

Minutes iCaucus Business Meeting March 27, 2018

(Sheffield, The University of Sheffield Campus, The Diamond,
32 Leavygreave Rd, Sheffield S3 7RD, UK,
Lecture Theater 3, 15:30-18:30)

Attendance: see Attendance list

Agenda

- Welcome and Agenda
- Item 00: Substitutes
- Item 01: Dues and Governance Model
- Item 02: Substitutes at Meetings
- Item 03: Database Project
- Item 04: Anthropological Study
- Item 05: Industrial Collaboration
- Item 06: Research Collaboration
- Item 07: Teaching Collaboration
- Item 08: Journals List
- Item 09: Financial Report
- Item 10: Treasurer
- Item 11: NetDiploma Project
- Item 12: DCMI
- Closure

Welcome and Agenda:

Sam Oh opens the Business Meeting and welcomes everyone.

The Agenda was accepted.

Agenda Item 00: Substitutes

TITLE: Substitutes in the iCaucus

SUBMITTED BY: Sam Oh

EXPLANATION: The bylaws state: "In extraordinary circumstances as may be permitted by a 2/3rds vote of the iCaucus, where the Representative of an iCaucus member school is not able to attend meetings, the Chair may permit a designee from such iCaucus member school to attend a meeting and vote on behalf of the iCaucus member school."

RESOLUTION TEXT: The chair has approved accepting the following substitutes as voting members:

Vivien Petras (Berlin) who will be the iSchool head in 3 weeks.

Ron Larsen (Pitt)

Yunfei Du (N. Texas)

Xia Lin (Drexel)

Ross Todd (Rutgers)

Ruhua Huang (Wuhan)

Kathy Burnett (FSU)

VOTING RESULTS:

Vivien Petras (Berlin) *unanimously accepted.*

Ron Larsen (Pitt) *unanimously accepted.*

Yunfei Du (N. Texas) *1 vote against, all others in favor, no abstention. Accepted*

Xia Lin (Drexel) *1 vote against, all others in favor, no abstention. Accepted*

Ross Todd (Rutgers) *1 vote against, all others in favor, no abstention. Accepted*

Ruhua Huang (Wuhan) *1 vote against, all others in favor, no abstention. Accepted*

Agenda Item 01: Dues and Governance Model

Sam Oh presents the Agenda Item and slides with additional information about the Dues and Governance Model.

An intensive discussion including the following topics followed:

- process for the Chair selection
- Duration of membership in the Board of directors
- Majority needed for votings
- Number of possible terms
- Equal voting rights for all iSchools

A voting for an amendment was requested.

VOTING RESULTS ON AN AMENDMENT: to give all schools equal voting rights for the additional board members:

10 in favor, 12 against, 0 abstention. The amendment failed.

The Resolution Text has been altered during the discussion to the following version. The iCaucus voted on this altered version:

TITLE: Dues and Governance model

SUBMITTED BY: Sam Oh for the Executive Committee

EXPLANATION: The iSchools have spent a year discussing various dues and governance models. There was widespread concern going back a decade that the iCaucus was too large to be an effective governing body. More recently members have raised concerns that the tier structure was undemocratic. The proposed model (below) appears to have the broadest support, offers the greatest flexibility to members on dues, and hopefully will maintain enough income to keep the organisation functioning.

The current text is:

The iCaucus and Regular iSchool Membership

The iCaucus constitutes the Board of Directors (“iCaucus” or “Board of Directors”), which is the decision-making organ of the Organization. It includes permanent members and elected members. Those iSchools who are not permanent iCaucus members elect the elected members of iCaucus as set forth below and are considered to be regular iSchools members.

For each set or incomplete set of 10 iSchools (1-10, 11-20, etc), one regular iSchools member school may be elected to the iCaucus by a plurality vote of the regular iSchools members in an annual vote that takes place one to four months prior to the iConference. Terms for such elected members shall normally be for two years and shall be staggered so that half are elected each year. These elections will be organized by the Board of Directors.

Recommendations for new permanent members of the iCaucus may come from the Membership Committee of the iCaucus (“Membership Committee”) or from the iCaucus, based on criteria for permanent membership that the iCaucus establishes from time to time. These criteria are expected to be higher than the criteria for regular iSchools membership. A majority vote of the iCaucus is necessary to confirm any new permanent iCaucus member. Permanent iCaucus members shall serve until the resignation of such iCaucus member or removal of such member from the iCaucus as set forth below.

Other Requirements and Duties of Membership in the iSchools

Member schools will be assessed dues in the form of an annual administrative fee as recommended by the Executive Committee and approved by a majority vote of the iCaucus

from time to time. The dues may vary according to voting privileges and / or according to other criteria as specified by the iCaucus.

RESOLUTION TEXT: The following text would replace the sections called: "The iCaucus and Regular iSchool Membership" and "Other Requirements and Duties of Membership in the iSchools"

Board of Directors

The Board of Directors (previously called the "iCaucus") is the formal decision-making organ of the Organization. The Board of Directors consists of two groups: the Executive Committee and six additional members elected by region.

The Executive Committee consists of eight members: the current chair, the chair-elect, the past-chair, the treasurer, the chairs of each of the three regions, and ex officio the Executive Director. The Executive Committee works with the Executive Director in handling the ongoing business of the iSchools. The Board of Directors must approve broader decisions such as changes in the budget and membership. A majority of all members must approve any change in the dues or fundamental structural alterations and will elect the chair.

The distribution of the six additional members will initially be calculated as follows:

(the number of iCaucus members in a region * 1) plus

(the number of Tier 2 members in a region * 0.2) plus

(the number of Tier 3 members in a region * 0.1).

This reflects the voting policy in effect as of December 2017. Using this calculation, the initial distribution would be 4 additional representatives from the North American region, 1 additional representative from the European / Middle East / African region, and 1 additional representative from the Asia Pacific region. The formula will be recalculated every two years before a vote is held, and will be based on the number of votes in a region. Future votes should take place before the annual meeting. Members may serve no more than two consecutive terms,

Dues, Duties and other expectations of Membership in the iSchools

Member schools will be assessed dues in the form of an annual membership fee as recommended by the Executive Committee and approved by a majority vote of all members.

All schools will have voting rights for additional representatives to the BOD, and on dues and fundamental structural alterations. iSchools paying a baseline fee of \$1000/year will have one vote for electing a member for the BoD. However, in order for the iSchools to be sustainable as an organization and perform all its day-to-day functions, some member schools

will be expected to pay higher fees, as they are doing now. All schools are expected to pay as much as possible in accordance with the size, resources and structural limitations of their schools. However, in order to ensure that the higher fee paying members have a better say in the overall management and operation of the organization, voting rights for electing BoD members will be weighted by the size of the contribution (in multiples or fractions of 1000). iCaucus members as of January 2018 are encouraged and expected to pay the fee of \$5000/year to sustain the work of the organization. For contributions at this level, the membership designation of "iCaucus" will be retained as evidence of their support. Existing members only that truly cannot pay the base dues for structural/budget reasons may be allowed to pay less than \$1000. The minimum contribution is \$500 and \$750 is encouraged.

In order to implement the dues structure, the Executive Director and Executive Committee will query members about how much they elect to pay in annual membership fees. This will determine the number of votes each school has, and elections to the Board of Directors will follow immediately afterwards, and no later than June 2018. For existing iCaucus members the default is \$5000/year. Invoices for dues will be sent out in May.

The new Board of Directors governance structure will be effective after the additional members are elected. The Executive Director and Executive Committee are responsible for carrying out this vote before 1 June 2018.

VOTING RESULTS ON THE PROPOSAL:

15 in favor, 6 opposed, 0 abstention. The proposal passed.

A coffee break was given

Agenda Item 02: Substitutes at Meetings

Sam Oh presents the resolution. A short discussion about the nature of the organization starting as a personal member group followed. The resolution text has been changed due to the discussion to the following:

TITLE: Substitutes at business meetings

SUBMITTED BY: Sam Oh for the Executive Committee

EXPLANATION: The current bylaws state:

"In extraordinary circumstances as may be permitted by a 2/3rds vote of the iCaucus, where the Representative of an iCaucus member school is not able to attend meetings, the Chair

may permit a designee from such iCaucus member school to attend a meeting and vote on behalf of the iCaucus member school."

Many feel this is too restrictive. It is particularly a problem for schools in the European and Asia-Pacific region where the leadership rotates.

RESOLUTION TEXT: The following text would substitute for the existing text:

If the official head of a school cannot attend a particular meeting, this person may name a substitute who is faculty member in active service and preferably part of the school's leadership team. A school may also petition the executive committee to accept a standing representative, who is not the head of the school, for a fixed period of up to two years, on the condition that person is empowered to act on behalf of the school in all iSchool matters.

VOTING RESULTS:

Unanimously accepted. The proposal passed.

Due to the lack of time the remaining items have been discussed in the following order:

Agenda item 04: Anthropological Study

Round of introduction for the new member schools since the last Business Meeting

Agenda item 03: Database Project

Agenda item 09: Financial Report

Agenda item 10: Treasurer

All other remaining items will be voted on electronically in the near future.

Agenda Item 03: Database Project

Gobinda Chowdhury presents the proposal. A discussion on how the sustainability of this project can be guaranteed followed.

SUBMITTED BY: Gobinda Chowdhury for the Executive Committee

EXPLANATION: The funding for the current database project expires in August. In order to continue to the development, the iSchools need to commit additional funding.

Work done so far (Phase 1):

So far we have captured data on staff, courses, research projects, etc. from a number of the iSchools from around the world. In the original proposal this was planned only for the European iSchools, but we have decided to cover all the iSchools. Of course this has taken more time and effort. So far we have captured data from most of the iSchools, and expect to complete this in the next 2-3 months.

We have created a simple search interface to demonstrate that it is now possible to browse or search for iSchools' staff, courses, research projects, etc. However, more work is needed on the the search interface, and filtering and display of results in more user-friendly ways. This will be done in the next few months.

By the end of the current project period, i.e. August 2018, we intend to hand over the database and the search interface to the iSchools Inc. for hosting the service and further maintenance. This database, and the interface, may be used as a stand alone service or can be linked and used with other services, developed in future. However, this is beyond the scope of this project and may need further investigation and resources for implementation.

Phase 2 of the project: In phase 2 of the database project, for which the additional funding is being asked, we aim to address the following:

It will aim to capture data on various industry partners of the iSchools, as they appear on the individual iSchools' website, and provide search and browse functions so that anyone can see who the key industry partners are, and this will promote further iSchools-industry partnership activities.

It will aim to build a repository structure -- the database, the data harvesting tools and the search interface -- for hosting research publications and datasets produced by the iSchools community. A prototype will be created and members of the iSchools community will be invited to harvest their publications and research datasets. An interactive search interface will be created to facilitate search on linked datasets.

Once the repository structure is built and data is harvested, this will be the single largest source of research output -- papers and dataset -- produced by the entire iSchools community. This will be the single most valuable source of research content and datasets which will not only tell the world about the iSchools' research and scholarship activities, but it will promote further research collaborations within and outside the iSchools community and foster interdisciplinary research.

By the end of Phase 2, the database, the repository and the search interfaces will be handed over to the iSchools for hosting and management in the longer term. Further discussions may be held as to whether the service and management will be done solely by the iSchools or a possible private-public partnership solution can be found.

RESOLUTION TEXT:

The iSchools grant an additional \$20,000 from August 2018 until August 2019 to expand the project beyond the current proof of concept and to provide a sustainability analysis. (See explanation text above.)

VOTING RESULTS:

18 in favor, 3 opposed, 1 abstention. The proposal passed.

Agenda Item 04: Anthropological Study

Gary Marchionini presents the proposal, Don Waters and Ronald Larsen add information. A discussion about possible projects followed. Six people volunteered to be part of a group organized by Gary Marchionini.

TITLE: Anthropological Study

SUBMITTED BY: Ron Larsen and Gary Marchionini

EXPLANATION: Gary Marchionini (UNC) and Don Waters (Andrew W. Mellon Foundation) propose an “anthropological study” of the iSchools. The idea for this project came about as Gary’s alternative to a prior interest expressed by Don in an information infrastructure development proposal. Gary and Ron explored this option with Don at the CNI meeting and he expressed enough interest in it to volunteer to travel to Sheffield for further deliberation.

RESOLUTION TEXT:

As a global and very diverse set of institutions engaged in information-related higher education and research, the iSchools provide a rich environment in which to explore the creative interactions within and among these organizations. The A.W. Mellon Foundation envisions that an anthropologically-oriented analysis of iSchools may lead to new innovations in information infrastructure and, as such, has offered to consider a proposal from the iSchools to conduct such a study. Approval of this resolution by the iCaucus includes the naming and creation of a team that is representative of the iSchools to develop a detailed and comprehensive proposal to be considered by the Board of Directors of the Andrew W. Mellon Foundation at their Fall 2018 meeting.

VOTING RESULTS:

Unanimous accepted. The proposal passed.

Agenda Item 05: Industrial Collaboration

Agenda item 5: Industrial Collaboration

TITLE: Industry collaboration

SUBMITTED BY: Sam Oh

EXPLANATION: The EU Region has a team working on this, and the iSchools as a whole should as well.

RESOLUTION TEXT:

The iSchools agree to call for nominations and to elect members to a team willing to focus on collaborations with Industry. The goal is to strengthen iSchool connections with potential industrial partners.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE.

Agenda Item 06: Research Collaboration

TITLE: Research collaboration

SUBMITTED BY: Sam Oh

EXPLANATION: The EU Region has a team working on research collaboration, and the iSchools as a whole should as well.

RESOLUTION TEXT:

The iSchools agree to call for nominations and to elect members to a team willing to focus on research collaborations. The goal is to facilitate international research and to encourage international research funding opportunities.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE

Agenda Item 07: Teaching Collaboration

TITLE: Teaching collaboration

SUBMITTED BY: Sam Oh

EXPLANATION: The EU Region has a team working on teaching collaboration, and the iSchools as a whole should as well.

RESOLUTION TEXT:

The iSchools agree to call for nominations and to elect members to a team willing to focus on teaching collaborations. The goal is to help iSchools within and across regions to share and develop innovative curricula. Support for doctoral students is a particular goal.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE

Agenda Item 08: Journals List

TITLE: Top Journals List

SUBMITTED BY: Wuhan

EXPLANATION: In China, the iSchools have a problem establishing themselves as the iField, because they must compete with management scientists and computer scientists that have established "top journals" lists. The iSchools need to establish an international "top journals list" for members.

RESOLUTION TEXT:

The iSchools agree to take the pulse of members about where their faculty should publish. A first step will be for the Executive Director to survey members for criteria and suggestions and to bring the recommendations to the Executive Committee for discussion.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE

Agenda Item 09: Financial Report

Johannes Bauer reports on the financials.

TITLE: Financial report

SUBMITTED BY: Johannes Bauer (income) and Michael Seadle (expenses)

EXPLANATION: the expense report from 2017 was sent earlier. This report will summarize 2017 and 2018 up to mid March.

RESOLUTION TEXT:

The iCaucus accepts the financial report.

VOTING RESULTS:

No vote needed. The report is accepted with thanks.

Agenda Item 10: Treasurer

TITLE: Reappointment of Johannes Bauer as treasurer until the 2020 iConference.

SUBMITTED BY: Sam Oh for the Executive Committee

EXPLANATION: The treasurer's term expires at the meeting and should be renewed. Johannes Bauer (MSU) is an economist, has experience as treasurer, and is willing to do it for another term.

RESOLUTION TEXT:

The iCaucus appoints Johannes Bauer to an additional term as Treasurer until the iConference meeting in 2020.

VOTING RESULTS:

Unanimous accepted. The proposal passed.

Agenda Item 11: NetDiploma Project

TITLE: The iSchools should support the NetDiploma project

SUBMITTED BY: Gobinda Chowdhury and Michael Seadle

EXPLANATION: The goal of the NetDiploma project is ultimately to create an African Digital Public Library. The project has funding and is asking only for moral support from the iSchools. Gobinda Chowdhury is PI and Michael Seadle is a member of the International Advisory Committee.

RESOLUTION TEXT:

The iSchools support the NetDiploma project and will include it on their website. NetDiploma may also list the iSchools as supporters.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE

Agenda Item 12: DCMI

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TITLE: The iSchools should support DCMI (Dublin Core Metadata Initiative)

SUBMITTED BY: European region on behalf of Tom Baker

EXPLANATION: We see potential for collaboration between DCMI and iSchools in mapping the ever-changing field of metadata and in updating curricula. Collaboration could take the form of joint workshops for developing competency maps, tutorials aimed at teachers of new technologies, and hackathons built around collaborative coding environments such as Jupyter notebooks. An IMLS-funded project led by Mike Crandall of the University of Washington iSchool, Linked Data for Professional Education (LD4PE), created a Competency Index of knowledge and skills required for learners of Linked Data technologies. This index, now maintained by DCMI, is seen as the first of potentially several indexes covering topics such as concept schemes, metadata profiles, and analytics (machine learning, entity recognition, semi-automated mapping, metadata mining and validation), alongside current practice in applying more traditional technologies such as XML and databases.

RESOLUTION TEXT:

The iSchools support the DCMI project and will include it on their website. DCMI may also list the iSchools as supporters.

WILL BE VOTED ON ELECTRONICALLY IN THE NEAR FUTURE

Closure:

Sam Oh thanks all participants and closes the meeting.
