

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

Responsibilities for Decision-Making and Review of Progress on Unit Plan Tasks and Responsibilities undertaken for each section. Revisions attached.

A. School Leadership and Organization

1. Review of 2000-2001; Progress, Potential, and Problems. Major progress areas include new Ph.D. program, increase in MAS student numbers, growth in MA in Children's Literature numbers, revisions to MAS program, development of joint degree with Education, course delivery by distance for September, revived alumni association, hiring of two new exceptional faculty members. Major problems to be addressed include delivery of the MAS program with existing resources and currency of publications.
2. Review of Governance Model. Committees will be established as a consultative mechanism, with each committee's work plan evolving from planning priorities. Agenda items for faculty meetings will emanate from committee recommendations. Staff are assigned to committees due to their expertise and area of responsibility, not record-keeping. Chair's initials are underlined.

School Leadership [including External Relations]

overall leadership and review

Director [KH]; Program Chairs [AC; LD; JS]; Administrative Assistant; LASSA Co-Chairs

Curriculum and Program Development

review and monitoring of development, implementation and delivery

AC; MD; TE; Graduate Secretary; Student; Alumna

Environment and Resources

school facilities, equipment, publications, resources; funding

RK; HM; MSS; Administrative Assistant; Student; Alumna

Faculty Development

criteria for review and opportunities for professional growth

CM; JS; Student; Alumna

Student Admissions and Adjudication

recruitment, selection, appeals

LD; RH; Admissions Secretary; Student; Alumna

Proposal to include student co-presidents in faculty meetings. Defeated.

Proposal to elect a faculty member to chair faculty meetings. Defeated.

3. Planning for Faculty of Arts Review 2002-2003. Responsibility for development of plan assigned to School Leadership Committee.

B. Curriculum and Program Development

1. Committee Recommendations. Approved.

2. Planning for Implementation of the Ph.D. Program. Dr. Adele Fasick, former Dean of the Faculty of Information Studies at Toronto will spend one week per month at SLAIS.

Each session will include interviews with faculty, problem identification and analysis, alternate solutions based on best practice, regular faculty seminars, codification of policies, guidelines and procedures.

#### C. Faculty Development

1. Peer Review/Merit Increases. Criteria for assessment will be reviewed by the Faculty Development Committee.

#### D. External Relations

1. Fortieth Anniversary. Revisions to history of SLAIS proposed; distribution discussed. To be distributed on cost recovery basis.
2. Recognition of Alumni. Criteria established. Plaques to be funded by SLAIS. To be repeated every five years.
3. Alumni database being developed for possible posting to web site.

#### E. Environment and Resources

1. Future Space Issues and Options. Changes and priorities as attached for immediate implementation.

#### F. Student Admissions and Adjudication

1. Collaborative Research. Student names and topics to be forwarded to MSS for web site, with completion dates or "in progress".

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

Offices

Office	2001	2002	Note
831	Office	Office	renovated
831A	Director	Director	renovate phase 1
831B	Admin	Administrative Assistant	renovate phase 1
832	Curry	Curry	renovate phase 3
833	Crooks	Kopak	renovate phase 3
834	Stephenson	Stephenson	renovate phase 3
836	Kopak	Visiting Scholar(s)	renovated; no window
837	Various/Marton	Marton	renovated; no window
840	Eastwood	Eastwood	renovate phase 2
841	InterPARES	Adjunct Faculty/Visiting Scholar(s)	renovated
842	Saltman	Saltman	renovate phase 2
843	Hopkins	Hopkins	renovate phase 2
843A	Lighthall	Dowding	renovate phase 2
854B	Duranti	Duranti	renovated
854C	Haycock	Haycock	renovated
854D	MacNeil	MacNeil	renovated

Classrooms

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

Other

730	on landing below Lounge	InterPARES
742B	stairs from Reading Room	requires major renovation
830	Lounge/Kitchen	Seminar/Colloquia/Meeting Room—renovate phase 1; lock kitchen
854	Reading Room	Student Research Stations—renovate phase 1
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 2001 May 23

*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]
Administration	Publications	MSS
Administration	Renovations	Director [KH]
Administration	Safety and Security	Director [KH]
Administration	Timetable	Director [KH]
Administration/Advising	MA Children's Literature	Chair [JS]
Administration/Teaching	IT Lab	IT Manager [MSS]
Admissions	Admissions	Admissions [RH]
Admissions	Recruitment	Admissions [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, Implementation	Chair [AC]/Faculty
Curriculum	Practicum	RH
Curriculum	Professional Experience	SC/TE
Curriculum	Teacher-librarianship	KH
External Relations	Alumni Association	JS
External Relations	Employers	Director [KH]
Faculty Development	Peer Review/Teaching Assignments	Director [KH]/Committee
Graduate Studies	Graduate Advisor	LD
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
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

The University of British Columbia  
School of Library, Archival, and Information Studies  
Unit Plan Tasks and Responsibilities  
May 23, 2001

## I. RETENTION AND RENEWAL OF FACULTY AND STAFF

### **Faculty Renewal**

- maintain its profile outside the university [Director/Chairs/All]. Annual review of details.
- maintain a collegial and intellectually rewarding environment that nurtures and encourages individual and collaborative teaching, research, and learning [Director/Chairs/All]. Annual review of details.
- formalize procedures for nurturing and mentoring new faculty, particularly in proposal writing and grant development [Director/Chairs/2001]. Assigned to Faculty Development Committee for written guidelines.
- 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]. Current practice.

## II. THE LEARNING ENVIRONMENT

- recruit high quality students for all SLAIS programs [Coordinator/All]. Annual review of details.
- ensure that as many courses as feasible are taught by tenure-track faculty members, especially the required courses in each program [Director/Chairs]. Annual review of details.
- 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]. Assigned to Faculty Development Committee.
- 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]. Assigned to Curriculum and Program Development Committee.
- publicize to potential students the availability of student research assistantships, academic assistantships, and participation in faculty-led research projects [Coordinator/2001]. Annual review of details.
- provide an annual forum for dissemination of student and faculty research [HM/2001]. Annual review of details.
- promote aggressively the First Nations curriculum concentration across Canada and the United States [Coordinator/2001]. Annual review of details.
- 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]. Annual review of details.
- 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]. Annual review of details. All have been initiated and are in progress.

- establish a Cooperative Work Experience program through the Faculty of Arts [RH/2001]. Annual review of details.
- develop courses for web-based and other “distance” modes of delivery [LL/2001]. Assigned to Curriculum and Program Development Committee. First web-based course for delivery 2001/09, second in 2002/01.
- create variable credit courses [AC/2001]. Done. Assigned to Curriculum and Program Development Committee.
- recruit students reflective of the communities we serve [UBC equity funding has supported a major initiative here] [Coordinator/2001]. Annual review of details.
- enhance program offerings in management, and marketing, particularly in the corporate environment [AC/2002]. Annual review of details.
- develop a proposal for an interdisciplinary undergraduate major/minor in communications, media and information studies [MSS/2002]. Annual review of details.
- conduct a study of the current labour market to ensure that the curriculum focuses on current and emerging markets [Director/2002]. Annual review of details.
- collect data to ensure that program decisions and unit priorities are based on evidence with accountability for research, teaching, and service [Director]. Assigned to School Leadership Committee in context of Faculty of Arts review for 2002-2003.

## **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]. Annual review of details.
- develop proposal for space needs for new building [LL/RK/TE/2001]. Annual review of details.

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]. Progress noted. Annual review of details.

## **III. RESEARCH EXCELLENCE**

- support for research grant applications [Director]. Teaching loads reduced to enable applications. Annual review of details.
- funding for graduate research assistantships [Director]. Not possible other than through funded research, external grants/contracts, at present.
- dedicated space for graduate research assistants [Director/2001]. To be implemented in 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]. To be implemented in 2001 through Visiting Scholar.

## **IV. LINKS WITH THE COMMUNITY**

- expand research and academic program linkages with the community through initiatives to establish formal research partnerships [Director/Chairs]. Assigned to School Leadership Committee.
- further research for associations, institutions, government, and industry [All]. Significant progress. Annual review of details.
- establish a formal internship program [Chairs/2002]. Annual review of details.

- work closely with the industry-based SLAIS Advisory Council to identify opportunities for research collaboration and teaching linkages [Director/2002]. Annual review of details.
- establish a focused partnership with the alumni association [JS/2001]. Association established; fortieth celebration planned. Annual review of details.

### **Continuing Professional Education**

- assign responsibility for the continuing education program with academic assistant support [Director/2001]. Annual review of details.

## **V. EFFECTIVE GOVERNANCE**

- develop a role statement for the [new] Director of the School [Chairs/2001]. Draft of posting completed.
- re-commit to shared governance and shared decision-making through shared responsibility and accountability [All]. Completed through establishment of committee structure.
- involve students in decision-making at the committee and faculty levels [Director/LASSA/All]. Completed through establishment of committee structure.
- ensure open communication by mounting agendas, minutes, and news on the website [Director/Chairs/Coordinator/2001]. Provide information to MSS. Annual review of details.