

# iSchools Board of Directors Decisions

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## Members Present

VOTING MEMBERS: Sam Oh (chair), Gobinda Chowdhury (chair-elect), Ron Larsen (past chair), Johannes Bauer (treasurer), Míguas Nunes (AP-Regional chair), Keith Marzullo (NA-Regional chair), Peter Bath (EU-Regional chair), Gary Marchionni (elected member), Diane Kelly (elected member), Tom Finholt (elected member), Kristin Eschenfelder (elected member), António Lucas Soares (elected member / with substitute Fernanda Riberio), Bin Zhang (elected member / with substitute Jenny Wang).

NON-VOTING MEMBERS: Michael Seadle (Executive Director), Ulrike Liebner (iSchool staff / Social Media Manager)

## 2019-01 iSchools Staff Report

Presented by Michael Seadle (executive director) and Ulrike Liebner (Social Media Manager & Assistant to ExDir).

SLIDES PRESENTED AT THE MEETING: NO VOTE NEEDED

## 2019-02 Preview of Wild Apricot resources

Presented by Michael Seadle (executive director) and Ulrike Liebner (Social Media Manager & Assistant to ExDir).

DEMO PRESENTED AT THE MEETING: NO VOTE NEEDED

## 2019-03 Finance Report

Presented by Michael Seadle (executive director) and Johannes Bauer (treasurer)

SLIDES PRESENTED AT THE MEETING; NO VOTE NEEDED

## 2019-04 Financial Support for iConference 2019

Presented by Michael Seadle (executive director) and Keith Marzullo (NA Regional Chair)

### EXPLANATION:

The iConference 2019 anticipates a very substantial deficit. In the past the iSchools have had a policy of offering financial assistance to the host to help to offset any deficit.

### TEXT:

§1 (*Policy*). The iSchools will help cover iConference 2019 deficits by transferring to the host institution either US \$10,000 or an amount equal to half the deficit -- whichever is LOWER.

§2 (*Documentation*). Before the transfer, the host institution should send the Executive Director a letter explaining the reasons for the deficit. This for audit and for tax purposes.

§1 & §2: 12 FOR, 0 AGAINST, 0 ABSTAINING, 0 ABSENT

**PASSED**

§3 (*Future conditions*). In the future hosts that want to be eligible for iSchool financial support from the iSchools for the iConference need to certify that they a) shared financial planning information with iSchool staff, and b) that they followed the advice of iSchool staff regarding attendance figures and other financially relevant information.

§4 (*Service fee*). Future hosts will also be required to add a service fee to the registration costs to cover a portion of the \$42,646 in budgeted iSchool support for the iConference.

§3 & §4: 6 FOR, 2 AGAINST, 5 ABSTAINING, 0 ABSENT

**PASSED.**

## 2019-05 Non-Payment Policy

Presented by Johannes Bauer (treasurer) and Michael Seadle (ExDir)

### EXPLANATION:

Each year some iSchools fail to pay on time and in some cases they fail to pay at all. Previously there were sanctions against such schools that were never enforced. This is an attempt to set a realistic and enforceable policy.

### TEXT:

§1 (*Due date*). All iSchool members and associates ought to pay their dues within a month of receiving the invoice.

§2 (*Grace period*). A first grace period of an additional month is granted automatically. After the first automatic grace period, the iSchool staff will send a reminder. This reminder will also have a grace period of a month, and can have a longer grace period if, within that grace period, the head-of-school explains to the Executive Director why more time is needed.

§3 (*Discretion*). At the discretion of the Executive Director and the Executive Committee, a school may have dues delayed or reduced because of extraordinary circumstances.

§4. (*Penalty*). If a school does not pay within the grace periods, or if no delay or reduction is granted, the penalty for non-payment will be: a) temporary suspension until the dues are paid; b) temporary loss of voting rights until the dues are paid; c) temporary loss of any other member benefits. If the Executive Director and the Executive Committee cannot come to a mutually acceptable agreement with the defaulting school, and if the school defaults for a second year, it will be removed from the member list and must reapply.

§5 (*Exceptions*). Schools may request to have their membership suspended for up to 5 years. During this time they have no voting or other privileges, but are retained on the membership lists with an indication that they are "on leave". (*beurlaubt*) The leadership will remain in the iSchool members database.

§6. (*After 5 years*). After five years the school must decide whether to resume as an active member, or to be deleted from the membership list. The iSchools will make an effort to contact the school after five years to learn what they want, but the default in the event of a non-response will be losing membership status.

12 FOR, 0 AGAINST, 0 ABSTAINING, 1 ABSENT

**PASSED.**

## 2019-06 Policy on Public Statements

Presented by Michael Seadle (executive director)

### EXPLANATION:

Some international events affect the iSchool community and its members. Under those circumstances, some public statement may be required.

### TEXT

§1 (*Approval*). Any public statement may be proposed by members of the iSchool community. It must be sent to the Board of Directors for approval. Since timely action may be needed, a 48 hour period with no objections counts as formal approval. If there are objections, the BoD must discuss and vote on any statement before it is approved.

§2. (*Triggers*). Triggers for a statement should be a public act that affects schools in member countries.

§3. (*Contents*). The content of the statement should express sympathy or concern for those affected.

11 FOR, 2 AGAINST, 0 ABSTAINING, 0 ABSENT

**PASSED.**

## 2019-07 Executive Director Contract (Prolongation)

Presented by Sam Oh (chair) and Gobinda Chowdhury (chair-elect)

### EXPLANATION:

The executive director currently has a contract through March 2020. Because of commitments in the Mellon Grant, the contract should be extended until March 2022 to complete the project and put maintenance mechanisms in place, as promised in the grant.

### TEXT:

§1 (*Prolongation*). The iSchools, Inc., agree to prolong the contract of the current executive director (Michael Seadle) through the end of the March 2022 period. The executive director is responsible for managing the iSchool finances (in cooperation with the treasurer) and for the supervision of all iSchool staff. The executive director is a contract position and reports to the iSchool Executive Committee and to the Board of Directors.

§2 (*Salary*). the executive director should receive annual compensation of US \$ 60,000 (\$5000 per month) for HALF TIME employment. The executive director may, at his discretion, reallocate portions of his salary to travel, services, or other staff as seems necessary.

§3. (*Travel*). The executive director may travel business class on longer trips (over 4 hours) at his discretion, and will receive adequate travel funds to cover expenses (currently set at \$20,000 per year) subject to review of the audit committee.

§4. (*Termination*). This contract may be terminated at any time by the executive director or by the iSchool executive committee with 3 months notice.

12 FOR, 0 AGAINST, 1 ABSTAINING, 0 ABSENT

**PASSED.**

## 2019-08 Social Media Manager (assistant to the executive director)

Presented by Michael Seadle (ExDir) and Gobinda Chowdhury (Mellon Grant PI and Chair Elect)

### EXPLANATION.

Ulrike Liebner currently manages the iSchool social media and serves as assistant to the executive director. Her role is referenced in the Mellon grant and should be made explicit by the BoD. She is an employee of Humboldt-Universität zu Berlin.

§1 (*Job*). The Social Media manager handles the full spectrum of iSchool social media communication, assists the executive director, and works closely with the director of communications,

§2 (*Payment*). In recognition of the services that an iSchool staff provides and the fact that one of the schools pays the salary, the iSchools will forgo the dues contribution of \$5000 from that school for any year in which the person works more than 9 months on iSchool tasks for as long as the person is an employee of the school.

§3 (*Future*). If in the future the person no longer works for the iSchool, the person will receive a monthly salary of US \$2000 for 2 days per week of work. Standard vacation and holidays from the original iSchool will apply. This agreement would remain in effect until March 2022.

§4. (*Termination*). This agreement may be terminated at any time by the social media manager or by the iSchool executive director with 3 months notice.

13 FOR, 0 AGAINST, 0 ABSTAINING, 0 ABSENT

**PASSED.**

# 2019-09 Charge for the Committee on a Data Science Curriculum

Presented by Sam Oh (chair)

TEXT:

§1 (*Charge*).

The Board of Directors of the iSchools charge the iSchool Data Science Curriculum Committee with the following tasks:

- A. Gather information about data science courses from all iSchools that have such courses at the bachelor's and master's level, and are willing to participate in the study.
- B. Analyse the information to propose common elements for a model iSchool curriculum that member schools could build on and use as they see fit.

§2 (*Key dates*).

- A. The Committee should report at each iConference in an appropriate venue such as the all-heads meeting.
- B. The committee report should be completed for presentation to the Board of Directors at the 2021 iConference.
- C. Endorsement is possible after the report has been submitted to the Board.

§3 (*no financial support*). The Board understands that there are no budgetary implications.

13 FOR, 0 AGAINST, 0 ABSTAINING, 0 ABSENT

**PASSED.**



# 2019-10 Charge for the Committee on a Digital Humanities Curriculum

Presented by Sam Oh (chair)

TEXT:

§1 (*Charge*).

The Board of Directors of the iSchools charge the iSchool Digital Humanities Curriculum Committee with the following tasks:

- A. Gather information about digital humanities courses from all iSchools that have such courses at the bachelor's and master's level, and are willing to participate in the study.
- B. Analyse the information to propose common elements for a model iSchool curriculum that member schools could build on and use as they see fit.

§2 (*Key dates*).

- A. The Committee should report at each iConference in an appropriate venue such as the all-heads meeting..
- B. The committee report should be completed for presentation to the Board of Directors at the 2021 iConference.
- C. Endorsement is possible after the report has been submitted to the Board.

§3 (*no financial support*). The Board understands that there are no budgetary implications.

13 FOR, 0 AGAINST, 0 ABSTAINING, 0 ABSENT

**PASSED.**

# 2019-11 Commission for an Evaluation Framework

Presented by Sam Oh (Chair)

## EXPLANATION:

The Asian iSchools do not have an appropriate body to offer a quality evaluation framework. The AP-Regional meeting discussed the issue at its recent meeting and agreed on the need. Key questions are: what problem are we trying to solve? Potential answers include improving job placement for students, enabling better course and credit sharing, or strengthening the interdisciplinary nature of iSchool teaching and research. These issues could also apply beyond the AP-Region.

WITHDRAWN