

From: Charles (Jay) Emerson, Chair, UCGIS Membership Committee

To: UCGIS Board/Council

15 May, 2014

UCGIS MEMBERSHIP COMMITTEE REPORT

Committee Status

Current members of the committee:

Jay Emerson (chair)
Andre Skupin
Carolyn Merry
Gary Jeffress

Mary Lou Larson
Marguerite Madden
Will Craig

UCGIS Membership (May 15, 2014)

Academic Institutions	48
Affiliates:	
Professional Organizations	1
Corporate	2
Government	1
International	2
Multi-Campus	1

New Member Recruitment

Kent State University has applied for membership. Their recently revised webportfolio application is at: <http://www2.kent.edu/CAS/Geography/GIS/GISKSU/gisksu.cfm>

This application has received generally positive reviews to date from committee members, and will likely be considered by the UCGIS Council on Wednesday, May 21.

In April 2014, the membership committee chair and the Executive Director contacted Dennis Klein of Boundary Solutions, Inc. about joining UCGIS as a corporate affiliate. Boundary Solutions was a sponsor of the 2012 UCGIS Annual Symposium. To date, we are still in negotiations with Mr. Klein. The membership committee encourages all delegates and officers

to pass along contact information for any potential members or affiliates to the membership chair or a committee member.

Membership Structure

The UCGIS Board and Chairs proposed changes to the current membership structure to include tiers of institutional membership (flagship institution, standard institution, and department/center). A proposal to add an affiliate category of individuals was also included. This UCGIS Council was initially informed of these proposals at the December 13, 2012 virtual meeting, and it was further discussed at the April 19, 2013 Board meeting. A formal first reading of the proposal was made at the May 2013 symposium. Given the change to a new Executive Director and the uncertainties with dues billing, the membership committee and the Executive Board concurred that this initiative should be postponed until the organization's management and financial situation stabilizes. A phone conference among the Executive Board members is scheduled for May 15, following the Symposium.

Application Format

If the proposed changes to the membership categories are adopted, it will be necessary to revise the current requirement for a webportfolio application, since this is not necessarily appropriate for all types of membership. Even if no changes are made to the membership structure, the introduction of content management systems and web branding initiatives at most universities and member organizations have made the current webportfolio difficult to create and maintain. In response to this, the UCGIS Executive Director proposed a more structured webform-based application that would be hosted on the UCGIS site, with Drupal access granted to the lead delegate of member institutions. Diana's proposal is included in the Appendix.

Appendix

UCGIS Membership Application (DRAFT Spring 2014)

Instructions to Applicants: Please complete each of the sections below, as directed. Membership in UCGIS is institutional, so include information about individuals and activities from across the whole institution, not just from a single department. Feel free to use links to additional information such as web pages and any other external supporting documents. Application materials are due each year by **March 15** for consideration during the annual Symposium, typically held in May of each year.

1. Institution's Name:
2. Contact information for First Applicant:
 - a. Name
 - b. Email
 - c. Phone
 - d. Title and Department
 - e. Attach a current CV for this individual (brief, 2-page NSF style preferred)
3. Contact Information for Second Applicant:
 - a. Name
 - b. Email
 - c. Phone
 - d. Title and Department
 - e. Attach a current CV for this individual (brief, 2-page NSF style preferred)
4. Please explain why your institution wants to become a member of UCGIS (*250 words or less*).
5. Please describe the **research activities** involving GIScience or GIS that are taking place at your institution. Organize this information by 1) individual scholar; 2) by Center, Department, Institute, or School; 3) thematically; or 4) in another way that best allows us to understand the range of GIScience activity on your campus. If there are particular efforts to disseminate the research of undergraduate or graduate students, include that here. (*1000 words or less, plus attachments if appropriate*).
6. Please describe the **curricular and teaching activities** involving GIScience or GIS that are taking place at your institution. Details should include information about any degrees, certificates, or individual classes that are GIScience or GIS focused. Please include course descriptions and links to syllabi, if available. (*1000 words or less, plus attachments if appropriate*).
7. If there are GIScience and/or GIS related **multidisciplinary or extra-curricular activities** taking place at your institution, please describe them. These might include Centers; Initiatives; Connections to and projects with institutional offices such as

Service Learning/Civic Engagement, Sustainability, Campus Planning, Facilities Management, Admissions, etc. Include information about any systems or infrastructure in place for discussing campus-wide GIS issues, coordinating activities, or promoting multidisciplinary connections. *(500 words or less, plus attachments if appropriate)*

8. Please describe the **geospatial academic support services** available on your campus. If staff from academic departments, instructional technology, library and information services, or any GIS-specific Center are involved, please include information about the nature of the work supported and how these services are funded. *(500 words or less, plus attachments if appropriate)*
9. If there is any additional information that you would like to share with the Membership Committee, please include it as an attachment.
10. Please print the following letter and have it signed by a senior member of your institution's administration (Provost, Chief Academic Office, President, etc.). A signed version of this letter must accompany your membership application.

(TEMPLATE - CAN BE MODIFIED AS NEEDED)

to be printed on institutional letterhead

University of X

Date

City, State, Zip

Country

Dear UCGIS Membership Committee:

We hereby submit this application to membership in the University Consortium for Geographic Information Science. We recognize the benefits that such an affiliation will bring for our faculty, students, and staff involved with GIScience and GIS activities.

I have reviewed our application materials and think that they do an effective job at representing the GIScience and GIS related activities on our campus. If we become members of UCGIS, I understand that our institution will be responsible for a one-time initiation fee of \$X and annual dues of \$X. As long as our institution wishes to remain an active member in UCGIS, I will work together with Dr. XX and Dr YY, and/or the Departments of X, Y, and Z, to ensure that these financial commitments can be met. We understand that our membership in UCGIS will automatically cease if we become more than 12-months in arrears with our dues' obligations.

Signed,

Chief Administrator