FACULTY COUNCIL MEETING
DRAFT AGENDA

Friday, September 9, 2016
10:00 AM NWQ 1990

I. Call to order at 10:00 A.M.
II. Adoption/Modification and Adoption of agenda
III. Consideration of the minutes of the May 13, 2016, meeting
IV. Dean’s Remarks
V. Associate Dean’s Remarks
VI. Assistant Dean’s Remarks
VII. HR Remarks
VIII. UBR Remarks
IX. Informational: SOIS Standing Committee Reports – none received
X. Standing Committee Action Items – none received
XI. Ad hoc Committee Action Items (chairs) – none received
XII. New discussion items
XIII. Campus Level Committee Reports (committee members)
XIV. Student Organizations’ Update
XV. Announcements and Reminders
XVI. Adjournment by 12:00 P.M.
School of Information Studies
Faculty Council Meeting Minutes
DRAFT
May 13, 2016
NWQ 1990

Present: Rakesh Babu, Alexandra Dimitroff, Jacques du Plessis, Donald Force, Maria Haigh, Thomas Haigh, Laretta Henderson, Margaret Kipp, Nadine Kozak, Joyce Latham, Hur-Li Lee, Steve Miller, Xiangming (Simon) Mu, Terrence Newell, Wilhelm Peekhaus, Shana Ponelis, , Dietmar Wolfram, Hong (Iris) Xie, Jin Zhang, Michael Zimmer, Joel DesArmos (Doctoral Student Organization Representative), Elizabeth Marie Munoz (Masters Student Organization Representative), Treshani Perera (Masters Archives Student Organization Representative)

Staff: Heidi Janzen, Karen Massetti-Moran, Laura Meyer, Evelyn Scott, Chad Zahrt

Excused: Mohammed Aman, Wooseob Jeong, Tomas Lipinski, Richard Smiraglia, Thomas Walker

I. Associate Dean Laretta Henderson called the meeting to order at 10:05 A.M.

II. The agenda was modified at Dr. Mu’s request to include several items from the GPCC. The draft of the April 22, 2016 GPCC minutes was added under item VIII: Informational: SOIS Standing Committee Reports. Two action items for course approval were added under item IX: Standing Committee Action Items. The minutes and course syllabi were distributed for review prior to the Faculty Council meeting. Dr. Zimmer made a motion, seconded by Dr. Kozak, to adopt the agenda as modified for the meeting. Motion passed (19/0/0).

III. Dr. Kozak made a motion, seconded by Dr. Xie, to adopt the minutes of the April 8, 2016 meeting as presented. Motion passed (18/0/1).

IV. Associate Dean’s Remarks
   a. Dr. Henderson reminded the chairs of the SOIS Standing Committees to submit their year end summary reports to the dean and to post their committee minutes to the SOIS Standing Committee website. These documents will be used as the School prepares for the COA report.
   b. Spring 2016 grades are due by May 24, 2016.
c. Dr. Henderson thanked the faculty for a very productive semester, noting highlights such as Dr. T. Haigh’s book publication and reception by the information science larger community.

d. SOIS had five students among those participating at the recent Veteran’s Graduation Ceremony. Due to Dean Lipinski’s absence, Dr. Henderson attended as representative of the School.

e. The MS-IST proposal was approved by the Graduate Faculty Council at their recent meeting and will move on to the Board of Regents for approval. If the response is positive at the summer meeting, SOIS could begin formally accepting students into the program in Fall 2016. There are already 17 new and existing master’s students interested in enrolling in the program.

V. Assistant Dean’s Remarks
a. Assistant Dean Zahrt invited those present to attend the SOIS Recognition Ceremony scheduled for the evening of May 20th. In addition to the School’s graduating students, Mr. Steven Miller will be recognized for his years of service to the university and the School.

b. Mr. Zahrt reminded those teaching this summer that some sessions begin on May 30th and asked that summer instructors double-check the dates of their courses.

c. The School’s 50th Anniversary Logo has been sent for inclusion in individual’s signatures. If one wishes to use the logo, it may be included at the top or bottom of one’s email signature.

VI. HR Remarks
a. Ms. Mazetti-Moran reminded those present of the requirement for six month retention of cell phone text messages that contain substantive school or university business information. She also noted that the recent passage of Executive Order 189, requiring supervisor training on retention of individual employee email accounts after one leaves university service, has led to discussion at the administrative level, how retention will be carried out has not been resolved at this time.

VII. UBR Remarks
a. Ms. Janzen reminded those present that the electronic reimbursement system is mandatory as of June 1st. Short video clips on the use of the system for training purposes will be available online for those who need to reference/refresh the information from the training sessions.

b. Due to ongoing issues with the electronic travel approval process, SOIS will continue to use the existing paper system until the electronic approval system becomes mandatory.

c. Base awards for individuals for the coming year are not finalized but will be $500 per faculty member.

d. The business office is still in the process of posting the current fiscal year. There is also no information available on the budget projection for the upcoming academic year.

VIII. There were no questions or comments on the SOIS Standing Committee Reports provided for the Faculty Council’s information on recent committee activities.

IX. Standing Committee Business Items (chairs)
 a. Doctoral Program Committee (Zimmer for Smiraglia)
i. Motion: The DPC requests faculty approval to revise the Preliminary Exam (Preparatory Essays) to include two questions, focused essays reviewing the student’s mastery of relevant coursework and subject matter. One question is intended to synthesize the material of the four required doctoral seminars and one question is tailored to the student’s area of specialization. Students have 14 days to complete responses. A typical (expected) response would be 4000-6000 words per essay not including the references.

After allowing for discussion and comment, Dr. Henderson called for a vote on the motion. Motion failed (6/11/1).

b. Graduate Program Course and Curriculum Committee (Mu)

i. Motion: The GPCC requests faculty approval of new course INFOST 691: Cisco Routing and Switching II

During the discussion by the Faculty Council, it was noted that there is a misspelling of the word “Assignments” on page 5 of the syllabus. After a discussion clarifying the lack of overlap with existing courses and further clarifications of the course content, Dr. Henderson called for a vote on the motion from the committee. Motion passed (19/0/0).

ii. Motion: The GPCC requests faculty approval of new course INFOST 691: Big Data Society

After allowing for discussion on the content of the syllabus and sources to be used for teaching, Dr. Henderson called for a vote on the motion from the committee. Motion passed (19/0/0).

Dr. Henderson reminded the Faculty Council that the Graduate School has new criteria for syllabi that must be met or the syllabus will be sent back for revision. The link to the updated requirements was sent by email in April. She asked that those who bring syllabi forward that require Graduate School approval review the syllabi in advance to ensure they conform to the new criteria.

c. Research Committee (Latham)

i. Dr. Latham thanked those present who supported Student Research Day in March. SOIS’ Student Research Day for the next academic year has been set for March 31, 2017. Dr. Latham requested that the date be included into course syllabi if possible and that instructors encourage students to participate. She also requested that other events involving the School be planned for dates that would not conflict with the event.

ii. The Research Committee would like to launch a Faculty/Doctoral Brown Bag lunch series in the Fall 2016 semester. The lunches are scheduled for once a month and would give researchers an opportunity to give a 20 minute presentation on their work. The committee is in the process of arranging for space (current plan is NWQ 3511) with the proposed times and dates of noon to 1 p.m. on September 21st, October 19th, and November 16th. The Research Committee will be contacting faculty and students in the future as arrangements finalize and sign-ups are needed.

d. Undergraduate Program Committee (T Haigh)
i. Motion: The UPC requests faculty approval of the “Integrated Bachelor of Arts Global Studies, Global Communications Track/Master of Arts in Language, Literature, and Translation, Translation Track Degree Proposal” submitted to SOIS by Global Studies.
Rationale: This request does not include any SOIS classes, but, as a partner unit, SOIS is part of the Global Studies governance process. Following an explanation by Dr. T. Haigh of the request for approval, Dr. Henderson called for a vote on the motion from the committee. Motion passed (19/0/0).

ii. Motion: The UPC requests the faculty approval for adoption of the “Policy for IST Core Course Coordinators.”
Dr. T. Haigh provided the background information on the need for adoption of a policy to formalize communication between various instructors of IST core courses. After allowing for discussion, Dr. Henderson called for a vote on the motion from the UPC. Motion passed (18/0/0).

X. New Business
a. In the absence of SOIS Ombudsman Walker, Dr. Henderson conducted the election of Executive Committee Chair for academic year 2016-2017. HR Representatives Masetti-Moran and Meyers assisted in distribution and counting of the ballots.
Results of first ballot: Jacques du Plessis (9)
Terrance Newell (5)
Joyce Latham (4)
Abstention (1).
There not being a clear majority of the votes cast for a single candidate, a run-off election was run between the top two candidates of the first election attempt: du Plessis and Newell.
Results of the second ballot: Jacques du Plessis (9)
Terrance Newell (8)
Abstention (2).
With 52.9% of the votes cast, Dr. du Plessis is the Executive Committee chair for the upcoming academic year.

XI. Campus Level Committee Reports (committee members)
a. Dr. Kozak reported on a recent meeting of the UWM Faculty Senate. The draft documents created to address recent changes passed by the UWS Board of Regents are currently held up due to a concern with a conflict with university policies and procedures. Dr. Wolfram clarified the issue as due to what was passed by the Regents as being in conflict with current policies that would have to be changed in order to comply with the Board of Regents decisions. The Senate will wait until the fall semester before taking any further action. An all-faculty meeting on Tuesday, May 10th, unanimously passed a no-confidence vote for the UWS Board of Regents. The Democratic Caucus in the state has requested a meeting with the UWS chancellors. The Chancellor has requested $60 million to renovate the Northwest Quadrant.
b. Dr. Wolfram reported on the most recent meeting of the Research Policy Advisory Committee. The committee sent a resolution to University Relations informing them of the need for University Relations to respond within 48 hours to correct any public statements made that include erroneous information or misinformation about the university and/or its faculty or the UWM community.

c. Dr. Zimmer as a member of the Academic Misconduct Committee requested that instructors be clear and explicit on their syllabi on issues of academic misconduct and responses to special requests.

XII. Student Organizations’ Update

a. The Graduate Student Organizations (both MLIS and Archives) will be known in the future as the ALA Student Chapter at UWM. Plans are to be get the SO recognized as a UWM student organization. The two master’s level SOs are currently sharing the office next to SOIS advisor Sharon Lake.

b. Doctor SO representative Ridenour announced that the SO is currently working out a process for distribution of the grant funding for ASIST attendance recently received by the SO.

XIII. Announcements and Reminders

a. Dr. Henderson congratulated those of SOIS who are transitioning to retirement, to career advancement, and the academic achievement of graduation. There is a celebration lunch scheduled following today’s Faculty Council meeting.

b. SOIS’ Fall Retreat has been scheduled for August 24th and 25th with a focus on assessing learning outcomes along with other topics of interest.

XIV. There being no further business to discuss, the meeting was adjourned at 11:35 A.M.