

Preliminary Minutes iCaucus Meeting March 06, 2014

(Berlin, Dorotheenstraße 24, 01117 Berlin, 1.601 11:00-16:30)

Agenda:

- Agenda Item 01: Confirm / expand the agenda
 - Agenda Item 02: Approve the minutes from the last Business meeting
 - Agenda Item 03: Report from the chair & past chair
 - Agenda Item 04: Heads-of-school dinner logistics
 - Agenda Item 05: Report on the iConference - Clark Heideger and Elke Greifenender
 - Agenda Item 06: CRA report - Jenny Preece
 - Agenda Item 07: Resolution 01: Conference Calls
 - Agenda Item 08: Resolution 02: Nomination of the Membership Committee members
 - Agenda Item 09: Resolution 03: Seating substitutes
 - Agenda Item 10: Resolution 04: Missing meetings
 - Agenda Item 11: Resolution 05: On Administration
 - Agenda Item 12: Resolution 06: Data collection
 - Agenda Item 13: Resolution 07: Charter Edits
 - Agenda Item 14: Resolution 08: Executive committee
 - Agenda Item 15: Resolution 09: NSA
 - Agenda Item 16: Resolution 10: iSchool Organization
 - Agenda Item 17: Resolution 11: second Meeting
 - Agenda Item 18: Other: further Items from the Monday meeting?
 - Agenda Item 19: Presentation / Confirmation of the budget
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Agenda Item 01:

Jenny Preece asks to move her Agenda Item to an earlier time. Agenda Item 06 moves to the third position. Michael Seadle suggests to discuss the Agenda Item 15 at the end of the meeting.

With these changes the agenda was accepted.

Agenda Item 02:

The minutes from the last Business meeting were approved.

Agenda Item 03:

Jenny Preece presented topics from the CRA meeting and encouraged N. American the heads-of-schools to take part. The report is online available.

Agenda Item 04:

Elizabeth Liddy has no report to give.

Michael Seadle has no report to give.

Michael Seadle suggested having a “discussion” meeting like the one on March 03, 2014 every year.

Garry Marchionini suggest holding it closer to the business meeting during the week.

This suggestion was approved.

Agenda Item 05:

Michael Seadle described the dinner logistics.

Agenda Item 06:

Clark Heideger presented the high points of the iConference report 2014.

Elke Greifender explained a few points that caused the iConference 2014 organizers headaches.

There was a short discussion.

Agenda Item 07 (Resolution 01):

TITLE: Replace conference calls with bi-monthly emails.

FROM: Michael Seadle (Berlin)

REASON: The calls have become harder and harder to schedule because of the time-zone problem. In recent years many have been cancelled. Berlin also does not use conference call technology because we rely mainly on standard H.323 videoconferencing which is widespread in the EU, but not in the US. Also email is easier for non-native speakers of English: telephone conversations can be difficult to understand.

RESOLUTION TEXT:

The iCaucus agrees to suspend the bi-monthly conference calls for a year and to replace them with bi-monthly email conversations that include reports from the chair, the treasurer, and the membership committee. All heads-of-schools should receive these emails and are welcome to comment.

Resolution was unanimously accepted after a brief discussion.

Agenda Item 08 (Resolution 02):

TITLE: Reconstitute the membership committee

FROM: Michael Seadle (Berlin)

REASON: The membership committee should reflect the current membership. As iCaucus chair I must turn over the chairmanship of the Membership Committee to someone else. The list below reflects geographic diversity, while trying to maintain continuity. Seamus is a current member of the committee who has agreed to serve as chair. Anno is a long serving member. Gobinda heads a UK school, but has Asian and Australian experience as well. Shigeo heads a Japanese school, but has very strong US and other international ties.

RESOLUTION TEXT: (as edited in the discussion)

The iCaucus confirms the following members of the Membership Committee:

Seamus Ross (Toronto), chair

Anno Saxenian (Berkeley)

Gobinda Chowdhury (Northumbria)

Shigeo Sugimoto (Tsukuba)

Ex Officio:

Jeff Mackie-Mason (Michigan) Treasurer

Michael Seadle (Berlin) iCaucus chair.

The terms should be staggered, two years and renewable. The committee may decide who has one or two year terms.

The edited version of the resolution was unanimously accepted.

Agenda Item 09 (Resolution 03):

TITLE: Seating Substitutes

FROM: Michael Seadle (Berlin)

REASON: The iSchools have moved from being a club of deans to being a organization of institutional members. At one time we disallowed substitutes at the business meetings to maintain the personal ties. It seems more important now to make it possible for substitutes to attend.

RESOLUTION TEXT:

The iCaucus agrees that the chair may seat appropriate substitutes for heads-of-schools at the Business and other meetings. Substitutes for iCaucus members may vote if their school has authorized them to make decisions on behalf of the school.

This resolution does not alter the obligation for the heads-of-schools to attend. It only provides for a substitute for those exceptional cases when a person cannot come.

A discussion follows.

Voting results:

20 members opposed, 1 abstention, 1 in favor.

This version of the resolution failed.

The resolution text was edited to say:

TITLE: Seating Substitutes

FROM: Michael Seadle (Berlin)

RESOLUTION TEXT:

The iCaucus reaffirms its policy not to allow substitutes at the Business meeting.

The edited version of the resolution was unanimously accepted.

Agenda Item 10 (Resolution 04):

TITLE: Consequences for not attending iCaucus meetings

FROM: Michael Seadle (Berlin) at the suggest of several others

REASON: The Charter says that “membership may be discontinued for members who fail to pay assessed dues for one year, or for any member who has missed two consecutive annual meetings.” (see Membership-in-the-iCaucus)

RESOLUTION TEXT (as edited in the discussion):

The iCaucus agrees to enforce the clause suspending the voting rights of members who have missed two annual consecutive meetings that take place at the iConference. The chair will verify absences, and may in extraordinary circumstances grant an exemption, in consultation with the executive committee. The chair will inform Schools when their voting rights have been suspended. If a School wishes to protest the suspension, the remaining iCaucus members will vote on the suspension. The chair should set up the vote within 3 months after receiving a protest against suspension.

The school would be an ex-officio non-voting member of the iCaucus.

Reinstatement is possible if, for example, there are is a change of leadership. The iCaucus as a whole will made the decision.

The seats of suspended members may be considered vacant and filled with new iCaucus members.

The edited version of the resolution was unanimously accepted.

Agenda Item 11 (Resolution 05):

Ron Larsen presents the resolution based on the discussion at the Meeting on March 03, 2014, and a discussion followed.

TITLE: Resolution to the iCaucus, Establishment of an iCaucus *Board of Directors* and *Secretariat*

FROM: Drafted and submitted for consideration by Ron Larsen

REASON:

Whereas the iSchools Consortium:

- has grown since its inception at a rapid rate, expanding from a few universities in North America in 2005 to an international membership exceeding 50, now including institutions in Europe, Asia, and Australia, and anticipating continued growth;
- has established its presence and brand effectively and informally, but not in a form that protects its interests economically and legally;
- has outgrown its ability to support its activities, events, and processes largely on the basis of voluntary efforts on the part of a rolling subset of its deans and their respective staffs;
- has ambitions to expand its influence and impact beyond the internal concerns of iSchools (e.g., curriculum, research, recruitment, enrollment, and campus relations) to have a voice in and an impact on broader societal issues and concerns;

RESOLUTION TEXT (as edited):

Therefore, be it resolved that:

- 5.1. the iSchools Consortium, represented by the iCaucus, initiate a process to establish itself as an international, non-profit entity, with an administrative headquarters, or *International iSchools Secretariat*; trademark, Committee will be David Fenske, Jeff MacKie-Mason, Michael Seadle, Ron Larsen, and Claire McInerney.
- 5.2. a subcommittee of iCaucus deans be commissioned to explore alternative approaches to establishing the *Secretariat*, including their respective costs, benefits, risks, and liabilities, and report back to the iCaucus with recommended alternatives within four months of the passage of this resolution;

- 5.3. the scope of work of this subcommittee includes consideration of both administration and governance, exploring more effective alternatives to the current governance structure and specifically considering a *Board of Directors* that is supported by the *Secretariat*;
- 5.4. the subcommittee take under consideration the current iCaucus / iSchools tiered dues structure in its recommendation regarding the composition of the Board;
- 5.5. the scope of responsibilities assigned to the *Secretariat* should include consideration of areas such as:
- Administration, including membership, finances, government affairs, events, and data services (e.g., benchmarking)
 - Organization and facilitation of working groups that support existing, ongoing activities of the consortium, such as the iConference and the iSchools' web presence, and emerging programs sanctioned by the iCaucus (e.g., public policy, PhD fellows)
 - Organization and facilitation of task groups organized for a bounded time to address a specific charge authorized by the iCaucus (e.g., exploring public policy, surveying curricula, considering accreditation alternatives)

The graphic used in the March 3, 2014, discussion among the iSchool deans that led to the formulation of this resolution follows:



Voting results for the first paragraph number 5.1.:

“the iSchools Consortium, represented by the iCaucus, initiate a process to establish itself as an international, non-profit entity, with an administrative headquarters, or *International iSchools Secretariat*; trademark, Committee will be David Fenske, Jeff MacKie-Mason, Michael Seadle, Ron Larsen, and Claire McInerney.”

Resolution point 5.1. was unanimously accepted.

Other points were held until Resolution 08 had been discussed in order to avoid conflicting decisions.

Agenda Item 14 (Resolution 08)

TITLE: Proposed Board of Directors or Executive Committee

FROM: David Fenske

REASON: To create an entity who will collaboratively be responsible for the monthly operations of the iSchool Caucus.

RESOLUTION TEXT: Create a Board of 7 members consisting of the three elected officers, the Chair of the Membership Committee, a member of the Caucus not otherwise serving on this Board selected by the chair, a member of the larger iSchool non-Caucus currently representing these institutions at Caucus meeting selected by those representatives, and one faculty member from the faculties of the iSchool Caucus institutions nominated by the program chair of the last iConference. This group shall have operational authority to make decisions subsequently reported to the full membership, to expend funds as required within the approved budget of the iSchools, to author resolutions to be considered at full meetings and to make any other decisions as shall be necessary and expedient by a simple majority of the Board. Full minutes and agendas of these meetings and decisions shall be made available to the membership on a regular basis. Terms shall be for two years, renewable, except for the elected officers whose terms are otherwise specified.

After a discussion, the Caucus voted on Resolution 5 paragraph 5.2.

“a subcommittee of iCaucus deans be commissioned to explore alternative approaches to establishing the *Secretariat*, including their respective costs, benefits, risks, and liabilities, and report back to the iCaucus with recommended alternatives within four months of the passage of this resolution;”

Resolution 5 point 5.2. was unanimously accepted.

Members are: Ron Larsen, Michael Seadle, Steven Miller, Anno Saxenian, Herman Totten

Agenda Item 12 (Resolution 06):

TITLE: Data Collection

FROM: Steve Miller (Singapore)

REASON:

ISSUE: We need 1) an updated way for the iSchool members, and the external world, to understand the main things that iSchool member schools actually do, and 2) a characterization of what iSchools

do, from individual schools, to the entire ensemble of iSchools, with supporting visualizations, would be very helpful to all iSchool members, as well as to the external world.

RESOLUTION TEXT:

Per item A, “A way to describe and summarize Research Efforts & Outputs across the iSchool community”

It may be helpful if there were a clear way to show

- For each individual iSchool, their main areas of research effort and outputs.
- Limit each school to stating a max of ten main research areas.
- Consider using an appropriately standardized taxonomy of areas
- Across the entire set of iSchools (now 55, and growing), a way to show the entire set of main research areas spanning all the schools-- somehow built up from the results of each of the individual iSchools- using the “ischool appropriate” taxonomy scheme

Per item B, “A way to describe and summary educational programmes offered across the iSchool community”

For each individual iSchool, a way to summarize

- Their undergraduate degree programmes
- Their post-graduate professionally oriented degree programmes
- Their post-graduate research oriented degree programmes
- Their continuing education/professional short course programmes (non-degree)

Across the entire set of iSchools, a way to summarize

- The various types of undergrad degrees offered
- The various types of post-graduate professionally oriented degree programmes offered
- The various types of post-graduate research oriented degrees offered (or perhaps the emphasis areas across the research oriented masters and PhD degrees)

Financial Implications

It may be reasonable to provide a grant from the iSchools organization to go to individuals within a particular iSchool willing to take on this effort and get it done in a good way.

Perhaps a reasonable range to consider for a grant award for this effort would be in the US\$15K to US\$30K range in order to help give those who take this on some help for the effort and time required to do this in a timely fashion, with multiple iterations, and in a high quality way.

The iCaucus voted unanimously to request proposals to accomplish this resolution.

The iCaucus voted ***unanimously to provide up to \$30,000 to carry out the resolution, and*** that Steven Miller should lead the process.

Agenda Item 13 (Resolution 07):

TITLE: Charter edits

FROM: Michael Seadle (Berlin)

REASON: A number of resolutions imply updates to the charter.

RECOMMENDED RESOLUTION:

The iCaucus empowers the chair to make editorial changes to the Charter based on decisions at this meeting.

The title „coordinator“ should be replaced with „chair“ since that name for the position has been in common use for years.

After a short discussion the Caucus voted to accept the resolution: 0 members opposed, 1 abstention, everyone else in favor.

Agenda Item 16 (Resolution 10):

TITLE: iSchool Organization

FROM: Submitted by Claire McInerney

REASON:

The size of the iSchools organization has grown, and management on a volunteer basis is no longer feasible.

RESOLUTION:

The deans and heads of schools of the iSchool organization will circulate a request for proposals (RFP) with the intent that certain day-to-day management tasks of the organization will be outsourced to a management firm. The management responsibilities will include, but not be limited to:

- financial management and reporting,
- communication with members and non-members,
- record keeping and archiving,
- website management, and
- certain iSchool conference and other meeting details .

The RFP will be circulated in March, 2014 with proposals due June 30, 2014. Notification for the selected firm will be made by September 1, 2014.

Unanimously accepted with the understanding that the committee in Resolution 5 (Agenda item 11) will work on this.

Agenda Item 17 (Resolution 11):

TITLE: second Meeting 2014

FROM: Seamus Ross (Toronto)

REASON: The iSchool movement is at a critical point in its life cycle and the work of the iCaucus plays an essential role. We currently meet once a year. These meetings make progress on the issues and do much to develop our shared culture. But the length of time between meetings is a detriment to our making serious progress. Meeting more often would be beneficial in providing us with the opportunities to strengthen our community, to make progress on initiatives, and to develop shared thinking.

RESOLUTION TEXT (as edited):

The iCaucus will find a time in the period from August through October 2014 to have a meeting where at least 13 of voting members are present. The chair is charged with implementing this.

The edited version was unanimously accepted.

Agenda Item 15 (Resolution 09):

Seamus Ross explains the topic, and the resolution was edited:

TITLE: Resolution to convene an open, informed iSchool debate on NSA surveillance

FROM: Andrew Clement, Faculty of Information University of Toronto

RESOLUTION (as edited): We recommend a discussion on surveillance privacy and security at the iConference 2015

The edited version was unanimously accepted.

Agenda Item 18:

No additional business.

Agenda Item 19:

Jeff MacKie-Mason explains the budget via Skype referring to the financial report sent via E-Mail.

The financial report (attached) was unanimously accepted.

The proposed budget for the next year (attached) was unanimously accepted.
