

The University of British Columbia  
 School of Library, Archival and Information Studies  
 Faculty Retreat—University Centre—2001 May 23-25  
 Agenda

Wednesday—8:30 a.m. to 4:30 p.m.

Thursday—1:30-4:00 p.m.

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A. School Leadership and Organization

- Review of 2000-2001
  - Progress, Potential, Problems
- Review of Governance Model [attachment]
  - Committees
- Planning for Faculty of Arts Review 2002-2003

**Review of Faculty Responsibilities and Progress**

Administration	Advisory Council	Director [KH]
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**Review of Progress on Unit Plan Tasks and Responsibilities**

II. THE LEARNING ENVIRONMENT

- collect data to ensure that program decisions and unit priorities are based on evidence with accountability for research, teaching, and service [Director]

V. EFFECTIVE GOVERNANCE

- develop a role statement for the [new] Director of the School [Chairs/2001]
- re-commit to shared governance and shared decision-making through shared responsibility and accountability [All]
- involve students in decision-making at the committee and faculty levels [Director/LASSA/All]
- ensure open communication by mounting agendas, minutes, and news on the website [Director/Chairs/Coordinator/2001]

B. Curriculum and Program Development

- Committee Recommendations
- Planning for Implementation of the Ph.D. Program

**Review of Faculty Responsibilities and Progress**

Administration/Advising	MA Children's Literature	Chair [JS]
Administration	Timetable	Director [KH]
Administration	Cooperative Education	RH
Curriculum	Adjunct Courses	Chairs [AC/LD]/ Director [KH]
Curriculum	Colloquia/Research Fora	HM
Curriculum	Continuing Education	LL
Curriculum	Distance Education	LL
Curriculum	First Nations	SC/RH
Curriculum	MAS Internship	TE
Curriculum	MAS Program Review, Development, Implementation	Chair [LD]/Faculty
Curriculum	MLIS Program Review, Development,	Chair [AC]/Faculty

	Implementation	
Curriculum	Practicum	RH
Curriculum	Professional Experience	SC/TE
Curriculum	Teacher-librarianship	KH

### Review of Progress on Unit Plan Tasks and Responsibilities

#### II. THE LEARNING ENVIRONMENT

- ensure that as many courses as feasible are taught by tenure-track faculty members, especially the required courses in each program [Director/Chairs]
- develop a required, not-for-credit professional program sequence for graduate students (e.g. working in teams, interviewing, effective presentations, journal publication, grant proposal writing, consulting, etc.) [HM/TE/2002]
- ensure that students have interdisciplinary study opportunities through course selection outside SLAIS, recruitment of other UBC graduate students to single courses, and collaborative research with other academic units [Graduate Advisor/2001]
- institute joint graduate degrees or collaborative programs in Health Informatics (University of Victoria) [AC/2001], Publishing (Simon Fraser University) [JS/2001], Business Administration [KH/2001], Journalism [KH/2002] and Museology [KH/2002]
- establish a Cooperative Work Experience program through the Faculty of Arts [RH/2001]
- develop courses for web-based and other “distance” modes of delivery [LL/2001]
- create variable credit courses [AC/2001]
- enhance program offerings in management, and marketing, particularly in the corporate environment [AC/2002]
- develop a proposal for an interdisciplinary undergraduate major/minor in communications, media and information studies [MSS/2002]

#### Continuing Professional Education

- assign responsibility for the continuing education program with academic assistant support [Director/2001]

### C. Faculty Development

#### Review of Faculty Responsibilities and Progress

Faculty Development	Peer Review/Teaching Assignments	Director [KH]/Committee
Research	Faculty of Arts Research Liaison	AC
Research	MAS Graduate Advising/Supervision	LD/TE/HM
Research	MLIS Graduate Advising/Supervision	KH/AC/LL/JS/RK

#### Review of Progress on Unit Plan Tasks and Responsibilities

#### II. THE LEARNING ENVIRONMENT

- employ teaching methodologies that accentuate active versus passive roles, such as case studies, problem solving, resource-based learning, collaborative research between students and faculty, and group research [Chairs/2002]
- provide an annual forum for dissemination of student and faculty research [HM/2001]

#### Faculty Renewal

- maintain its profile outside the university [Director/Chairs/All]

- maintain a collegial and intellectually rewarding environment that nurtures and encourages individual and collaborative teaching, research, and learning [Director/Chairs/All]
- formalize procedures for nurturing and mentoring new faculty, particularly in proposal writing and grant development [Director/Chairs/2001]
- continue the current practice of offering a total of two 3-credit courses of teaching release to new tenure-track faculty during their first two years [Director/2001]

#### III. RESEARCH EXCELLENCE

- support for research grant applications [Director]
- funding for graduate research assistantships [Director]
- dedicated space for graduate research assistants [Director/2001]
- careful delineation and determination of its doctoral program with close supervision of the program and its initial students [Director/Chairs/2001/2002]
- application for MCRI and CFI funding [LD/2001].

#### IV. LINKS WITH THE COMMUNITY

- expand research and academic program linkages with the community through initiatives to establish formal research partnerships [Director/Chairs]
- further research for associations, institutions, government, and industry [All]
- establish a formal internship program [Chairs/2002]
- work closely with the industry-based SLAIS Advisory Council to identify opportunities for research collaboration and teaching linkages [Director/2002]
- establish a focused partnership with the alumni association [JS/2001].

#### D. External Relations

Fortieth Anniversary  
Recognition of Alumni

##### **Review of Faculty Responsibilities and Progress**

Administration	Annual Report	SC
External Relations	Alumni Association	JS
External Relations	Employers	Director [KH]
External Relations	UBC Library Acquisitions	RH

#### E. Environment and Resources

Future Space Issues and Options [attachment]

##### **Review of Faculty Responsibilities and Progress**

Administration/Teaching	IT Lab	IT Manager .5 [MSS]
Administration	Publications	MSS
Administration	Renovations	Director [KH]
Administration	Safety and Security	Director [KH]
Administration	Academic Equipment	IT Manager [MSS]
Administration	Budget	Director [KH]
Administration	Development	LL
Administration	Faculty/Student Handbook(s)	MSS

## F. Student Admissions and Adjudication

### Review of Faculty Responsibilities and Progress

Admissions	Admissions	Admissions [RH]
Admissions	Recruitment	Admissions [RH]
Administration	Information Portfolio	Admissions [RH]
Graduate Studies	Graduate Advisor	LD
SLAIS Environment	Graduate Advisor	Graduate Advisor [LD]
Student Adjudication	Appeals	Graduate Advisor [LD]
Student Advising	MAS Course Advising	LD
Student Advising	MLIS Course Advising	AC
Student Advising	Placement	RH

### Review of Progress on Unit Plan Tasks and Responsibilities

#### II. THE LEARNING ENVIRONMENT

- recruit high quality students for all SLAIS programs [Coordinator/All]
- publicize to potential students the availability of student research assistantships, academic assistantships, and participation in faculty-led research projects [Coordinator/2001]
- promote aggressively the First Nations curriculum concentration across Canada and the United States [Coordinator/2001]
- recruit students reflective of the communities we serve [UBC equity funding has supported a major initiative here] [Coordinator/2001]
- conduct a study of the current labour market to ensure that the curriculum focuses on current and emerging markets [Director/2002]

Friday—MAS and MLIS Faculty meet separately

MLIS Faculty	MAS Faculty
Curriculum Development, Review, and Implementation Distance Education Course Sequencing Issues Tri-Entry	Curriculum Development, Review, and Implementation
MLIS Research Faculty	
Guidelines for Graduate Supervision Research Methods Collaborative Research	

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Proposal for Change in Governance

[a] reinstate committees as a consultative mechanism; work plan to evolve from planning priorities

School Leadership and Organization: Director; Chairs; LASSA Co-Chairs

Curriculum and Program Development: TE; AC; MD; Student; Alumna

Environment and Resources: MSS; RK; Student; Alumna

External Relations: JS; SC; Student; Alumna

Faculty Development: LD; CM; Student; Alumna

Student Admissions and Adjudication: RH; HM; Student; Alumna

[b] include student co-presidents in faculty meetings

[c] elect faculty member to chair faculty meetings with director providing a monthly written report

The University of British Columbia  
 School of Library, Archival and Information Studies  
 Space Planning  
 May 21, 2001

Offices

Offices required for Dowding, Marton, Visiting Scholars, Adjuncts, and Doctoral Student(s)

Office	2001	2002	Note
831	Office	Office	renovated
831A	Director	Director	needs renovation
831B	Admin	Admin	needs renovation
832	Curry	Curry	
833	Crooks	Kopak	
834	Stephenson	Stephenson	
836	Kopak	Marton	renovated; no window
837	Various	Adjunct Faculty	renovated; no window
840	Eastwood	Eastwood	
841	InterPARES	Visiting Scholars	
842	Saltman	Saltman	
843	Hopkins	Hopkins	
843A	Lighthall	Dowding	to renovate
854B	Duranti	Duranti	renovated
854C	Haycock	Haycock	renovated
854D	MacNeil	MacNeil	renovated

Classrooms

835	Lecture	funds requested
838	IT Lab	renovated
839	Classroom	funds requested

Other

730	on landing below Lounge	InterPARES
742B	stairs from Reading Room	no windows; needs major renovation
830	Lounge/Kitchen	SLAIS Lounge [not designed for eating]
854	Reading Room	Student Research Offices [approximately 12]
854A	Seminar/Meeting Room	Seminar/Meeting Room

**The University of British Columbia**  
**School of Library, Archival and Information Studies**

Responsibilities for Decision-Making

Approved 1999 September 03

Revised 2000 May 17

*In the context of the SLAIS Policy and Procedures Manual, and  
in consultation with colleagues:*

<b>Area</b>	<b>Subject</b>	<b>Responsibility</b>
Administration	Academic Equipment	IT Manager [MSS]
Administration	Advisory Council	Director [KH]
Administration	Annual Report	SC
Administration	Budget	Director [KH]
Administration	Cooperative Education	RH
Administration	Development	LL
Administration	Faculty/Student Handbook(s)	MSS
Administration	Information Portfolio	Admissions [RH]
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The University of British Columbia  
School of Library, Archival, and Information Studies  
Unit Plan Tasks and Responsibilities

## I. RETENTION AND RENEWAL OF FACULTY AND STAFF

### **Faculty Renewal**

- maintain its profile outside the university [Director/Chairs/All]
- maintain a collegial and intellectually rewarding environment that nurtures and encourages individual and collaborative teaching, research, and learning [Director/Chairs/All]
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- conduct a study of the current labour market to ensure that the curriculum focuses on current and emerging markets [Director/2002] collect data to ensure that program decisions and unit priorities are based on evidence with accountability for research, teaching, and service [Director].

### **Facilities and Resources**

[excerpt]

Space options need to be congruent with plans for additions and renovations to the Main Library and the School's CFI proposal [Director]

- develop proposal for space needs for new building [LL/RK/TE/2001].
- Further, the School will continue to work vigorously with the University Library to ensure availability of the electronic indexes, abstracts, and journals required for our programs [Chairs].

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