

Minutes iCaucus Meeting March 26, 2015

(Newport Beach, 900 Newport Center Drive, Newport Beach California 92660 USA,
Cardiff Room, 10:30-17:00)

Attendance: 22 voting members

Agenda

Announcements

- Item 01: Confirm/expand the agenda
 - Item 02: Approve the minutes from the last Business meeting
 - Item 03: Confirm Jonathan Foster as substitute of Val Gillet
 - Item 04: Report from the chair / Executive committee – Michael Seadle
 - Item 05: Report on the iConference – Clark Heideger
 - Item 06: Report from iConsortium – Sam Oh
 - Item 07: Report from Membership Committee – Michael Seadle for Seamus Ross
 - Item 08: Report from Treasurer – Jeff MacKie-Mason
 - Item 09: Reelection of the Jeff MacKie-Mason as Treasurer
 - Item 10: Halfyear dues invoicing to accommodate change in fiscal year – Jeff MacKie-Mason
 - Item 10a: Suspension of members.
 - Item 11: Conference Calls
 - Item 12: iSchools Data – Michael Seadle
 - Item 13: iConference Contracts – Michael Seadle
 - Item 14: iSchools Executive Director – Michael Seadle, Harry Bruce, Ron Larsen
 - Item 15: Communications tasks for the Conference Coordinator – Michael Seadle, Harry Bruce, Ron Larsen
 - Item 15a: iConsortium
 - Item 16: Report on Resolution 06 from the last Business meeting at iConference 2014 Berlin – Steven Miller
 - Item 17: Establishing an iSchool journal (Information Research) – Gobinda Chowdhury, AnnSofie Axelsson and Michael Seadle
 - Item 18: iSchools from CGS member institutions support 'Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants'. – Ron Larsen
 - Item 19: Creation and Funding of an ad hoc iSchool Visibility Committee – Jeffrey Stanton
 - Item 20: iSchool video vignette contest and subsequent marketing campaign – Gary Marchionini
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Announcements:

Hal Stern explained Lunch organizational issues.

Hal Stern explained Dinner organizational issues.

Agenda Item 01:

The Agenda was accepted.

Agenda Item 02:

The minutes from the last Business meeting were approved.

Agenda Item 03:

Jonathan Foster was confirmed as substitute of Val Gillet unanimously

Agenda Item 04:

Michael Seadle reported on the incorporation of the iSchools and the reasons for choosing District of Columbia. He also reported about branding issues: “iSchools” and “iConference” should be registered as trademarks. The trademark “iSchool” is already registered by someone else.

David Fenske reported on the status of the application to register the iSchools as 501c3 nonprofit organization.

Agenda Item 05:

(The report was mailed separately.)

Clark Heideger reported on the Conference Summary (Conference Numbers, Sponsors, Doctoral Dissertation Award, Preparation for iConference 2016, Problems with funds for Doctoral Colloquium students.

A discussion about reducing student fees, location (hotel or campus) and sponsor issues followed.

Agenda Item 06:

Sam Oh presented the outcomes of the iConsortium Meeting on Wednesday, March 25, 2015.

iConsortium Recommendations:

Consortium recommends that:

- 1) *strategic plan for iSchools be developed. [unanimous] [explanatory note: current version too generic; relevance of professional, research dimensions unclear]*
- 2) *iSchools review and clarify mission statement. [unanimous]*
- 3) *working committees should include participation from all iSchool members. [unanimous]*
- 4) *iCaucus clarify criteria for membership in the iCaucus. [unanimous]*
- 5) *the existing limit of 25 members of the iCaucus be reconsidered, with membership being based on meeting specified criteria. [unanimous]*
- 6) *the iCaucus requires attendance of an iConsortium Head of School (or representative) at iConsortium meetings (except for extraordinary circumstances). [carried by majority]*

iConsortium notes:

- 1) *the application of Univ. North Texas to become a member of the iCaucus.*

Michael Seadle responded about the recommendations. The Mission Statement will be published at the website.

Sam Oh asks for the status of iConsortium decisions.

Text A: The iCaucus charges the Membership Committee with acting on the North Texas application and to report to the Executive Committee within 3 months. The Executive Committee is empowered to act on the recommendation.
After a short discussion the Caucus voted to accept Text A: 4 members opposed, 2 abstentions, everyone else in favor.

Text B: The iCaucus charges the Executive Committee with framing a proposal to define the powers of the executive committee and the iCaucus and to submit this proposal to the iCaucus within 6 months for an electronic vote and decision.
After a short discussion the Caucus voted to accept Text B unanimously.

Agenda Item 07:

Title: Membership committee Recommendation.

From: Membership committee (Seamus Ross)

Justification: new members

Text: The Membership Committee recommended accepting the following schools at the regular iSchool (iConsortium) level:

- a.) Department of Information Science, Bar Ilan University, Israel
<http://is.biu.ac.il/en/node/2203>
0 members opposed, 1 abstention, everyone else in favor.
- b.) Institute of Information Studies and Librarianship (IISL), Faculty of Arts, Charles University in Prague,
<http://www.ff.cuni.cz/home/facultyofarts/departmentsinstitutes/instituteofinformationstudiesandlibrarianship2/> or <http://uisk.ff.cuni.cz/index.jsp>
Unanimously accepted.
- c.) Departamento de Biblioteconomía y Documentación, Facultad de Humanidades, Comunicación y Documentación. Universidad Carlos III de Madrid (Spain),
http://www.uc3m.es/biblioteconomia_documentacion
Unanimously accepted.
- d.) Department of Information Management, Faculty of Letters, Hacettepe University (Ankara, Turkey), <http://www.bby.hacettepe.edu.tr/english/>
1 members opposed, 0 abstention, everyone else in favor.
- e.) Department of Information Management of Aberdeen Business School, Robert Gordon University, (Aberdeen, Scotland),
<https://www.rgu.ac.uk/about/facultieschoolsanddepartments/aberdeenbusinessschool/informationmanagementdepartment>
Unanimously accepted.
- f.) The College of Computing and Information Sciences (CoCIS/ The College) at Makerere University, Uganda. <http://cis.mak.ac.ug/>
Unanimously accepted.

Agenda Item 08:

(The report was mailed separately.)

Jeff MacKie-Mason gave the Treasurer's report.

The report is unanimously accepted with thanks.

Agenda Item 09:

Title: Reelection of Jeff Mackie-Mason as Treasurer

From: Michael Seadle

Reason: As a corporation we need formally to reconfirm him in this role.

Text: The iCaucus elects Jeff Mackie-Mason as treasurer of the iSchools organization for a two year term ending at the end of the 2017 Fiscal Year.

Unanimously accepted.

Agenda Item 10:

Title: Halfyear dues invoicing to accommodate change in fiscal year

Proposer: Jeff Mackie-Mason, Treasurer

Motivation:

When we incorporated the iSchools organization this fall, we changed its fiscal year from the normal academic fiscal year (1 July – 30 June) to the calendar year (1 Jan – 31 Dec). For this reason, we need to create a halfyear fiscal year to adjust. There are various ways we can do this. They do not affect the total amount of dues our members will pay time, but our choice affects how we state the dues and when the next increment is paid.

Resolution:

(a) Change the existing FY15 (1 July 14 – 30 June 15) to be a half fiscal year (FY14b) (1 July 14 – 31 Dec 14), and commence the new fiscal year FY15 coincident with the effective start of incorporation (1 Jan 15 – 31 Dec 15).

(b) Dues invoices for 1 July 14 – 30 June 15 have already been issued; record these in the restated books as invoices for FY14b (half year), and as half of the dues owed for FY15, covering 1 Jan 15 – 30 June 15.

(c) At a convenient date (but no later than 1 June 15) issue new FY15 invoices for the second half of (new) FY15 dues, covering 1 July 15 – 31 Dec 15. Thereafter, dues will be invoiced on an annual basis, as before, for the coming fiscal year (so the next invoices will be issued by about 1 Dec 15 for FY16, which will cover 1 Jan 16 – 31 Dec 16).

Unanimously accepted.

Agenda Item 10a:

Michael Seadle reported on the charter phrase and the possible expelling of members.

From our Charter and Bylaws:

“At the end of each calendar year, the Chair and the Treasurer of the Organization will review membership issues. Any iSchool members who have failed to pay dues for one (1) year or have missed two (2) consecutive annual meetings of the iCaucus shall be suspended from membership in the organization and be unable to vote. The Chair of the Organization shall notify members when their membership and voting rights have been suspended.

A member which has received notice of suspension may send a protest to the Chair, who shall set up a meeting of the (remaining) iCaucus members to decide by majority vote on reinstatement within three (3) months after receipt of this protest. Such decision by iCaucus shall be final. After receipt of notice of suspension, an iSchool member school shall become a nonvoting member of the Organization until reinstated or removed.”

Explanation: Acting on this will expel Ga Tech

~~Text: The iCaucus authorizes the Chair and Treasurer to carry out this policy. By paying dues the school retains its membership in the organization.~~

Alternative text:

- 1) The iCaucus instructs the chair and the treasurer to enforce taking action against those who have not paid their dues.
- 2) The iCaucus also instructs them not to enforce the requirement to attend the iCaucus meetings this year.
- 3) The iCaucus charges the executive committee with preparing appropriate changes to the Charter and Bylaws within six months consistent with the voting rules in the charter.

The alternative version was unanimously accepted.

Agenda Item 11:

"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."

Continuation approved.

Agenda Item 12:

Michael Seadle presented the resolution.

Title: iSchool Data

Submitted by: Michael Seadle

Justification:

As a legal entity, the iSchools may now legally claim, own and store data, and we need to set policies for this.

Text:

- 1) The iSchools as an organization own the data from all official iSchool events.
- 2) The iSchools will handle and administer these data in a manner consistent with the data protection laws of the member countries.
- 3) These data will be used primarily for internal purposes, but may be made available for legitimate research with appropriate anonymization (if necessary) and in cooperation with the researcher's institutional review board and with approval of the Executive Committee.
- 4) The iSchools will hold these data in a secure location managed by iSchool staff and leadership.

After a short discussion unanimously accepted.

Agenda Item 13:

Title: iConference contracts

Submitted by: Michael Seadle

Justification: As a legal entity, the iSchools may now legally sign contracts.

Text: 1) the iSchools will take responsibility for signing the contract with ConfTool or other data services provider for iConferences.

2) the iSchools will create a formal agreement with future iConferences in order to ensure consistency over time.

Unanimously accepted.

Agenda Item 14:

Title: iSchool executive director

Submitted by: Michael Seadle, Harry Bruce, Ron Larsen

Justification:

The iSchool organization needs someone who can do fundraising, interact with other organizations, think strategically, and can pick up some of our dropped balls. This person needs to be someone with experience in the iSchool organization, preferably a former dean or someone with similar qualifications and experience.

Text: 1) the iCaucus empowers the executive committee to draft a position description for a half time executive director position.

2) the executive committee should conduct confidential conversations with one or more potential candidates to explore their interest and fit.

3) the executive committee should submit its recommendations to the iCaucus by the end of May 2015.

4) if the iCaucus approves the hiring of an executive director, it should be regarded as a two year experiment to be reviewed at the 2017 iCaucus meeting. 5) The budgetary impact would be roughly US\$50,000 per year, plus travel and benefits.

Unanimously accepted.

Agenda Item 15:

Title: Communications tasks for the Conference Coordinator

Submitted by: Michael Seadle, Harry Bruce, Ron Larson

Justification:

The iSchools need someone to take on the communications role instead of shifting it each time the iCaucus chair changes school. Our current coordinator has the experience to take on the communicator role.

Text: 1) The iCaucus empowers the executive committee to draft an enhanced position description for the Conference Coordinator that would include communications duties.
2) the executive committee should conduct confidential conversations with the coordinator about the scope of the duties.
3) the executive committee should submit its recommendations to the iCaucus by the end of May 2015.
4) The budgetary impact would be roughly US\$25,000.

After a short discussion unanimously accepted.

Agenda Item 15a:

Proposed by: Sam Oh on behalf of the iConsortium

Purpose: to encourage active participation

Text: The iCaucus recognizes the role of the iConsortium for "regular" iSchool members who are not permanent iCaucus members. The iCaucus requires that every regular iSchool or a representative attend the iConsortium meeting.

Withdrawn. The Executive committee should take this into consideration.

Agenda Item 16:

Steven Miller presents results of last year's Resolution 06:

"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 Schools (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. “

So far nothing has been done. The iCaucus states that this is still something it wants but at the moment there are no volunteers. If someone wants to do it, they can contact the executive committee.

Agenda Item 17:

Gobinda Chowdhury and AnnSofie Axelsson present the resolution:

Title: Establishing an iSchool journal.

Submitted by: Gobinda Chowdhury, AnnSofie Axelsson and Michael Seadle

Justification: the iSchool should foster scholarship in the information field by hosting a journal.

Text: 1) The iCaucus supports building on the established journal "Information Research" to host a journal explicitly for the information field.
2) the iCaucus empowers a subcommittee consisting of Gobinda Chowdhury, AnnSofie Axelsson, and Michael Seadle to pursue this option by negotiating with the current leadership of "Information Research".
3) the subcommittee will report back to the iCaucus before the end of September, 2015

After a short discussion the Caucus voted: 10 members opposed, 3 abstentions, 9 in favor. Resolution failed.

Agenda Item 18:

Ron Larsen presented the resolution.

TITLE : iSchools from CGS member institutions support "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants"

FROM: Ronald L. Larsen

REASON: To identify and affirm those US iSchools in institutions that are members of the Council of Graduate Schools that agree to conform to the terms of the "April 15 Resolution".

RESOLUTION TEXT:

"Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. "Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional

on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

Was discussed without voting. Only for information.

Agenda Item 19:

Jeffrey Stanton presented the resolution:

Title: Creation and Funding of an ad hoc iSchool Visibility Committee

From: Jeffrey Stanton, Syracuse University

Reason:

The first goal of the iSchools organization stated on the website is to, “shape the information field, communicate its purpose and value and enhance its visibility.” This goal is also apparent in the motto on the website: “Leading and Promoting the Information Field.”

Resolution Text:

To serve this goal we resolve to create an ad hoc Visibility Committee charged with promoting the visibility of the information field. This ad hoc committee would exist for a term of three consecutive years from April 1, 2015 through March 30, 2018. The committee would comprise three to eight volunteers selected from among the members of the iCaucus and including at least one member of the Executive Committee. The committee would selfselect a chair from among the committee members by consensus. Failing a consensus, an Executive Committee member would serve as chair. The committee would have an annual operational budget not to exceed 10% of the annual dues collection of the iSchools organization. The committee would fulfill its charge of promoting the visibility of the information field by establishing and funding one or more projects. Funding could be used for any legitimate business purpose such as hiring a consultant, supporting a research project, offering a prize for a competition, or purchasing advertising. The committee would have the responsibility of assessing the impact of each project and reporting those results at each successive annual meeting of the iCaucus.

Unanimously accepted.

Allen Renear, Larry Dennis, Sam Oh and Jeffrey Stanton volunteered to help.

Agenda Item 20:

Gary Marchionini presented the resolution.

Title: iSchool video vignette contest and subsequent marketing campaign.

Proposer: Gary Marchionini

Motivation:

At various meetings over the past few years we have discussed the importance of defining 'marketing' campaigns for the iSchool brand. One discussion last year focused on hosting a design contest that encouraged students and faculty to design short promotional/definitional messages (e.g., video vignettes).

Resolution: 1) The iCaucus authorizes the iSchool Visibility Committee to execute a video design contest and depending on outcomes, will use these designs in an international information awareness campaign. Awards of \$5000, \$2500, and \$1000 (total of \$8500) will be allocated for first, second, and third place awards. The call will be developed by a subcommittee who will also serve as the selection committee. The main goal will be to highlight or explain why information is a field of study. The contest should launch by July 1, 2015 and decisions made by November 15, 2015. These awards will be presented at the iConference in 2016.

2) The subcommittee will recommend which of the winners should be used for a marketing campaign and the iConsortium will allocate \$100,000 for a campaign that will help the international public understand that information is an exciting and critical field of human endeavor.

After a short discussion Part 1) unanimously accepted. Part 2) scheduled to later.

Farewells:

Michael Seadle asks and explains Dinner logistics.

David Fenske said farewell since it was his last meeting as the head-of-school at Drexel.

Michael Seadle also noted that the leadership will pass to Ron Larson for the next face-to-face meeting in Philadelphia
