Meeting Minutes, January 28, 2010

Present: Stacy Zemke (Chair), June Abbas, Suliman Hawamdeh, Hanh Nguyen, John Hoffman

1. Review and adoption of agenda - approved
2. Review and adoption of minutes from November meeting - approved
3. Update on Committee Charge
   a. Zemke updated the charge for the committee to set priorities for the rest of the semester.
      i. Complete the degree change proposal – submitted, in final review in Provost office
      ii. recommend policies and procedures for updating the list of courses for the Major Requirements Categories – reviewing this week
      iii. review the courses within each Major Requirement Category for needed additions or removals – ongoing, focusing on IT and Technical Writing Categories
      iv. recommend policies and procedures for students to petition to take an Information Studies Core course after the timeframe for a second attempt has expired – initial discussions scheduled for this meeting
      v. review/update the BAIS Student Manual, especially considering online students as well as traditional students. – ongoing, has been reviewed with input from the LIS 4663 Capstone course in the Fall of 2009
      vi. Minor or Certificate? - some initial investigation, a minor requires 12 hours, which is essentially all of our core courses
      vii. Employer survey – pending, if time permits, lower priority
      viii. Alumni survey - pending, if time permits, lower priority
      ix. Review Internship evaluation forms - pending, if time permits, lower priority

4. Technical Writing Major Requirements
   a. Discussion of official description
      i. Reviewed and adopted by the committee with the following edits.
         Technical Writing:
         In all organizations, a mastery of mastering the format and methods for written communication is critical. Understanding the specific writing methods and modes that pervade organizational and personal communication in technology-rich environments is
important not only from a communication theory approach, but from a structural formatting approach.

Summary: Understanding the formats and methods for communication in technology-rich organizations.

ii.

b. Discussion of options – delayed till future meetings

5. Review Policy and Procedures for changes to BAIS Major Requirements Course Options – Written policy approved with edits (font and verb agreement issues) document is attached

6. Discuss exception procedure for 2 time course limit restriction
   a. Discussion of the options for student petition to take an LIS course past the limit of 2.
   b. Proposed process
      i. The student can meet with current academic advisor to discuss the issues the student has faced in completing the specific LIS course. The faculty member can then either give the student special permission to enroll in the course, or have the student formally petition the USC for special permission to enroll in the course.
      ii. The student can bypass a meeting with the academic advisor and directly petition the USC for special permission to enroll in the course.
      iii. Note, the option for the advisor to give special permission is only available for the third attempt, any subsequent attempts will have to be approved by the USC via petition
   c. Zemke will draft a policy and procedure document with proposed outline discussed and will draft a petition.

7. New Business
   a. Time limited, no new business.
Policy and Procedure: BAIS Major Requirements Course Options Changes

Policy:
The purpose of this policy is to outline the methodologies for the School in selecting courses for the Information Studies degree’s Major Requirements categories.

Introduction:
The Information Studies Undergraduate degree is a multi-disciplinary degree, with 18 core courses taught within the School, and the remainder of the degree (21 hours in Major Requirements and 15 from Major Support Requirements) structured with courses from various College of Arts and Sciences and other University colleges including options from SLIS.

In the past, the list of courses in each of the Major Requirements Categories and the Major Support Requirements Categories were maintained in a prescribed set of courses. To add or remove a course from the list, a complete Program Change Request had to be submitted to the University, a one-year process. In 2009 the School approved the adoption of a more flexible course listing format, where the list of course options would be maintained within the School and publicly available, but no longer tied directly to the degree or printed on the Information Studies check sheet.

SLIS Course Option Maintenance Policy:

The Undergraduate Studies Committee (USC) will maintain the official list of courses approved as options for the Major Requirements categories. The committee will review courses periodically to add or remove specific courses within any category according to the procedure described below.

Procedure:
This procedure outlines the maintenance of the official list of course options within the Major Requirements categories for the Information Studies degree.

The Undergraduate Studies Committee will maintain the official list of courses options for the Major Requirements categories.

The current list of options is available in the SLIS office (can be on the bulletin board with other SLIS course documentation) and on the SLIS website, in the section for I.S. students.

The following categories will have flexible course selections managed by the USC. Each category is listed as well as a description of the main objectives that courses within that category should meet. No single course should be listed in more than one category

- **Information and Enterprise:**
  - Working in any information environment requires not only basic business acumen – knowing how businesses work and understanding fundamental business processes – but also strategic and tactical understanding of the roles played by public and private organizations and
the ways in which those roles fit into the fabric. Information workers must understand how organizations operate and be familiar with the economic and social cultures of organizations. The role of technology in organizations and in the economy, and the ways in which policy and practice are shaped are of particular importance. Vision, creative thinking, and understanding evolve from a core knowledge of societal and organizational functions.

- Summary: Exploring the economic impact of information products, services, and transfer on industry.

- Interpersonal Communication:
  - The information enterprise – in business, industry, government, education, or elsewhere – is dependent on high-quality written and spoken communication. Graduates will be responsible for analyzing client needs, interacting in a team environment with designers and programmers, developing plans and reports, and effectively communicating needs and solutions. Understanding communication structures and facilitating communication processes at the micro and macro levels is essential, as is knowledge of both competitive and collaborative processes.
  - Summary: Exploring information transfer through the use of verbal and nonverbal communication between individuals.

- Organizational Communication:
  - The information enterprise – in business, industry, government, education, or elsewhere – is dependent on high-quality written and spoken communication. Graduates will be responsible for analyzing client needs, interacting in a team environment with designers and programmers, developing plans and reports, and effectively communicating needs and solutions. Understanding communication structures and facilitating communication processes at the micro and macro levels is essential, as is knowledge of both competitive and collaborative processes.
  - Summary: Exploring the use of communication between organizations, businesses, and groups, nationally and internationally.

- Leadership:
  - Graduates of the B.A.I.S. program are expected to move quickly into team leadership positions and to have the potential for rising into increasingly responsible leadership roles in the organizations by which they are employed. Elements of leadership are also found in the required Information Studies Field
  - Summary: Theories and techniques of management and leadership of people and resources.

- Information Technology:
  - As members of a connected and technology intensive society, information workers must not only have a solid foundation in current information technology applications, but have the ability to respond to rapid changes in this realm. Evaluating the use of information technology, keeping abreast of new developments as well as applying creative solutions and problem solving for organizations through technology is essential for information professionals.
Summary: Understanding of current information technologies as well as developing the skills to evaluate and adapt to future technologies.

- Technical Writing:
  - In all organizations, a mastery of written communication is critical. Understanding the specific writing methods and modes that pervade organizational and personal communication in technology-rich environments is important not only from a communication theory approach, but from a structural formatting approach.
  - Summary: Understanding the formats and methods for communication in technology-rich organizations.

To add a course:

The USC will review the course offerings in each category periodically, and look to new or revised courses within the CAS and other University Colleges for offerings that meet the specific goals of that category. New courses may be found through student substitution petitions, new course announcements from the University, and through departmental marketing and partnerships.

1. The USC will review all proposed courses for any category, including review of the course description, a sample syllabus and ideally through meeting with current instructors.
2. A USC representative will contact the appropriate home departmental representative (Faculty, Chair or Advisor) to discuss any prerequisites and to gain permission for SLIS to add the course as a possible option.
3. The USC will vote to approve the course in a specific Major Requirements category.
4. The recommendation of the USC will be submitted for approval to the SLIS Curriculum Committee.
5. If approved by the Curriculum Committee and by the SLIS faculty, the course must be added to the official list of approved options, including the following:
   - The list available through the SLIS office must be updated.
   - The list available at the SLIS website must be updated.
   - An announcement to students of the new course option should be made using current methods of student contact (e.g. the BAIS listserv).
   - An announcement to SLIS faculty of the new course option should be made using current methods of contact (e.g. the faculty listserv).
   - The College of Arts and Sciences Advisor for the IS degree (currently Kristy Brooks) must be notified of the addition.
   - The manager of the Degree Navigator program in the Admissions must be notified of the addition (currently Curtis Ensler).
6. Once all parties have been notified and all updates have been made, the course is considered a viable option for I.S. students.

To Remove a course:
1. The USC will review the course offerings in each category periodically, and review course content and the course syllabus; as well as solicit feedback from I.S. students about the course content.
2. The USC will vote to remove any course in a specific Major Requirements category.
3. The recommendation for removal by the USC will be submitted for vote to the SLIS Curriculum Committee.
4. If approved by the Curriculum Committee, and by the SLIS faculty the course must be removed from the official list of approved options including the following:
   • The list available through the SLIS office must be updated.
   • The list available at the SLIS website must be updated.
   • An announcement to students of the removed option should be made using current methods of student contact (e.g. the BAIS listserv).
   • An announcement to SLIS faculty of the removed option should be made using current methods of contact (e.g. the faculty listserv).
   • The College of Arts and Sciences Advisor for the I.S. degree (currently Kristy Brooks) must be notified of the deletion.
   • The manager of the Degree Navigator program in the Admissions must be notified of the deletion (currently Curtis Ensler).
5. Once all parties have been notified and all updates have been made, the course will no longer be considered a viable option for IS students.
6. Notes,
   • If students successfully completed a course to meet the specific requirements of a Major Requirements Category, and that course is subsequently removed from the list of accepted courses for that category, the students will not have to take an additional class within that category. Students will only be held to the specific set of course options at the time of their entry into the program.
   • Students may still individually petition for any course to be accepted as a substitution for Major Requirements and Major Support Requirements through the established substitution petition process.