

**iCaucus meeting at Snowbird  
July 16, 2008  
Meeting Notes**

**Attendees:** Harry Bruce (UW), Aimee Dorr (UCLA), David Fenske (Drexel), Debra Richardson (UCI), Hank Foley (PSU), Bobby Schnabel (Indiana), Bill Aspray (Indiana), Liz Liddy (Syracuse), Ron Larson (Pitt)

1. iCaucus membership
  - a. New member updates
    - i. Copenhagen - to appoint a new dean in August
      1. **Action** - Harry Bruce will follow up in August.
    - ii. Carnegie Mellon Heinz School of Public Policy and Management; new member of the iCaucus as of July
    - iii. Humbolt
      1. **Action** – Debra Richardson will follow up with John Unsworth that the iCaucus request for further information about level of research funding and activity has been sent to Humbolt. We assume that we are awaiting the response from Humbolt.
    - iv. Sheffield - understood from Andy that they were interested, but the level of annual dues may be a sticking point.
    - v. Singapore Management University (SMU) membership to iCaucus - Motion to approve from Ron Larsen - discussion
      1. **Actions:**
        - a. Debra Richardson will contact SMU for clarification on level of research funding and activity.
        - b. With this information in hand, Ron Larsen will send an email urging all members of the iCaucus to vote on the motion to approve and provide a response deadline. Silence will be taken as a vote in favor of the motion.
2. iCaucus goals - discussion
  - a. Overall goal of the iCaucus: Working together for the mutual benefit of growing and promoting our schools. The rationale and motivation: if the iSchool movement prospers, all our schools benefit.
    - i. Work together to promote excellence and enhance the visibility of iSchools
    - ii. Advocate and develop iSchools
    - iii. Increase the number of iSchools nationally and internationally
      1. Increase membership of the iCaucus
    - iv. Enable agile responses to strategic research and academic opportunities. These responses need not involve all iSchool members of the iCaucus, depending on the nature of the opportunities, iSchool expertise base and willingness to participate. As a group, we have the capacity to engage complex issues and to assemble teams of experts quickly and effectively.
      1. We need to tie ourselves together as research collaborators in large-scale research proposals
      2. Our goal should be to invest in 1 or 2 opportunities each year, seeding the initiative using iCaucus funds.
      3. **Action** - we should discuss this further at our teleconferences.
    - v. We need a vision and mission statement for the iCaucus - a common vision about what the global outcomes would be.
      1. **Action** - further discussion about this on our teleconferences.
3. Specific and practical steps we must take - and what we must see progress on now.
  - a. The Website - it must be active and high quality, regularly updated and refreshed, something that we are all proud to point people to.
    - i. Invest in the position of web developer - this has been approved by the iCaucus. John Unsworth has hired this individual to start work in August.

- ii. The communications and marketing personnel from our respective schools are regularly in touch. The website can be populated with content provided by each school. The web developer will do this work. John Unsworth will coordinate.
  - iii. Timeline - real progress this year!
  - b. IConference - already a success. Helping to define iSchools and the information field. Attract a diverse and enthusiastic audience and participants.
    - i. Continue to invest in subvention of the conference. The organizers each year should know that the caucus will support them. At the same time we recognize that our conferences to date have not required this subvention.
  - c. Resolving issues and concerns that we share and discussing topics of mutual interest.
    - i. Establish our rolling agenda for regular teleconferences.
    - ii. Build the agenda for our face-to-face meetings.
    - iii. Involve others from our schools in the preparation for and attendance of these meetings (organizing our associate deans for research, our communications managers, our development directors, etc.).
    - iv. Each meeting must be carefully documented by a professional.
      - 1. John Unsworth has indicated that the web developer will attend each meeting after her hire in August.
      - 2. Must invest iCaucus funds in making sure that we have someone on hand at our face to face meetings to keep notes and prepare full minutes, so we do not lose track of issues we have covered and decisions we have made.
4. Annual dues
- a. It is understood that we agree to pay dues of \$5,000 for the fiscal year beginning July 1, 2008, and that we will revisit the question of the level of dues going forward at the next iCaucus meeting (at the iConference in February, in North Carolina).
    - i. This will allow Larry Dennis to issue revised invoices.
    - ii. Dues will be used for iDeans meetings, iConference subvention and for part-time assistance in maintaining content and communications for the iSchools as a whole on the iSchools' website.
  - b. Further discussion
    - i. Debra Richardson has suggested that new members pay \$10K for the first year of their membership
      - 1. **Action** - this proposal should be discussed at our next teleconference and voted on.
5. Additional discussion
- a. We need to agree on our method for getting things accomplished - making a proposal, discussion and voting. This needs to be documented and formalized so we make progress and all members understand our process for decision making and problem solving.
  - b. In our teleconference at the end of July, we need an update on the iConference planning.
  - c. Repository of iSchool presentation slides
    - i. **Action** - David Fenske will start this by depositing his presentation when he returns from Australia. We will build a collection of slides that we are using for presentations on the iSchool movement and on our own schools that can be a shared resource. This can be placed on a secure section of our website.