion: The GPCC requests faculty approval of assignment of permanent 700-level course number with new title “Entrepreneurship and Innovation for LIS Professionals” from current special topic course: Infopreneurship. Motion passed (17/0/0).

ii. Chair Dr. Mu –second action item, approval of a new Special Topics Course (691) Data Analysis for Data Science. This would be a course taught by Dr. Margaret Kipp as a part 2 to the course Intro to Data Science with a stronger focus on analysis. After allowing for discussion and review of the syllabus, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of Special Topics Course (691) Data Analysis for Data Science. Motion passed (17/0/0).

iii. Dr. Mu –third action item, approval of an update to the IT concentration course list. GPCC finds that the descriptions on the course list are inconsistent and some items need to be updated quickly. Also the GPCC suggests that after the course list is updated, in the future, any updates or added courses are sent to the GPCC and/or UPC for approval. If approved in either the GPCC and/or UPC, the course list will be automatically updated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of IT concentration course list. Motion passed (17/0/0).

iv. Dr. Mu –fourth action item, approval of an update to the IO concentration course list. As with the IT concentration course list, the GPCC finds that the descriptions on the course list are inconsistent and some items need to be updated quickly. Again, the GPCC suggests that after the course list is updated, in the future, any updates or added courses are sent to the GPCC and/or UPC for approval. If approved in either the GPCC and/or UPC, the course list will be automatically updated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of IO concentration course list. Motion passed (17/0/0).

XI. There were no questions for the respective committee chairs on the Ad hoc Committee Reports.

XII. Ad hoc Committee Action Items (chairs)
a. MSIST Program Implementation Ad hoc Committee (Kipp)
   i. Dr. Kipp –first action item, add transcript designated tracks to the MSIST program. The different tracks of the MSIST have to officially be approved at Faculty Council to make them transcript designated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: To add transcript designated tracks to the MSIST program for User Interaction & Human Computer Interaction, Information Security Track, Data Science Track, Web and Mobile Application Design Track, and Generalist. Motion passed (17/0/0).

   ii. Dr. Kipp –second action item, students enrolled in the BSIST with a 3.0 GPA or higher may receive 6 credit hours towards the MSIST if they enroll in core courses and complete graduate level work with a grad of B or better.
Dr. Henderson – we would like to offer BSIST students the option to receive up to 6 credit hours towards the MSIST. This was in the proposal but the Graduate School is requiring that this be taken through the adjudication process. After allowing for discussion the proposed motion: “To approve the following: Students enrolled in the BSIST and who have a 3.0 GPA or higher in the major may receive 6 credit hours toward the MSIST if they enroll in core courses and complete graduate level work with a grade of B or better (B- not acceptable). These courses are valid for seven years from the date in which they were taken,” was amended by Dr. Latham to strike core courses and replace with electives and add that BSIST students have to be in a junior standing. The courses will still be valid for seven years from the date in which they were taken. New Motion: To approve the following: Students enrolled in the BSIST [with a junior standing or higher and] who have a 3.0 GPA or higher in the major may receive 6 credit hours toward the MSIST if they enroll in elective courses and complete graduate level work with a grade of B or better (B- not acceptable). These courses are valid for seven years from the date in which they were taken. Motion passed: (17/0/0).

XIII. New Business
a. From Associate Dean
i. Dr. Henderson – The below courses have not been taught in at least 5 years and no faculty have expressed interest in adopting any of these courses. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Delete the following courses:
   1. 737 The Special Library, 3 cr G
   2. 746 Administration of School Library Media Systems, 3 cr. G
   3. 821 Seminar in Library Administration, 3 cr. G
   4. 831 Information Sources and Services in the Social Sciences and Humanities, 3 cr. G
   5. 835 Information Sources and Services in the Health Sciences, 3 cr. G
   6. 890 Advanced Research Methods in Information Studies, 3 cr. G
Motion passed: (17/0/0).
ii. Dr. Henderson – Since the MSIST will begin in the Spring of 2017, propose that the MSIST evolve from an ad hoc committee to a permanent standing committee. The committee is needed to adjudicate the MSIST program. The MLIS and MSIST are too different to be administered by the same Master’s level committee and it is too much work for a grad/undergrad B/MSIST committee. The committee structure should be the same as any other standing committee. After allowing for discussion, it was determined that since a revision of the SOIS P&P would have to be made (mentioned by Dr. Xie) this will require a two meeting deliberation process. The motion therefore was tabled. Motion: “Make the MSIST ad hoc committee a permanent governance committee” will be tabled for the December meeting. Motion to table initiated by Dr. Dietmar Wolfram and seconded by Dr. Donald Force. Motion passed (17/0/0).
iii. Dr. Henderson – At the Fall retreat we talked about the assessment for the MLIS program and we need a committee to take care of that assessment
process. It was decided that SOIS would just start with a committee to assess the MLIS program and later would figure out how to assess the other programs. Propose that an MLIS Assessment Committee composed of three SOIS faculty members be created to evaluate the learning outcomes for the MLIS program. To make a standing committee will need a change in P&P and will have to be a two meeting discussion. After allowing for discussion, three different ideas were mentioned: create an MLIS Assessment Committee, create an Ad-hoc MLIS Assessment Committee or have the GPCC create a sub-committee to do the assessment. After more discussion it was decided that a committee will be created composed of three SOIS faculty members during the committee assignment process. New motion: There will be a special MLIS assessment committee composed of three SOIS faculty members. Motion to table initiated by Dr. Rakesh Babu and seconded by Dr. Xiangming (Simon) Mu. Motion passed (17/0/0).

iv. Dr. Henderson –with all the current committees and ones that need to be created, our faculty are really getting pulled thin. The Graduate Admissions and Awards Committee does not meet to do admissions anymore. The only time this committee would need to meet is when they create nominations for the AOP and the Distinguished Graduate Student Award from the graduate school. Let’s dissolve the Graduate Admissions and Awards Committee and charge the GPCC with deciding on nominations for the AOP and the Distinguished Graduate Student Award. It is unnecessary to have a committee to just do this one task. After allowing for discussion it was decided that this motion will be tabled for the next meeting in which there needs to be a fifth item that included the name change of the GPCC and an amendment for the GPCC charges and the new MS charges that they will do the scholarships. Motion to table by Dr. Jacuqes DuPlessis, seconded by Dr. Donald Force. Motion passed: (17/0/0)

XIV. Old Business
a. Transfer Policy (Henderson)
   i. Will be tabled due to missing policy documentation.

XV. Campus Level Committee Reports (committee members) There were no updates or questions about the Campus Level Committee Reports (committee members).

XVI. Student Organizations Update
a. The DSO had an outing at the Art Museum

XVII. Announcements and Reminders
a. Luncheon in 3511 to celebrate Board of Regents approval of the MSIST was last month, but there will be a pizza party on November 30th as we won the campus spirit award for the month of November.
b. There will be an MLIS Advisory meeting on November 30th.
c. The annual SOIS Holiday Party will be on December 2nd at the Riverfront Pizzeria.
d. Digital Measures Summary – L. Henderson, S. Vue, J. Vang
   i. Higher Ed Learning Commission is requiring that Chapman Hall be able to pull data from faculty. Digital Measures is the tool that we need to use to put faculty data in to report our productivity. Dr. Henderson is suggesting that Digital Measures be used as a tool to do annual reviews. Accounts for faculty
have been created and faculty CV’s submitted for accreditation have already been uploaded. All faculty have access to their accounts and should have received an email with credentials to access accounts.

XVIII. There being no further business to discuss, Dean Lipinski called the meeting adjourned at 11:41am.