

WORK PLAN

From the Faculty Retreat 01/05/23

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.

A. School Leadership

Composition:

Administrative Assistant: Dale Yamaura

Director: Ken Haycock [chair]

LASSA Co-Presidents: Mari Martin; Sion Romaine

Program Chairs: Ann Curry [MLIS]; Luciana Duranti [MAS]; Judith Saltman [MA]

Terms of Reference

[a] to coordinate the administrative and programmatic activities of the School;

[b] to coordinate academic and professional reviews of SLAIS programs;

[c] to develop programs and priorities for revenue enhancement.

Current Priorities:

- planning for Faculty of Arts Review 2002-2003
- SLAIS fortieth anniversary/recognition of alumni
- maintain the School 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]
- ensure that as many courses as feasible are taught by tenure-track faculty members, especially the required courses in each program [Director/Chairs]
- 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 [in context of Faculty of Arts review for 2002-2003]
- support for research grant applications [Director]. Teaching loads reduced to enable applications.
- funding for graduate research assistantships [Director]. *Not possible other than through funded research, external grants/contracts, at present.
- careful delineation and determination of the doctoral program with close supervision of the program and its initial students [Director/Chairs/2001/2002]
- 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]
- work closely with the industry-based SLAIS Advisory Council to identify opportunities for research collaboration and teaching linkages [Director/2002].
- develop a role statement for the [new] Director of the School [Chairs/2001]. 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.
- establish a focused partnership with the alumni association [JS/2001]
- application for MCRI and CFI funding [LD/2001].

B. Curriculum and Program Development

General: review and monitoring of development, implementation and delivery

Composition:

Alumnae Representative:

Faculty: Ann Curry [chair, July-December, 2001]; Martin Dowding; Terry Eastwood [chair]

Graduate Secretary: Janis Hanen

LASSA Representative: Shad Turner

Terms of Reference:

to be developed

Current Priorities:

- 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].
- provide an annual forum for dissemination of student and faculty research [HM/2001].
- 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]. All have been initiated and are in progress.
- 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].
- 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].
- establish a formal internship program [Chairs/2002].
- assign responsibility for the continuing education program with academic assistant support [Director/2001].

Doctoral Studies Committee

Composition:

Research Faculty Holding the Doctorate

Ann Curry, Luciana Duranti, Ken Haycock [chair], Rick Kopak, Heather MacNeil

Resource: Adele Fasick, Visiting Scholar

Terms of Reference

[a] to review, recommend and coordinate procedures for the doctoral program;

[b] to serve as the admissions committee for the doctoral program;

[c] to monitor program development and implementation;

[d] to review individual student progress in the program on at least an annual basis.

C. Faculty Development

Composition:

Alumnae Representative:

Faculty: Christine Marton; Judi Saltman [chair]

LASSA Representative: Joanne Weyman

Terms of Reference:

- [1] to ensure that procedures and a process are in place for mentoring new faculty;
 - [2] to review proposals for funded and non-funded Visiting Scholars;
 - [3] to review procedures for the appointment of new faculty;
 - [4] to review criteria procedures for merit increases, peer review, advancement, tenure, promotion, and sabbatical leave; and
- and to make recommendations for any change to the faculty.

Current Priorities:

- review criteria for peer review/merit increases
- role and expectations for non-funded Visiting Scholars
- establish criteria and review of applications for non-funded Visiting Scholars
- establish criteria and recommendations for SLAIS Visiting Scholar
- establish criteria and procedures for recommendations for sabbatical leave
- 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]. Current practice.
- 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].

D. Environment and Resources**Composition:**

Administrative Assistant: Dale Yamaura

Alumnae Representative:

Faculty: Rick Kopak; Heather MacNeil [chair]; Mary Sue Stephenson;

LASSA Representative: Suanne O'Hanley

Terms of Reference:

- [a] to maintain a safe and secure physical and social environment;
- [b] to recommend priorities for purchase of equipment
- [c] to recommend priorities for upgrading existing facilities
- [d] to plan for new facilities
- [e] to identify appropriate content and establish priorities for SLAIS publications

Current Priorities:

- space issues and options [see attached for recent faculty decisions]
- 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].
- 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.
- dedicated space for graduate research assistants [Director/2001]. To be implemented in 2001.

E. Student Admissions and Adjudication

Composition:

Admissions Secretary: Rita Amezcua

Alumnae Representative:

Faculty: Luciana Duranti [chair]; Richard Hopkins

LASSA Representative: Tom Anderson

Terms of Reference:

to be developed

Current Priorities:

- 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].
- establish a Cooperative Work Experience program through the Faculty of Arts [RH/2001].
- recruit students reflective of the communities we serve [UBC equity funding has supported a major initiative here] [Coordinator/2001].
- develop criteria and procedures for SLAIS awards and scholarships
- recommend students for awards, fellowships and scholarships

- Review of Tuition Freeze/Fees [01/10/29 Faculty Meeting]
- Review of Mid-Program Student Performance [01/10/29 Faculty Meeting]