University of North Florida Digital Humanities Initiative
Advisory Committee Meeting
March 3, 2017, 3:00–4:30
Student Union West, Room 3806

Meeting Minutes

In attendance:

Faculty/Staff: Chris Baynard (Economics and Geography), Michael Boyles (CIRT), Charles Closmann (History), Jessica Harden (CIRT), Phil Kaplan (History), Chau Kelly (History), Clayton McCarl (Languages, Literatures and Cultures), Courtenay McLeland (Thomas G. Carpenter Library), Deb Miller (CIRT), Dan Richard (OFE/Psychology), Andy Rush (CIRT), Karthik Umapathy (School of Computing), Stephanie Weiss (Thomas G. Carpenter Library), David Wilson (CIRT)

Students: Kathlina Brady (Political Science/Spanish)

Guests: Mary Johnson and Laura Minor (JPL)

1. Clayton McCarl welcomed everyone and all participants introduced themselves.

2. The committee approved the minutes from the 9/23/16 meeting.

3. **Announcements**

   - The DHI has been invited to participate in "Interdisciplinary Hour" at SOARS/SAILS. See our recent Facebook post.
   - Karthik Umapathy encouraged faculty to work with students to present their work on digital projects at the Spring 2017 School of Computing Symposium. See our post on this.
   - Clayton announces that UNF is part of a NEH grant proposal led by UCF to present at several locations throughout Florida a workshop titled "Information Analysis: The Role of Visualization Tools and Cloud Storage Platforms in Collaborative Research and Teaching." If the grant is approved, the workshop would take place at UNF in the fall of 2018.

4. **Possibilities for Collaboration.** We welcomed two representatives from the Jacksonville Public Library to our meeting: Laura Minor, Head of Special Collections, and Mary Johnson, Head of Cataloging and Digitization Services. We discussed with Mary and Laura possibilities for collaboration between the DHI, UNF faculty and students and JPL's Special Collections. Laura and Mary welcomed anyone interested in pursuing possible projects to visit Special Collections to explore their materials. Clayton suggested that projects might be undertaken as part of the new Humanities Initiative, which will be focused in 2018 on Jacksonville's African American history. It was suggested that Linda Howell (English) and Shawana Brooks (JPL) be involved in any further discussions on this topic.

5. **New Proposed Affiliate Projects**. We discussed briefly the following three projects, described in the agenda packet:

- "Enviro Rights Map," Josh Gellers, assistant professor of political science
- "Digging into Human Rights Documents," Karthik Umapathy, associate professor of information systems
- "Embroidering for Peace and Memory Digital Archive," Constanza López, associate professor of Spanish

   Anyone with concerns about adding these as DHI affiliate projects should contact Clayton by Friday, 3/10. After that, they will be added to our website.

   Josh suggested that we might consider grouping together these three projects, and possibly others, on the DHI website in a section titled something like "Human Rights and Digital Humanities."

6. **Subcommittee Reports**

- **Curriculum.** Clayton reported that Laura Heffernan has agree to chair this committee, replacing Aisha Johnson-Jones, who began a new position at the Jimmy Carter Presidential Library in Atlanta in January. He also informed the group that the proposed minor in Digital Humanities was approved by the Faculty Association in December, along with the associated courses, and will be offered as of fall 2017, barring any unexpected obstacles.

- **Events.** Stephanie Weiss has agreed to chair, or co-chair, this committee for at least another year. The committee will soon begin planning for the fall 2017 showcase. They will consider expanding the event to include representation from regional educational and cultural institutions, as well as the local technology industry. Deb Miller announced that CIRT is considering discontinuing the annual Innovation Symposium in its previous form. She asked the Advisory Committee how they would feel about potentially including in our annual showcase some of the work more oriented toward pedagogy that has been featured at that event. Several committee members expressed support for this idea, and it was pointed out that the event had been named "Digital Projects Showcase" (not "Digital Humanities Showcase") deliberately, in order to facilitate the inclusion of a broad range of presentations. The events committee will further consider this, but there seems to be general consensus that this is appropriate and desirable.

- **Social Media.** Josh Gellers reported that the Social Media committee had met in December to begin formulating a plan for promoting the DHI, its events and projects. The committee's strategy is to build an audience on Facebook before expanding to Instagram and other platforms.

7. **Proposed administrative and organizational structure**

   Clayton discussed the proposed administrative structure outlined on pp. 5-6 of the agenda packet. He explained that this proposal builds upon the decision made by the Advisory

Committee last year to establish subcommittees to take on much of the work previously done by the faculty chair. To our existing Curriculum and Events committees, this proposal adds groups dedicated to Development and Portfolio Management. It also expands our existing Social Media committee to handle our communications more generally, and makes the Tools committee, which we began forming previously, responsible also for training. The chairs of these committees would together form a steering committee, and the role of the faculty chair would essentially become one of oversight, making sure that the subcommittees are functioning, as well as chairing meetings of the steering committee, the Advisory Committee and the External Advisory Board, if that group is convened.

Dan Richard suggested we consider having someone other than the faculty chair lead the meetings of all these groups, possibly by designating the chairs of the most essential subcommittees (such as Curriculum), "executive leadership," and having them be involved in leading the Advisory Committee or the External Advisory Board. Dan suggested this might be a way to strengthen the leadership of the group and provide for continuity when leadership changes occur.

Clayton asked Deb to summarize a conversation they recently had about the leadership of the proposed subcommittees. Deb explained that Clayton had expressed an interest in having staff members, particularly from CIRT and the Library, chair some of the subcommittees, given their expertise and the likelihood that they would be better positioned to follow through with committee responsibilities on an ongoing basis. Deb explained that her preference would be to have the committees, except perhaps Curriculum, co-chaired by a faculty member and a staff member. Clayton pointed out that while this would expand the steering committee from 7 (faculty chair + 6 subcommittee chairs) to 15 (faculty chair + 12 subcommittee co-chairs), this might actually make the scheduling of the steering committee meetings easier, as only one co-chair from each subcommittee would need to be present. Clayton suggested that the curriculum committee could possibly be co-chaired by a faculty member and an academic advisor. It was pointed out that some committees needed involve representation from various areas— particularly Curriculum and Events—but that others, such as Development, Portfolio Management, and Tools and Training, perhaps represented ongoing processes that can be handled by smaller groups, in which particular areas of expertise were called for, rather than representation from individuals from across campus.

It was suggested that archiving materials produced by the DHI and its affiliate projects might be added to the list of tasks corresponding to Tools and Training.

There appeared to be consensus that the proposed administrative structure was acceptable, with the principal modification to be made being the addition of the subcommittee co-chairs. Clayton announced that he would begin working with Advisory Committee members to identify subcommittee co-chairs.

8. Implementation of DH minor

Clayton first summarized the consideration that had gone into finding a place to house the minor administratively, reviewing conversations over the previous months with Dan Moon, Karen Patterson, Krista Paulson, Liz Wondell and John Kantner. He reminded the committee of previous discussions around possibly housing the minor within Undergraduate Studies, but explained that at the current time this did not appear to be the most practical route to take, especially given the need to have the minor up and running in the fall. He explained that, while larger philosophical question seem to remain about where interdisciplinary programs should exist at UNF, the current best option is to locate the minor within COAS.

Clayton therefore proposed that the Curriculum subcommittee be tasked with the implementation of the new DH minor, under the leadership of Laura Heffernan (English), the new subcommittee chair. Clayton explained that Laura had expressed a willingness to do this, and that English is an appropriate area for the minor to live, at least initially, as English offers several of the courses that currently make up the program of study. He proposed as well that the English department may be more able than some others at this time to contribute resources to help the minor get established.

Clayton proposed that while the minor will be housed initially within English, the Advisory Committee will remain the body that oversees the implementation and maintenance of the program of study. In other words, while the minor will be located within English for administrative purposes, it will continue to be "owned" by the DHI. The Advisory Committee will need to develop operating principles to explain exactly how this relationship will function.

Clayton mentioned that Alison Bruey may be using in Fall 2017 the DIG3152 Introduction to Electronic Textual Editing Course code we proposed in Fall 2015, which first appeared in the catalog this year. This would count as an elective toward the new minor.

9. Future direction of DHI

Clayton reviewed our previous discussions about where the Initiative should reside in administrative terms, and the type of formal existence we should pursue. He reminded the committee that this conversation had been tabled a year ago and not taken back up, but pointed out that this may be the right moment to consider applying to become a formal center or institute. He explained that he had recently presented a brief concept paper to John Kantner as a first step toward this process, and asked for the committee's permission to further pursue this direction by putting together a full proposal for their review. The committee expressed no objections.

Respectfully submitted by Clayton McCarl and Stephanie Weiss.