

**University of North Florida
Digital Humanities Initiative
Advisory Committee Meeting
April 6, 2018, 3:00–4:00 PM
Building 4/Room 1705**

Minutes

In attendance:

Faculty/staff: James Beasley, associate professor of English; Michael Boyles, coordinator of graphic design, Center for Instruction and Research Technology (CIRT); Jeff Chamberlain, dean, Hicks Honors College; Kristin Douberly, coordinator of research development, Office of Research and Sponsored Programs; Kelsey Eagen, coordinator, Office of Undergraduate Research; Jess Harden, coordinator of educational media, CIRT; Jennifer Lieberman, assistant professor of English; Clayton McCarl, associate professor of Spanish; Courtenay McLeland, head of digital projects and preservation, Thomas G. Carpenter Library; Deb Miller, director, CIRT; Krista Paulsen, associate dean, College of Arts and Sciences; Gordon Rakita, director of academic technology and professor of anthropology; Chaz Runfola, director of development, Division of Academic Affairs; Sericea Stallings–Smith, assistant professor of public health; Margaret C. Stewart, assistant professor of communication; David Wilson, assistant director, Center for Instruction and Research Technology (CIRT)

Undergraduate student representatives: Valerie Joly, graphic design/philosophy; Joleen Stahl, English; Rebecca Weiner, international studies/philosophy; Susan Williams, history

Graduate student representatives: Trevor Cheatham, MA in International Affairs; Imani Philips, MA in History

1. Clayton McCarl called the meeting to order, and all those in attendance introduced themselves.
2. The committee approved the [minutes from the 9/29/17 meeting](#).
3. McCarl provided an update on Advisory Committee membership and affiliate project leaders. The following have joined as new Advisory Committee members: Jeff Chamberlain, dean, Hicks Honors College; Jessica Novotny, office manager, Career Services; Chaz Runfola, director of development, Division of Academic Affairs; Sericea Stallings–Smith, assistant professor of public health; Kassie Terrell, assistant professor of clinical mental health counseling. He also indicated that a full list of the Advisory Committee membership is provided in Appendix I in the agenda packet, and asked that all members check that their status is correct.

McCarl welcomed the following new student representatives: Jensen Alex, English/philosophy; Mara Schreiber, international studies; Joleen Stahl, English; Rebecca Weiner, international studies/philosophy; Susan Williams, history. Ali Alsalman, who formerly represented the undergraduate International Studies Program now participates on behalf of the Master of Arts in

International Affairs. Aislinn Kelly, student representative for English and leader of the Diary of a Soldier of Wheels project, graduated in December 2017.

4. McCarl explained that Julia Rivera–Whalen, anthropology/international studies, was selected as a 2017–2019 [HASTAC Scholar](#). Her participation is sponsored by the UNF International Studies Program and the DHI. She helped to organize the 3/9/18 International Studies/Digital Humanities Symposium, and will be assisting in the updating of DHI project portfolio pages (see below). He encouraged other students to consider applying to this program in the fall of 2018.
5. Subcommittee reports
 - Curriculum. Jenni Lieberman announced the Summer and Fall 2018 courses that are included on the list of courses for the DH minor. She encouraged Advisory Committee members to help to identify other courses in their areas that might be included.
 - Communications/Social Media. Jess Harden and Margaret Steward reported on the DHI's recent use of social media, and their plans to being posting periodic project updates.
 - Portfolio Management.
 - a. McCarl explained that all active projects will soon be asked to update their portfolio pages on the DHI website. He pointed to Appendix II in the agenda packet as a recommended model for what might be included, and emphasized the importance of documenting on project pages all related publications and conference presentations.
 - b. McCarl reported that the following projects have been moved to the past/inactive projects page on the website: Diary of a Soldier on Wheels; See Me: Homelessness as Seen through the Eyes of Women...; Henry DAvid ThoReau: An Augmented Reality Critique; Creative Criticism
 - c. English major Joleen Stahl briefly discussed her project “Digitally Mapping the Letters of Dr. Ansel Brooks Smith,” details of which are included in Appendix III in the agenda packet. McCarl indicated that any concerns regarding this project should be communicated to him by Friday, 4/13/18. If no issues are raised, the project will be incorporated into our portfolio following that date.
 - Tools and Training. Dave Wilson indicated that there are no updates.
 - Events. Jess Harden discussed the second annual DHI [Digital Projects Showcase](#), held on 11/8/17.
6. Report on recent events: McCarl briefly summarized the [DHI presentation at HASTAC 2017 at UCF](#) (11/2/17), the [INS/DH Symposium](#) (3/9/18) the [Editing the Eartha M.M. White Collection Spring 2018 Workshop Series](#) (3/7/18, 3/14/18, 3/28/18), and the 2018 installment of Embroidering for Peace and Memory (3/26–3/30/18), the annual project associated with the [Embroidering for Peace and Memory Digital Archive](#).
6. McCarl indicated that the [application to establish the DHI as an institute](#), prepared and submitted in 2017, has been approved by Interim Provost Pam Chally and President John Delaney. In Fall 2018, the DHI will formally become the UNF Digital Humanities Institute, housed in Academic Affairs. McCarl indicated that Academic Affairs will fund one course release per semester for the director, CIRT is subsidizing the cost of a student assistant, and the Office of Research and Sponsored Programs is providing office space on the second floor of Building 4. McCarl indicated that he will serve as director for the 2018–2019 academic year, as

indicated in the institute proposal.

7. McCarl discussed the opportunity that UNF has to potentially host the inaugural conference of the [Florida Digital Humanities Consortium \(FLDH\)](#). He explained that this possibility arose as a part of a discussion with faculty from UCF and UF who attended the 3/9/18 International Studies/Digital Humanities Symposium at UNF. McCarl suggested that this event might combine a formal research conference with elements of a more spontaneous THATCamp-style event. He asked the group whether they were interested in pursuing this opportunity, and if so, when they felt the event should be scheduled. There was consensus that we would be interested in hosting this conference, and that the best time for us would be Fall 2019.
8. McCarl invited Chaz Runfola, director of development, Division of Academic Affairs, to get the group started thinking about possibilities for external fundraising, both with regard to the possible event mentioned in #7 above, as well as in general. Runfola encouraged the group to think about holistically about fundraising needs, considering the event in #7 as one component of a larger fundraising strategy. He explained that we would need to define clearly our goals and how any funds will be spent, and offered to help facilitate any conversations the group sought to have in this regard. Runfola discussed the need to contact him before approaching any possible outside donors, so that such individuals are not approached by multiple areas at UNF at once. McCarl suggested that one component of our fundraising strategy might be to seek funding to compensate student interns working on projects affiliated with the DHI.
9. McCarl announced the following upcoming events:
 - The annual presentation of [Voces y caras](#) interviews, 4/19/18, 3:00–4:15 PM, Special Collections Reading Room, Thomas G. Carpenter Library
 - “Rhetoric and the Digital Humanities” Poster Session (final projects of students in ENC4415 Rhetoric and the Digital Humanities), 4/19/18, 10:30 AM–12:30 PM, Student Union West Ballrooms 3703 A and B. Breakfast provided.
7. The meeting was adjourned at 3:50 PM.

Respectfully submitted by Clayton McCarl.