Knowledge Networks Chair & Leaders

Knowledge Networks are special interest groups within IDEC that provide a venue for members to come together to discuss ideas, issues, teaching, and scholarship around a central topic. The networks are meant to be fluid and ever-changing to reflect interests and concerns of the membership. This can also be a forum for members to voice or identify issues and create proposals for action. While any group of IDEC members can informally convene around shared interests, the Knowledge Networks provide a structure that acknowledges networks, supports recruitment of other interested members, and establishes a set meeting time for virtual gatherings.

Appointments & Terms of Service

Knowledge Networks Chair:
- **Appointment**: By the IDEC President
- **Term**: 2 year (Reappointment for an additional 2 years); Responsibilities begin May 1 of the appropriate year and run until April 30.
- **Time Commitment:** 1-2 hours per week, as needed to facilitate communication between members, leaders, and the Collaborative leadership.

Knowledge Networks Leaders:
- **Appointment**: Appointed by the Knowledge Networks Chair in coordination with Service Collaborative leadership. The knowledge network initiative provides the structure for interest groups to arise and disband organically based on the shared interests of membership. IDEC members can work with the Knowledge Networks Chair to begin a knowledge network at any time. Established networks can select leaders or co-leaders.
- **Term**: no limit, verify on yearly basis
- **Time Commitment:** 1-2 hours per month

Responsibilities and Duties

Knowledge Networks Chair or Co-Chair:
- Maintain regular communication with the IDEC Director-at-Large of the Service Collaborative and the Service Collaborative Coordinator through monthly collaborative meetings
- Liaise between the Knowledge Networks Leaders and the Service Collaborative Leadership
- Initiate 2-3 meetings annually for Knowledge Networks Leaders
- Maintain updated lists of networks and network membership
- Provide updates relevant to the Knowledge Networks for the IDEC Website
- Organize the Knowledge Networks meeting at the annual conference
- Attend the in-person IDEC annual conference each year of service in this role
- Oversee the Knowledge Networks to ensure that each network:
    - has a leader or co-leaders
    - is meeting semi-regularly (3-8 times per year, typically virtually)
    - has opportunities to engage with other Knowledge Networks Leaders and the Knowledge Networks Chair(s) to share resources and seek support
    - is supported by IDEC to:
        - recruit new members
        - communicate with potential members
        - report on network happenings and events

Knowledge Network Leaders:
- Set times for, provide virtual links for, and call semi-regular meetings for their networks

- Maintain a roster of members for IDEC's reference
- Attend Knowledge Networks Leader meetings (2-3 times per year)
- Host a knowledge networks table each year at the in-person annual conference or identify a network member who can represent the group

Knowledge Networks Structure & Formation

Knowledge Networks are informal in nature but operate within a formal structure to ensure the smooth functioning of networks and the maintenance of relevant information online.

Knowledge Network Membership

Each network requires a Knowledge Networks Leader (or Co-Leader) who is an IDEC member. Each network is comprised of self-selecting members of IDEC, though it is possible that non-IDEC members may participate in meetings or conversations if their participation benefits the network or serves as a membership recruitment tool. IDEC members can belong to as many networks as desired.

Initiating a Knowledge Network

Networks can be initiated by any IDEC members who wish to convene a group in consultation with the Knowledge Networks Chair and the Service Collaborative leadership. As few as three members can propose a network. Members can also propose to merge networks with shared interests. To begin a new network, the interested IDEC member should begin by reaching out to the current Knowledge Networks Chair(s).

Operating a Knowledge Network

Network leaders and members can determine the frequency and nature of network activities. It is suggested the networks meet monthly, or at a minimum, quarterly. It is also required that network events outside of annual or regional conferences are hosted virtually to maintain accessibility for members across the organization. All Knowledge Networks will have the chance to convene in person at the annual conference, where Knowledge Networks Leaders will typically host a table for their network.

Networks are welcome to engage in a variety of activities such as virtual meetings, collaborative conference proposals, student competitions, research projects and/or funding proposals, etc. Activities that involve IDEC members beyond the network, or people from outside the IDEC network, should be proposed to the Knowledge Networks Chair and may be subject to approval by the IDEC Board of Directors. All communications to the broader IDEC membership should be coordinated through the Knowledge Networks Chair(s) and appropriate formal channels.

Annual Verification of a Knowledge Network

The list of current/active networks will be posted on the IDEC website and updated each year through a formal process of verifying intention to maintain the network with each Knowledge Networks Leader.

Disbanding a Knowledge Network

Knowledge Networks Chair(s) will monitor networks to determine their status and may terminate networks if no activity is identified. Knowledge Networks will be disbanded when 1) the Knowledge Networks Leader has indicated they will no longer lead the network, and 2) no other members of the network agree to assume leadership, or 3) if Knowledge Network Leaders/Members are non-responsive at the time of the yearly renewal.

Sample Knowledge Networks
Below are examples of knowledge networks that have historically been run by IDEC members.

- 2 & 3 Year Programs
- Advocacy
- Accessibility and Agency
- Community Engaged Scholarship
- Creative Scholarship
- Distance Education
- Emerging Faculty
- Gerontology
- Global Education/Study Abroad
- Graduate Education
- Health and Wellness
- History
- International Members
- K-12
- Lighting
- Program Chairs & Coordinators
- Residential Design
- Technology and Emerging Technology

Timeline
- **Monthly** meetings with the Service Collaborative
- **Bi-annual** meetings with the Knowledge Network Leaders
- **Early Fall** – Verify Active Knowledge Networks and ensure active networks have identified leaders; Update network rosters
- **January-March** – Plan for in-person Knowledge Network event at the annual conference