

SIS Council Meeting
Friday, Sept 9, 2011
9:30 a.m. – 11:30 a.m.
Room 522 IS Building

Attendance:

Voting Members:

- | | |
|--|---|
| <input type="checkbox"/> Joshi, James | <input type="checkbox"/> Koller, Mary |
| <input checked="" type="checkbox"/> Langmead, Alison | <input checked="" type="checkbox"/> Munro, Paul |
| <input type="checkbox"/> Flynn, Roger | <input checked="" type="checkbox"/> Perkoski, Bob |
| <input checked="" type="checkbox"/> He, Daqing (Chair) | <input checked="" type="checkbox"/> Tipper, David |
| <input type="checkbox"/> to be elected | |

Non-Voting Members

- | | |
|---|--|
| <input checked="" type="checkbox"/> Benedek, Theresa | <input type="checkbox"/> Lipschultz, Wesley |
| <input type="checkbox"/> Carothers, Marci | <input type="checkbox"/> Spring, Mike (Faculty Assembly Rep) |
| <input checked="" type="checkbox"/> Day, Debbie (staff alternate,
minutes) | <input checked="" type="checkbox"/> Brandon, Sandra |
| <input type="checkbox"/> Larsen, Ron | <input checked="" type="checkbox"/> Weiss, Martin |
| | <input checked="" type="checkbox"/> Loether, Carolyn |

Student representatives – voting members

- (Doctoral Guild representative)
- (undergraduate representative)
- (graduate representative)

Guests: Leanne Bowler, Prashant Krishnamurthy, Kelly Shaffer

Approval of the May 20, 2011 minutes: P. Munro moved to approve the minutes. B. Perkoski seconded. Approved.

Chair opening remarks: D. He thanked everyone for the trust they have shown by electing him as the Chair of SIS Council for the 2011-2012 academic year. Through discussions with faculty D. He found that there is a desire to have a schedule of topics to be discussed at each meeting throughout the year so people could make plans and prepare for the meetings in advance. A tentative schedule of topics for each meeting was distributed and feedback from faculty was requested. If there are additional topics that faculty would like to see discussed, please send them to D. He for inclusion.

- September
 - new faculty openings,
 - priorities for hirings
- October
 - vision subcommittee final report

- online teaching for the whole school
- November
 - Annual plan
 - Budget principles
- December
 - Annual plan
 - Budget principles
- January
 - Day long retreat to discuss major issues
- February
 - extended 4 year undergrad program & other curricular changes
- March
- April
 - Join SIS Council and All Faculty Meeting
- May
 - Summary meeting

P. Munro suggested that we include discussions on space allocation, especially with the 3rd floor becoming available. P. Krishnamurthy suggested that we might want to rethink the composition of SIS Council, i.e. are student representatives necessary. Please email other suggested topics to D. He.

Miscellaneous items:

- Kelly will post the final version of the promotion and tenure guidelines later today. We have one faculty member coming up for promotion soon.
- Reminder to Program Chairs that all curricular changes need to be submitted to SIS Council for tracking purposes. Any substantial changes need to be discussed by SIS Council.
- Student representatives are needed for the three open positions – undergraduate, graduate and PhD. These elections will take place through the student organizations. W. Lipschultz is organizing the elections. Mike Spring is replacing Glenn Ray as the Faculty Assembly Representative. This is the last year that M. Spring will be on the Faculty Assembly so next year Roger Flynn, who is in his first year on the Faculty Assembly would take this spot. It is also necessary to hold an election to fill a position for a faculty member at-large. D. He was a voting at-large member when he was elected to fill the last year of Richard Cox's term as chair. Therefore we need to elect a representative to complete the last year of D. He's term as a voting faculty at-large position.
- BOV is schedule for their annual visit at the end of October.
- All colloquiums are handled centrally by Kelly. This is an effort to more effectively schedule and support colloquiums. No less than a two week advance notice is required so that funding, room scheduling, advertising, etc. can be planned. With the three open faculty searches beginning, there will be quite a few colloquia presented in the spring.

Faculty are encouraged to use RDF funds for these type of things as well instead of scrambling at the end of the year to spend the funds.

- Alison Langmead was elected by the LIS faculty as their voting representative for the fall term in place of the Program Chair. Since M. Weiss is on SIS Council as a non-voting member as Associate Dean and is also the current acting Program Chair for LIS, he felt it would be in the best interest of the LIS program if they chose another representative for the time being.

Session of Updates

- **Associate Dean's updates**
 - **Faculty searches** : The deadline for requests for faculty positions are due to the Provost by October 15th so it is important to articulate the school needs for these positions.
 - **Boyce Chair**: There is one formal applicant and a few informal candidates visiting.
 - **8th Floor labs**: The renovations of the labs are tentatively scheduled to be completed by January 1.
 - **i3 institute**: By all accounts, this was a rousing success.
 - **Brown Bag lunches**: This series, held on Wednesdays at noon, will continue this year. The meetings have been productive so far. One idea that came out of this lunch series was the new common entry page on the website for the PhD program at the iSchool.
 - **Self-study**: The draft document is completed. An external review committee will be visiting during the spring term. The Middle States Accreditation takes place in the Fall of 2012.
 - **COA for LIS**: The biennial report is due at the end of December. The next reaccreditation visit will take place Spring of 2013 so during 2012 we will be preparing for the program presentation.
 - **The BOV challenge to create a 5 year vision**: The visioning and planning work that has been on-going is a large part of the response to the challenge from the BOV to create a long term vision for the direction of the school.
 - **School-wide vision statement and updates from the sub-committee**: The committee members are P. Krishnamurthy, S. Hirtle, B. Perkoski, C. Knobel. As a point of clarification, P. Krishnamurthy stated that the Dean did not charge the committee to come up with an actual vision statement. The committee was asked to harvest the information from the vision blog that faculty were asked to post to during the summer. The committee was asked to determine potential pathways, decision points and changes that would need to be made should any one direction be chosen. This will help faculty see what the implications would be of choosing certain pathways. Secondly, the committee was to identify three significant research areas for the school that would help inform the new faculty hires. After many discussions, two areas of research have emerged as significant – security and big data. These are not final however.

- **Program Chairs' updates**

- **Paul Munro:**

- GIST had a retreat and discussed teaching and configuring IS 2000. They are trying to use the data from the assessments to inform curricular decisions.
 - Fall enrollments are strong but there is concern about the high concentration of international students from one particular country. If that stream of students dries up due to visa restrictions or other reasons, this could cause problems.
 - The systems area is a priority for a new hire for the IS program. This is a core area for IS but there is no lead faculty in this area currently at the school. These courses are now being taught by adjuncts.

- **Bob Perkoski:**

- BSIS currently has 148 students which is just shy of the 150 target. The next target will be 200 students. If this target is pursued it will necessitate much more effort and some potential changes to the nature of the school and what type of students that we try to attract. For example if we pursue second degree students and professionals, we have to make greater use of online and evening classes. We also need to look at the instructors of these courses that could teach more evening classes. This higher enrollment number would also entail a serious marketing campaign targeted at the new type of students that we would want to attract. Planning would be necessary for the financial resources that would come in from increased enrollment so that these resources would go back into supporting a larger, more complex undergraduate program.

DISCUSSION: It was suggested that looking at second degree students as a larger pool of potential students for the whole school is something that SIS Council and faculty should consider. If this is an area that the school would want to target, it would require some rethinking about resources, curriculum, etc.

- **David Tipper:**

- Over the summer a research retreat was held to try to identify signature research areas for the faculty but no agreement was reached. Discussions will continue. Enrollments are down just slightly.

- **Alison Langmead:**

- Summer was a time of change for LIS. M. Biagini resigned in the middle of July effective at the end of the summer term. M. Weiss was appointed as acting chair. Much of the discussion at the last faculty meeting was centered around what type of program LIS wants to be and how we want to proceed with program governance going forward.
 - NCHEMS report was also discussed in depth and will be a topic of future meetings.

- Enrollments for LIS are about the same.
- **Chief of Staff Updates:**
 - Debbie Day has assumed more administrative responsibilities as Program Administrator. As part of the visioning work, staff will have more school-wide responsibilities to help reduce some of the administrative tasks for program chairs and faculty. One example of this is the school wide course scheduling that D. Day will be responsible for. Other responsibilities for her role will be defined as we move forward.
 - **Budget negotiations in Harrisburg updates:** Things are still not final in Harrisburg. The iSchool did not exceed its budget for last year. The Provost's office looks favorably on that so we received no decrease in our budget from last year. We did receive the 2% increase that went toward salary increases. We do not know yet if we will be receiving Commonwealth funds.
 - **i3:** Next summer we will have 40 students – the 21 returning students and 20 new ones. Faculty are strongly encouraged to participate in some form next year. It was a very rewarding and exciting experience for all involved.
 - **Annual Plan:** The annual plan was submitted to the Provost but no feedback has been received.
 - **Middle States Accreditation:** The first 2/3 of the report is done and the last 1/3 will be completed soon. The complete draft should be completed and ready for review by the end of September.
 - **Budgeting to keep cost under control:** It is again recommended that RDF funds be used more efficiently during the year so that we don't spend them at the last minute on frivolous expenses. It would be helpful to have the projected requirements for adjuncts for the whole year. One of the biggest overages last year was in the faculty payroll lines. Budgeting principles for the school are going to depend on the visioning outcomes.
 - **iSchool Events:** There are several activities coming up that are centered around the theme of "building a sense of iSchool community and excellence". Watch for posters that will be put up around the school advertising upcoming events. Professional development opportunities are going to be a focus this year.
- **Sessions for Discussions:**
 - **New faculty positions:** There will most likely be one search committee that will handle the searches for all positions. This will enable the committee to have a good overview of all of the school needs and be able to choose the applicants that best fill those school-wide needs. Specific requests for positions are due to the Provost office by October 15th. It was suggested that the Program Chairs get proposals from faculty and send recommendations to the SIS Council mailing list and to R. Larsen. This will need to be done by email since there will be no more SIS Council meetings prior to the October 15th deadline. R. Larsen may convene a special meeting of the program chairs for final clarification before the proposal is sent to the Provost.
 - Do we concentrate on teaching needs or on strategic research directions that will strengthen the school? There is a tension between these two priorities that

is difficult to balance. All programs have very definite teaching needs but in order to advance the iSchool, signature research strengths need to be developed as well. D. He will talk to R. Larsen to see what timeline works best for this process so that specific position requests can be submitted on time.

DISCUSSION: It was suggested that some investigation be done into other options for teaching besides the 3-5 year renewable non-tenure stream faculty positions and adjuncts. Are professors of practice an option or longer term non-tenure stream faculty appointments? What do our peer schools do? What will the University of Pittsburgh allow? Currently the school does not have an adjunct line in the budget. One of the things that we can do is to decide to redirect money spent on adjuncts and create a budget item to hire a non-tenure stream faculty member that may add more to the vitality of the school than a large number of adjuncts and help with the teaching needs of the programs.

Meeting adjourned.