These minutes represent a summary of the content and character of each meeting and are not meant to be an exhaustive list of the comments made. Also, these notes are an initial attempt to understand the academic issues on campus; we will return to gather additional information as necessary. Additional detailed information about academic programs and space needs is included in handouts provided by the departments.

ATTENDEES
Johannes Britz, Dean, Professor
Hope A. Olson, Associate Dean, Professor
Chad Zahrt, Assistant Dean
Ed Rodriguez, Assistant Dean
Wooseob Jeong, Associate Professor, Director of Undergraduates
Catherine Hansen, Director of Professional Development Institute
Matt Richter, Grants and Contracts Specialist
Dick Kawooya
Dietmar Wolfran
Julie Penman, HGA
Kathryn Madden, madden planning group/Sasaki

SUMMARY
A. Academics
1) Overview
   • Projected 1600 students for SOIS at all levels;
   • Diversity target – constant goal for diversity retention requires space
   • Information (content), International (scope), and Interdisciplinary (mind set)
   • Connect people, information, and technology; organize, retrieve, and set policy for different content, but uses same principles
2) Faculty and Staff
- 21 to 28 faculty; 8 to 10 teaching academic staff, pool of 20 adjuncts, limit to 8 (per semester); 10 teaching PhD (growing), and 1 to 2 visiting professors

3) Programs
- Masters Degree in Library and Information Sciences (MLIS) – since 1969; core of SOIS; fourth largest in country out of 56 accredited programs; 500 to 600 students, growing rapidly from 350; yield is typically 70 to 80%; 10 faculty grown to 22 faculty and 10 teaching academic staff; joint masters degrees with MLIS and subject and 8 dual degrees with geography, English, history, foreign languages and anthropology
- Bachelors of Science in Information Resources (BSIR) – 7 to ten year old program; 216 undergraduate taking courses with 150 majors; tracks in epublishing, networking, knowledge management; minor with Communications, Journalism, Nursing; reach out to others;
- PhD – beginning in Fall 08 with five students; shortage of qualified professors in library information sciences; research for theory and practice; onsite and hybrid delivery, may move to online centered; capacity of 25 students on site in four years; stimulate research interest and obtain more grants; areas of study in information policy, retrieval, and management
- Advanced Certificates - Archiving; now 5 to 8 students with goal of 20 students; approved for Certificate of Advanced Digital Library – 15 credits to get certificate
- Professional Development Institute – Courses on line and on site (5 to 10 people); Continuing Education charges rent; Libraries in SE Wisconsin and Waukesha, faculty on campus; Income of $20,000 to 40,000 per year, which pays for travel stipend; Staff now is Catherine Hansen but any expansion would require more staff; goal is life long learning

4) Online Learning
- Number of sections is increasing; 48 in Fall 2008 versus 25 onsite; section size average 23 for MLIS over the past 2 years
- Flexible – can do either onsite or online but need a critical mass of 150 to 200 on-site MLIS (not less than 100) to fill sections and support dual degrees
- Need to keep up constantly as software context changes
- MLIS – 65 to 70% online which saves space but still need faculty lines
- Bachelors – 30% online; both onsite and online; reach out to more international especially Korea, Africa, and Gulf; partnership with other two and our year colleges and Native American colleges
- PhD – 100 % onsite 80% plus possible hybrid in future

5) Growth Areas
- Center for Information Literacy (CIL) – projection for 500 students with lab in Library, instituted by SOIS; pilot with access to success for especially for minority, underrepresented, and first generation college attendees
- Bachelor of Science grow to 200 to 250 in five years; freshman interest is growing; BSIST
  - Health Informatics – Masters in Information Sciences, certificate in Health Informatics for undergraduates , joint masters in Library Sciences and
informatics, PhD in Medical Informatics – want to bolster the PhD and add 1 to 2 faculty
- Knowledge Management – Certificate underway by end of 2008; goal to have joint program with Communications with 50 students, with a PhD in SOIS or other
- Information Security – Existing masters in SOIS or through Business or Engineering (IT); PhD in Business, Engineer, or SOIS

- PhD – just starting and will grow
- Intellectual property rights field

6) Research
- Information Policy – 4 faculty plus 2 research assistants and interns
- Information Retrieval – need clusters for collaborative work; information technology and usability labs
- Organization of information– 3 faculty and 2 teaching academic staff; group space, office space for RAs and visiting professors, usability testing facilities; UWM is in top 3 research universities along with University of Toronto and University of Washington
- Overview – stature and growth – research productivity, publications, doctoral students; conference series in equity, diversity, and social justice; international
- Extramural funding - $1.6 million FY 07 up from 0 in FY01; Federal IMLS, National Foundation of Science, other foundations, UNESCO

B. Physical Space Attributes

1) General Observations about Existing Space
- Needs:
  - Office space – 3 new faculty members in Fall 08, also for fellows, visiting professors, research assistants; graduate office space allowing for student consultations
  - Classrooms for 30 to 35 students for MLIS; small seminar room for PhD program
  - Computer Labs – lost 17 pc computer lab (used for both teaching and open) when converted to accommodate new PhDs; need small labs for networking classes
  - Research Lab – for PhD program
  - Conference and meeting rooms for group study and collaboration
  - Open spaces for collaboration with offices around edges; space for full time graduate students and for commuter students
  - Student lounge
- Existing spaces
  - SOIS controlled - Computer labs are in Rooms 581, 531, and 289
  - Classrooms – use B91 (campus controlled), if that is not available then can end up in Cunningham, Sabin, or even sometimes the Physics building
C. **Collaboration and Community**

1) **On Campus**
   - Library – number one adjacency for SOIS; advantage to have it only a quick walk away; SOIS helped set up systems, provides a testing environment and internships; personal relationships are important
   - Campus wide collaboration – AOC (information literacy), health informatics, digital arts, UITS
   - Interdisciplinary with other departments and colleges at UWM
   - Center for Policy Research, HCI, student organizations, Professional Development Institute
   - Other adjacencies –
     - Geography and AGS
     - Education for some; Center for International Education
     - University IT (email systems, security, interns, IT applications)
     - Letters and Sciences Communications
     - Living/Learning (Information Technology Ethics at Riverview with Business)
     - Health Sciences—exploding amount of data, bio-informatics with Medical College; patterns for search, vocabulary, consumer access
     - MIS – start with co-teaching
     - Graduate school – support systems; SOIS third largest graduate population
     - New School of Public Health

2) **Off Campus**
   - SOIS works with Milwaukee Public Library and suburban libraries; many librarians teach as adjuncts and serve as guest speakers
   - WISE – online teaching with 15 other schools
   - Library Council of Southeast Wisconsin
   - Placement of librarians at Marquette as well as law firms and corporations such as Harley Davidson
   - Private sector – GE Healthcare $85,000 program
   - International - $2 million in Africa and other research areas

D. **Next Steps**

1) Document meeting minutes
2) Return for field work, data collection, and additional meetings May 20-22.
3) Perform data and site analysis throughout the summer.
4) Present initial analysis findings in the fall.

*The information above will stand as recorded unless Sasaki receives written comments within five days of the distribution date from a recipient requesting an amendment.*