

## Minutes iCaucus Meeting March 22, 2016

(Philadelphia, 1200 Market St, Philadelphia, Pennsylvania 19107, USA, Congress B/C Room, Tuesday,  
March 22, 10:30 am to 5:30 pm)

Attendance: 20 voting members (not all permanent present)

### DRAFT iCaucus Agenda

Item 01 Confirm/expand the agenda

Item 02: Approve the minutes from the last Business meeting

Item 03: Report from the outgoing chair / Executive committee – Michael Seadle

Item 04: Discussion with Anke Beck re possible relationship with DeGruyter Publishers

Item 05: Report from Treasurer (including election of Treasurer)

Item 06: Report on the iConference – Clark Heideger

Item 07: Report from AP-iSchools annual meeting – Sam Oh

Item 07a: Report from NA-iSchools formative discussion – Hal Stern

Item 08: Report from iConsortium – Sam Oh

Item 09: Report on Membership – Michael Seadle

#### Proposed Resolutions:

Item 10: Elective office is personal

Item 11: Executive Committee membership

Item 12: Past chairs of the iCaucus become emeritus members of the iCaucus

Item 13: Substitutes at the iCaucus meeting

Item 14: Budgeting Process

Item 15: Budget authority of the Executive Director

Item 16: Powers of the Executive Committee

Item 17: Branding and Support of the Sociotech Summer Institute

Note: the proposed resolutions Agenda was changed after the lunch break.

#### Announcements:

Chair Ronald Larsen opens the Business Meeting. The Meeting starts with an Introduction Round.

#### Item 01 Confirm/expand the agenda

***The Agenda was accepted.***

## Item 02: Approve the minutes from the last Business meeting

***The minutes from the last Business meeting were approved.***

## Item 03: Report from the outgoing chair / Executive committee – Michael Seadle

Michael Seadle gives a short summarized report. The long report has been send to participants with the Draft Agenda of the Meeting. See separate file: Membership report March 2016

## Item 04: Discussion with Anke Beck regarding possible relationship with DeGruyter Publishers

Michael Seadle introduces Anke Beck from the publishing house De Gruyter.

Anke Beck gives a presentation about possible relationships between the publishing house and the iSchools especially in form of a journal.

A discussion regarding the issues of focus on "information field" rather than LIS, the necessity of a good paper choice process, status of licenses (Creative Commons), formats, editor compensation and separation from other journals in the field followed.

***Was discussed without voting. Only for information.***

## Item 05: Report from Treasurer

David Fenske and Tom Finholt gave the Treasurer's report. David reports about the necessity to open the profit and loss statement. This enables short decisions by the Executive Committee.

2016 dues have not been collected so far due to the transition process. The status is: \$ 130.000 expanses for 2016 (greatest part: staff).

Natasha Johnson from the accounting firm presents some numbers.

A Q&A round follows.

The Caucus thanks Tom Finholt for serving as Treasurer after Jeff MacKie-Mason left the school.

Michael Seadle explains the future role of the Treasurer in the iSchools Organization.

Title: Election of a new Treasurer

From: Michael Seadle nominates Johannes Bauer (Michigan State University). No other nominations were made.

Text: *The iCaucus elects Johannes Bauer (Michigan State University) as treasurer of the iSchools organization.*

***Unanimously accepted.***

### Item 06: Report on the iConference – Clark Heideger

(The report was mailed separately.)

Clark Heideger reported on the Conference Summary (Conference Numbers, Sponsors, Doctoral Dissertation Award, Preparation for iConference 2017 and 2018)

### Item 07: Report from AP-iSchools annual meeting – Sam Oh

Sam Oh reported on the annual AP-iSchool meeting.

The European Schools will have a meeting in May in Brest (France) reported by Michael Seadle.

### Item 07a: Report from NA-iSchools formative discussion – Hal Stern

Hal Stern reported about the short lunch meeting of the North-American iSchools.

Harry Bruce introduces the idea of subject meetings of iSchools.

### Item 08: Report from iConsortium – Sam Oh

Sam Oh presented the outcomes of the iConsortium Meeting on Wednesday, March 21st, 2016.

#### iConsortium Recommendations

Recommendation 1: We recommend that regional chapters be formed.

Recommendation 2: We recommend that iSchools membership fees should be used to fund some activities of regional chapters.

Recommendation 3: We recommend that the Executive Committee should send the agenda of the iCaucus meeting in advance so that iConsortium members can discuss them as appropriate.

Recommendation 4: We recommend that iConsortium member Deans/Directors/Heads should send at least one representative to the iConference to attend the iConsortium meeting.

Recommendation 5: We recommend that the executive committee examines the philosophical basis of iConference, the future of iConference, appropriateness of the current fee structure, and the ways to make it better

Recommendation 6: We recommend that the executive committee devise a plan to get iConference Proceedings indexed by SSCI, SCI, or Scopus.

### Item 09: Report on Membership – Michael Seadle

Michael reported on the numbers: 77 Schools (Associates included): ≈30% European, ≈25 % Asian, ≈46% North American

See also separate item: Membership report March 2016.

## Lunch break

After the lunch break the open Agenda items were changed to:

Proposed Resolutions:

Item 10: Executive Committee membership

Item 11: Regional chapters

Item 12: Role of the Executive Committee

Item 13: Budgeting process

Item 14: Budget authority of the Executive Director

Item 15: Substitutes at the iCaucus meeting

Item 16: Elective office is personal

Item 17: Past chairs of the iCaucus become emeritus members of the iCaucus

Item 18: Attendance at iConsortium meetings

Item 19: Branding and Support of the Sociotech Summer Institute by the iSchools

Discussion and Farewells

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## Proposed Resolutions

### Item 10: Executive Committee membership

Title: Executive Committee membership

Proposer: Michael Seadle for the Executive Committee

Explanation: The regions should have representation on the executive committee.

Proposal Text: The executive committee consists of the chair, the chair-elect, the past-chair, treasurer, and 1 representative from each of the three regional groups (Asia/Pacific, Europe, and North America). The iCaucus may establish new regions as needed.

***After a short discussion accepted with 1 abstention.***

### Item 11: Regional chapters

Title: Regional chapters

Proposer: Sam Oh for the iConsortium

Explanation: The regions have become important for representation in the iSchool structure and should have a formal existence.

Proposal Text: The iCaucus should establish regional chapters and the chapters should choose formal representatives to the Executive Committee. The current regions are: Asia/Pacific, Europe, and North America. Regions may apply for iSchool funding for specific projects.

***Unanimously accepted.***

## Item 12: Role of the Executive Committee

Title: Role of the Executive Committee

Proposer: Michael Seadle for the Executive Committee

Explanation: The charter is unclear about aspects of the role of the Executive Committee (which is mentioned 21 times in the charter).

Proposal Text: The role of the executive committee is to handle the ongoing business of the iSchools in cooperation with the Executive Director. The Executive Committee may act as the Membership Committee and may make routine financial decisions. The Executive Committee must get approval from the iCaucus for any changes to the Charter, for admissions to the iCaucus, and for any significant structural changes. The Executive Committee must report every two months to the iCaucus and the iCaucus may require votes on actions if requested by 3 or more members. This resolution remains in effect for one year.

***Proposal Text changed after long discussion. The new version was unanimously accepted.***

## Item 13: Budgeting process

Title: Budgeting process

Proposer: Michael Seadle for the Executive Committee

Explanation: The iSchools need a formal annual budget to meet audit expectations.

Proposal Text: The executive committee is responsible for preparing an annual budget. The executive committee must then bring the budget to the iCaucus for acceptance. In 2016 this must be completed by 30 June 2016. In future years the annual budget should be approved at the annual iCaucus meeting at the iConference. The executive committee should consider the dues structure and make a recommendation.

***Unanimously accepted.***

## Item 14: Budget authority of the Executive Director

Title: Budget authority of the Executive Director

Proposer: Michael Seadle for the Executive Committee

Explanation: The Executive Director needs formal budget authority to carry out the day-to-day work of the iSchools.

Proposal Text: The Executive Director has permission to spend funds up to US \$10,000 per line item in the budget. Amounts over that sum require the approval of the Chair, or in cases where the chair cannot be reached, by a combination of at least two of the other officers (chair-elect, past-chair, or treasurer).

***Unanimously accepted.***

#### Item 15: Substitutes at the iCaucus meeting

Title: Substitutes at the iCaucus meeting

Proposer: Michael Seadle for the Executive Committee

Explanation: Sometimes the head of school cannot make the meeting or is not comfortable with discussions in English, and some accommodation is needed.

Proposal Text: iCaucus members may send a substitute under the following conditions: 1) the member has a legitimate written excuse (illness, family illness, local crisis) for missing the meeting, OR 2) the member is not a native speaker of English and is not comfortable engaging in discussions in that language, AND 3) the chair approves. In all cases the substitute must be fully authorized to make decisions on behalf of their school.

***After a discussion accepted with 3 abstentions.***

#### Item 16: Elective office is personal

Title: Elective office is personal

Proposer: Michael Seadle for the Executive Committee

Explanation: Members who are elected to a position within the iSchools (e.g. chair, treasurer, executive committee) sometimes change institutions or positions. At present, these people must step down, and we lose their services.

Proposal Text: Persons elected to iSchool executive committee positions remain in office until their term expires, regardless of changes in position or institution, unless they choose otherwise or there is a conflict of interest.

***Accepted with 1 abstention.***

#### Item 17: Past chairs of the iCaucus become emeritus members of the iCaucus

Title: Past chairs of the iCaucus become emeritus members of the iCaucus

Proposer: Michael Seadle for the Executive Committee

Explanation: Past chairs have information that is valuable, but they often lose the connection by changing jobs or leaving their institution.

Proposal Text: Past chairs of the iCaucus will be considered emeritus members of the iCaucus. They may attend iCaucus meetings and remain on the iCaucus list, but may not vote.

***After a short discussion the Caucus voted: 12 members opposed, 2 abstentions, 4 in favor. Resolution failed.***

#### Item 18: Attendance at iConsortium meetings

Title: Attendance at iConsortium meetings

Proposer: Sam Oh for the iConsortium

Explanation: There needs to be a formal rule for attending iConsortium meetings.

Proposal Text: iConsortium heads-of-school are expected to attend the iConsortium meeting or should send at least 1 representative. The schools should inform the iCaucus chair and the iConsortium about the representative.

***Accepted with 3 abstentions.***

#### Item 19: Branding and Support of the Sociotech Summer Institute by the iSchools

Title: Branding and Support of the Sociotech Summer Institute by the iSchools

Proposer: Brian Butler

Explanation: For almost 10 years, SSI has been a community building incubator for advancing iSchool doctoral students, developing iSchool junior faculty, and contributing to creation of informal and institutional linkages that help to define the iSchools. The 400+ SSI participants, many of whom have become successful iSchool faculty, have come from more than 90 institutions on 4 continents. Branding the SSI as an iSchools event will formalize the iSchool/SSI relationship and provide the iSchools with access to an established, but flexible community-building venue that addresses immediate needs of the iSchool movement and provides a model for other multidisciplinary sub-communities within iSchools. Funding (\$45,000 annually for 5 years) from the iSchools will provide a consistent foundation for the SSI's continuing efforts to support diverse, multi-disciplinary community engaging topics at the intersection of people, technology, and information, and enable SSI to significantly expand participation by non-US based scholars as mentors, participants, and within the SSI leadership. The SSI advisory board, which includes members from many iSchools, and the SSI executive board, which includes faculty from six iSchools and Intel, will report back yearly on the status of the participants, the outcomes of their participation, uses of funds, and ongoing plans to strength connections with

and within the iSchool community.

Proposal Text: To investigate supporting the Summer Institute for the Science of Sociotechnical Systems (Sociotech Summer Institute, SSI) and brand it as an iSchools event.

***Accepted with 3 abstentions.***

### Discussion and Farewells

Andy and Hal asking questions on Marketing and the Charter.  
The final iDeans dinner logistics are explained.

## Attachments

Attached is the call for participation in the Sociotechnical Summer Institute that I described at the iCaucus meeting.

Please feel free to encourage folk in your school to apply.

In addition, if you have any questions, feel free to contact me for more information.

Thank you,

Brian B.

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The **Consortium for the Science of Sociotechnical Systems (CSST)** Calls for Participation in the 2016 Summer Research Institute

When: 27 June to 1 July, 2016

Where: Skamania Lodge, Stevenson WA (one hour east of Portland, OR)

To learn more about the venue, see: <http://www.skamania.com>.

Deadline: Apply by 29 March, 2016, notifications by end of April, 2016

Personal health and well-being; open innovation, eScience, and citizen science; co-production, open source, and new forms of work; cultural heritage and information access; energy management and climate change; civic hacking, engagement and government; disaster response; cybersecurity and privacy; education and learning – these are just a few problem domains where effective design and robust understanding of complex sociotechnical systems are critical.

To meet these challenges, a trans-disciplinary community has come together, drawing in scholars from intellectual communities such as CSCW, HCI, social computing, organization studies, information visualization, social informatics, sociology, information systems, medical informatics, computer science, ICT for development, education, learning science, journalism, and political science. Through Summer Research Institutes, extended workshops, preconference workshops, and other activities, this community of researchers from academia and industry has developed a strong focus on problems and opportunities arising from the interplay of social and technological systems that span individuals, groups, organizations, and societies.

For 2016, we are delighted to have commitments from the following scholars who will serve as mentors. We anticipate that several other scholars will join this group:

Jenna Burrell (Berkeley)

Sue Fussell (Cornell)

Nicole Ellison (Michigan)

Andrea Wiggins (Maryland)

Tom Erickson (IBM)

Erik Johnston (Arizona)

Carsten Oesterlund (Syracuse)

Tony Salvador (Intel)

Magy Seif El-Nasr (Northeastern)

Lynnette Yarger (Penn State)

The 2016 Summer Research Institute builds on and extends this tradition to strengthen and expand this diverse community by bringing together graduate students, post-doctoral students, faculty, and other researchers in three groups:

Doctoral students, post-doctoral students, pre-tenure faculty, and early career researchers – Mentoring, peer networking, and skill-building tutorials will help doctoral students, post-doctoral students, pre-tenure faculty, and early career researchers identify substantive ways that the theories, approaches, and tools within the larger community can advance their work with the design and study of sociotechnical systems.

Emerging multi-disciplinary research teams – Groups of researchers seeking to develop cross-disciplinary collaborations will work with mentors to refine problem statements and research goals; connect with collaborators with complementary skills and interests; and create actionable research agendas and funding proposals. Preference will be given to groups interested in designing and studying sociotechnical systems that address societal grand challenges such as (but not limited to) healthcare; energy management and climate change; cybersecurity and privacy; education and learning; disaster response; technology development and innovation; economic development and work; and civic engagement and participation.

Research infrastructure development teams – Groups of researchers interested in creating computational or analytic tools, data resources, training materials, or other infrastructure to support the design and study of sociotechnical systems will come together to work on new challenges. These infrastructure "hackathon" sessions will result in community resources such as use cases, prototypes, draft materials, and deployable systems.

### **Applying for CSST 2016 Summer Research Institute**

We encourage applications from all academic, industry, NGO, and public sector organizations worldwide. To apply for the 2016 Summer Research Institute, select the group that best fits your needs and situation:

Doctoral students, post-doctoral students, pre-tenure faculty, and early career researchers should send their CV and a short (up to 300 words) response to the question "How does/will your work advance our ability to design and understand critical sociotechnical systems?" Include three relevant references to situate your work within the larger research community. Doctoral students should have completed their

dissertation proposal prior to attending and should seek a letter of recommendation from their advisor/department chair indicating their expected graduation date as well as how the CSST Summer Research Institute will advance their scholarship.

Emerging multi-disciplinary research teams should apply as a group, sending their CVs and a short (up to 500 words) response to these questions: "What is the research focus/problem domain? What types of activities/studies are needed to engage that domain? How will pursuing this agenda help advance our ability to design and understand critical sociotechnical systems?" Include references and potential funding sources, if known, to situate the proposal within the larger research community. Your team may have from three to six people. Preference will be given to cross-institutional teams in which junior/mid-career researchers play significant leadership roles.

Research infrastructure development teams should apply as a group, sending their CVs and a short (up to 500 words) response to these questions: "What is the problem you are seeking to address? What will you do to address that problem? How will creating these technologies, tools, materials or infrastructure improve our ability to design and understand critical sociotechnical systems?" Include references to examples from other domains, if possible, to situate your proposal. Your team may have from three to six people from multiple disciplines and institutions.

Lodging, meals, and other onsite costs will be covered for all Summer Research Institute participants. Limited travel support is available, if needed, for participants from US institutions (with preference given to doctoral and post-doctoral students). To be considered for all available financial support you should provide the following information when you apply:

What college or university do you attend?

What is your primary department affiliation?

Send your application materials to Summer Research Institute Co-Director Steve Sawyer at [ssawyer@syr.edu](mailto:ssawyer@syr.edu) by 29 March, 2016. The CSST Summer Research Institute Advisory Group will review applications beginning 2 April, 2016 using the following criteria:

Clear articulation of the hoped-for contribution to the theory, practice, or design of sociotechnical systems

Likelihood of Summer Research Institute participation providing significant practical benefit for the individual/team

Contribution to a balanced and diverse group of participants

The number of participants we select will depend on the available funding and the fit between applicants' interests and CSST goals. We expect to share out invitations by late April, 2016.

For more information about the Summer Research Institute, contact the Steve Sawyer ([ssawyer@syr.edu](mailto:ssawyer@syr.edu)). For information about the broader community of researchers interested in design and study of sociotechnical systems, see: CSST ([www.sociotech.net](http://www.sociotech.net)), the "Researchers of the Socio-Technical" Facebook group, or the CSST listserv ([csst@listserv.syr.edu](mailto:csst@listserv.syr.edu)).

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