

SIS Council Meeting  
September 15, 2006  
9:30 a.m.

**In attendance: Voting Members**

Stephen Hirtle, SIS Council Chair  
Richard Cox  
Ellen Detlefsen (by phone)  
Sara Gillespie -Student Representative (newly elected)  
Sherry Koshman  
Paul Munro  
Bob Perkoski  
Kelly Shaffer  
Rich Thompson

**Non-voting members**

Theresa Benedek  
Mary K. Biagini  
Ronald Larsen  
Marsha Washington  
Martin Weiss

**Excused members:**

Marek Druzdzal  
Leah Bauman-Student Representative (newly elected)

**I. Opening**

**Welcome**

Stephen Hirtle welcomed the two recently elected student representatives to the SIS Council: Sara Gillespie (present) and Leah Bauman (not present), and discussed the various possible levels of student involvement in the SIS Council.

**1. Dean's report**

**Interest Groups**

Dean Larsen was pleased to note that several of the newly-formed interest groups at the recent faculty meeting have already met and was particularly encouraged that one of the groups had representation from all programs at the School. There are nine different interest groups at this time. This process is going to be an important experiment for the School. Each year, the interest groups will be reviewed; they might take on a different shape in future years.

**Action Items**

Two items that need to be immediately addressed by newly formed research groups:

1. Elect a leader (proposals are due October 13, 2006 for those groups who want additional funding.)
2. Elect a person to serve on the Research Advisory Council (RAC), under the leadership of Martin Weiss.

## **Benchmarking**

Dean Larsen distributed a memo from Dr. Beeson to the program chairs and others. The memo stated that she is very interested in working with each of the schools in setting different forms of benchmarks and is trying to help each of the Schools achieve their goals by giving resources to achieve these goals.

## **i-Schools Branding**

Dean Larsen sent a request to 18 I-Schools for their input on establishing a branding message and in promoting a common identity among Information Schools. The ballots were sent back to the Dean with recommendations. Three popular themes that surfaced repeatedly described Information Science as:

1. "Empowering People....."
2. "Educating Leaders...."
3. "Transforming Society...."

The Dean believes the next step is to hire a professional person with branding experience to evaluate this data.

## **Upcoming Events:**

1. I-Conference at Ann Arbor, Michigan (October 15-17, 2006)
2. An I- Dean's Meeting will be held after the I-Conference

## **II. Old Business:**

### **PeopleSoft update:**

Mary Kay gave an update on the PeopleSoft system. A request was made to ascertain if the PeopleSoft system is able to produce an e-mail address list for the students in a faculty member's class. Dr. Biagini will investigate this question; however, she informed the group that the University is very protective of students' e-mail addresses. It was suggested that each program enter the students and their e-mails into a database.

### **Action items:**

1. Mary Kay Biagini offered to check to see if an e-mail address data base can be created through PeopleSoft.
2. The newly formed Communications ad hoc Committee will investigate the University's policies and the best way to communicate with all SIS students via e-mail or Web.

### **Online School Calendar Update:**

The School Calendar is up and running with sub-sections; the committee members commented that there are too many sub-sections on the calendar. It is also unclear on how to schedule room reservations.

### **Action Items:**

1. Martin Weiss suggested that Susan Williams, Mark Steggert and Tricia McFadden work on process mapping the use of the School Calendar and to create a clear process of reserving a room and entering it on the calendar.
2. It was recommended that both the Administrative and Activities parts be merged into one cohesive calendar for simplicity.

## **Update on SIS Council Web Site and Wiki**

There are concerns over the definitions of public information, quasi-public information and private information as it pertains to the SIS Council's work. There was also some discussion of the various levels of access to each type of information. The SIS Council Website was discussed as well as the newly created Wiki, as to their appropriateness in storing SIS Council information, especially minutes and communication from the Provost's office. The committee also discussed the amount of new information areas that must be checked daily for newly posted information and how to cut down on this time-consuming chore.

### **Action Item:**

1. It was suggested that members/groups send an e-mail when any documents are posted on the SIS Council Webpages or Wiki ;
2. The ad hoc Communication Committee will look into the establishment of a working Intranet;
3. For now, all meeting minutes will be posted online at the SIS Council Website.

## **III. New Business**

### **Promotion and Tenure Committee: Revising Guidelines**

1. Promotion and Tenure Guidelines currently reading as "departments" will need to be updated with "programs" and the new document should be well-circulated before being approved. The new guidelines should be ready to implement in the Fall Term 2007.
2. It was suggested that the promotion and tenure processes that GSPIA, the School of Education, and the KATZ Business School use could be reviewed to help revise SIS's current model; peer schools could be looked at as well as the general University of Pittsburgh's guidelines on promotion and tenure.
3. It was suggested that Theresa post the current P&T guidelines on the SIS Website so that the committee is familiar with them

### **Action Items:**

Martin Weiss will chair the committee that will revise the Promotion and Tenure guidelines; Sherry Koshman volunteered to serve on the committee. Three additional faculty members will be asked to serve. The committee will encompass all three faculty ranks: assistant, associate and full professors.

### **Communications Ad Hoc Committee – Chaired by Paul Munro**

Dr. Hirtle read the names of the committee members and reminded the Committee of its charge as stated at the July 7, 2006 meeting of the Council.

### **Strategic Plan:**

Much discussion centered on how to construct and what to include in this year's plan which is due March 1, 2007.

The School's Board of Visitors will have its first meeting in November. Dean Larsen will engage this group in helping the School to develop this year's plan. Prior to their arrival, Dean Larsen will assign members of the BOV to one of four break-out groups (aligned with their individual expertise or interest) so they can begin to think about the issues in advance. The groups are:

- Future directions for Telecommunications education
- Rebuilding interest, vision, and passion to Information Science

- Sustaining and enhancing leadership in Library and Information Science
- Capitalizing on collaboration

The recommendations received from these groups will be used to generate ideas for the plan. In addition, it will also be noted in the plan that the BOV were actively involved in producing this year's plan.

It was suggested by R. Cox that the four program chairs meet on a monthly basis to discuss the relationships among the Charge from the Dean to the Chairs, the strategic plan, the MBS plan, and bench-marking. Perhaps this may generate discussion for input in this year's plan.

It was agreed that the MBS document needs to be revisited and revised to reflect the new structure of the School. This document needs to clearly define the goals of the School.

Listed below are questions and suggestions the Council members posed that might help to direct the development of this year's plan:

- What needs should the new goals reflect?
- How will the goals be benchmarked effectively?
- Should previous lists of goals or strategic plans merely be revised or should the new plan be created from scratch?
- How much focus in the new plan should be given to each of the following: the Provost's statement, the MBS plan, the BOV comments, last years Strategic Plan, or the Dean's charges to the program chairs?
- How important is the creation of a flawless Strategic Plan and how much does it actually relate to financial stability?
- Should focus be placed more on the school's strengths in writing concrete and factual goals :
  - Look at how the FastTrack program brings in revenue
  - Look at how the security grants we receive are unique to our school
  - Look at what our undergraduate restructuring has accomplished with specifics, i.e., skills of the programs and importance to the University

#### **Global Academic Partnership:**

Dean Larsen briefly discussed his interest in a Global Academic Partnership with UCIS for next year and suggested a cost of \$20,000 (to be matched by funds from other sources) for involvement in the program. The Council remarked that there is nothing wrong with the idea, but they questioned whether funds would be better spent on research or enrollment programs at this time. Martin and Ron commented that this type of activity brings visibility to the School on campus and makes us good citizens. Hearing the comments from the group, Dean Larsen agreed that this is a great idea and we should consider it in the future.

**Next scheduled meeting:** October 13, 2006 at 9:30 a.m.

The meeting adjourned at 11:55 a.m.