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INTERDISCIPLINARY STUDIES: APPLIED INFORMATION MANAGEMENT MASTER'S DEGREE PROGRAM

Approved by the Office of the Provost and Academic Affairs: April 27, 2017

INTERNAL GOVERNANCE POLICY (ARTICLE 4)

I. GOVERNANCE STRUCTURE

AIM faculty members have the opportunity to participate in a system of shared governance in accordance with Article 4 of the United Academics Collective Bargaining Agreement (per Article 3 – Shared Governance).

To facilitate governance, the AIM Director and AIM Academic Director will provide updates via a quarterly faculty meeting, with meeting notes distributed after the meeting. In addition, AIM staff will send e-mail updates to all AIM faculty as needed. Messages will be posted to both the "AIM Program CBA Policies" folder on UO's OneDrive system and faculty e-mail accounts. A folder, dedicated to AIM CBA business, is available on UO's OneDrive system at this time. All AIM faculty members have access to this folder at all times (during active teaching, and when on leave or sabbatical). The OneDrive folder replaces the FirstClass proprietary email system that was initially used to enable participation by all AIM faculty in the development and approval of the initial AIM Internal Governance policy, and subsequent updates.

A. Documentation Process

All Internal Governance communications shall be documented by the AIM Program Manager. (At the time of this writing, the position is held by Sonya Faust in Academic Extension).

B. Administration and Staff

The AIM Program is a multidisciplinary master's degree, jointly administered by the University of Oregon Graduate School and University of Oregon Academic Extension. The Graduate School oversees the degree, and ongoing program operations are managed by staff in Academic Extension.

C. Faculty

Faculty associated with the Applied Information Management Master's Degree Program hold tenure-related, career NTTF, or NTTF status. AIM faculty members may have other home academic appointments at the UO (some in tenure track) and/or at other academic institutions; some faculty work as professionals in the information management field.

All faculty members have a voice in governance through participation in discussions regarding academic and administrative matters. Engagement in discussions is facilitated through a dedicated folder titled "AIM CBA Program CBA Policies" on the University of Oregon's OneDrive system. All faculty are notified via email when business is pending.

Tenure-related and career NTTF status faculty members have the opportunity to serve as members of AIM standing committees, including the AIM Oversight Committee, the AIM Faculty Search Committee, the AIM Curriculum Committee, and the AIM Social Media Committee. NTTF faculty will be invited to provide input on the bi-annual component-level Curriculum Review Committees. AIM TTF and career NTTF faculty are eligible to serve on elected or appointed campus committees.

(1) Faculty Administrative Role

AIM Academic Director

The AIM Academic Director oversees all the curriculum and faculty for the fully online Applied Information Management Master's Degree Program. In addition, the AIM Academic Director serves as the Director of Graduate Studies (DGS) for AIM. The position is a 0.3 FTE administrative appointment.

TTF and career NTTF will be voting members of the Program.

(2) AIM Committees

AIM Standing Committees

(a) The AIM Management Committee provides program management, program development, community partnership, marketing, registration, advising, and other support services. Membership is comprised of the AIM Director, AIM Program Manager, and the AE Executive Director and may also include relevant AIM and AE staff (e.g., the AE Director of Fiscal Services and the AIM Program Coordinator). The committee typically meets every other week.

(b) The AIM Oversight Committee is responsible for AIM Program policy development and revision, CBA policy development and revision, review of AIM student applications, and selection of scholarship recipients. The faculty members on the committee (career NTTF or TTF) are elected by, and serve as representatives of, the AIM faculty as a whole. Membership is comprised of two AIM faculty members, the AIM Director, a member of the University of Oregon Graduate School, a graduate of the AIM Program, the AIM Program Manager (ex-officio), and the AIM Program Coordinator (ex-officio). AIM Oversight Committee meetings are scheduled twice each academic year, to coincide with the student application calendar, and ad hoc.

(c) The AIM Faculty Search Committee is responsible for:
- Reviewing applicants to an open academic pool for part time temporary positions and providing input to the AIM Director and AIM Academic Director regarding potential qualified candidates, and
- Advising the AIM Director and AIM Academic Director on the selection of new faculty members and on cases of faculty promotion.

Membership on the AIM Faculty Search Committee is comprised of the AIM Director, the AIM Academic Director, two AIM faculty members (TTF or career NTTF), the AIM Program Manager (ex-officio), the AIM Curriculum Coordinator, and the AE Human Resources Coordinator (ex-officio). The committee meets quarterly, or as needed.

(d) The AIM Curriculum Committee is responsible for the development and review of AIM courses. Membership is comprised of the AIM Curriculum Coordinator, the AIM Director, the AIM Academic Director, a member of the University of Oregon Graduate School, and an AIM faculty representative (TTF or career NTTF).

Every two years a sub-committee is convened to focus specifically on each AIM curriculum component. The sub-committee includes an additional faculty member who teaches in the component. There are four curriculum components:

- Information Management, focusing on information resources, communications, and management tools.
- Business Management, focusing on aspects of management strategies and structures, and marketing.
- Information Design, focusing on the identification, organization, and presentation of information.
- Applied Research, focusing on research writing, research methods, and the development of a final Capstone study.

(e) The Social Media Committee is responsible for reviewing and recommending changes and updates to the AIM website and planning and overseeing implementation of all AIM public information options. Membership is comprised of the AIM Director, an AIM faculty member, the AIM Program Manager, the AIM Curriculum Coordinator, the AIM Program Coordinator, and the AE Public Information Assistant. The committee meets every two weeks.

(f) The AIM Advisory Board is responsible for fostering relationships between the AIM Program and employers representing industry, government, higher education, and nonprofit sectors in order to solicit input for the AIM curriculum to: (1) ensure the program content remains relevant, timely, and competitive, (2) maintain a pipeline of new students from these employers, and (3) encourage the marketing of the program by the AIM Advisory Board members. In addition, the AIM Advisory Board is responsible for fostering relationships between the AIM Program and

undergraduate programs at higher education institutions that have undergraduate programs that are applicable to the AIM content but that do not have master's programs that are comparable to AIM, with the goals of ensuring a pipeline of new students from these undergraduate programs as well as informing the curriculums of both AIM and these "feeder" undergraduate programs. Membership is comprised of the AIM Director; the AIM Program Manager; two AIM faculty representatives (TTF or career NTTF); between five and ten representatives of employers representing industry, government, higher education, and nonprofit sectors; and one to three representatives of "feeder" undergraduate programs. AIM Advisory Board meetings are scheduled for March and September, to coincide with the AIM Spring, and Fall terms. The Advisory Board can elect to meet more frequently as needed.