Center for Digital Humanities Charter

March 3, 2017

## A. PREAMBLE

Digital resources and digital methods of study promise to enrich and reinforce traditional forms of knowledge in the Humanities. Digital Humanities uses computational methods to study literature, history, culture, and other humanities subjects. At the same time, it encompasses the many different ways in which the digital influences and informs our understanding of the human experience, examining digital technologies themselves from a humanistic perspective. Digital humanists are typically concerned with the preservation and dissemination of cultural artifacts in digital form; the creation of large-scale digital resources; the use of computational techniques for analyzing the objects of humanities study; and the critical analysis of digital tools and their impact on society. Digital Humanities thus intersects across disciplines with the work of social scientists, communication researchers, library scientists, information studies scholars, and computer scientists who share interests in digital methods.

## B. DESCRIPTION

The Center for Digital Humanities is a home to a group of faculty and students interested in exploring the many facets of Digital Humanities. Housed in the College of Humanities of the California State University, Northridge, the Center consists of a Director and an Advisory Committee drawn from the university.

The Center seeks to serve the university, the immediate community, and society at large through: (1) research using digital methods and digital technologies; (2) dissemination of research, especially through digital media; and (3) inquiry into the impact of the digital in today’s society.

Drawing primarily upon the intellectual resources of the University, the Center’s approach is multicultural and multidisciplinary. The topics dealt with depend on the interests of the members and availability of resources. Examples of past topics of interest are: digital editing of medieval manuscripts; text mining newspapers; contributing to crowd-sourced transcriptions of eighteenth-century literature; development of computational text analysis software; creation of digital templates for primary source research assignments; development of a provenance system for tracking humanities research. The Center sponsors the 4Humanities student group, the local chapter of the 4Humanities collective, which uses Digital Humanities methods to advocate for the Humanities as a whole.

## C. STRUCTURE

1. The Center consists of a Director and an Advisory Committee that oversees general policies.

2. Officers

a) Director: The Director is be appointed by the Dean of Humanities for a period of one year, renewable for up to three consecutive terms, upon consultation with the Center’s Advisory Committee. The Director’s role is to manage the Center and facilitate Center-related research and activities. The Director is responsible to the Dean of Humanities, and keeps the Advisory Committee informed of Center activities. The Director also serves as the primary faculty sponsor for the 4Humanities student group.

b) Advisory Committee: The campus Advisory Committee members will be selected by the Dean of the College of Humanities, in consultation with the Director of the Center. Terms for members of the campus Advisory Committee will normally be one academic year, but the same person may serve unlimited consecutive terms. The campus Advisory Committee will elect a chair annually. The campus Advisory Committee chair and the Center’s Director will set the agenda for campus Advisory Committee meetings. The campus Advisory Committee will elect a secretary who will be responsible for ensuring that minutes are prepared for each meeting and distributed in a timely fashion to all members of the campus Advisory Committee, the Director and the Dean of the College of Humanities.

3. Terms of Office: Terms of office will become effective at the beginning of the academic year.

4. Annual Report:

The Director shall prepare an annual report by August 15th, including a financial statement of operations. Prior to submission to the Provost, this report will be reviewed by the Advisory Committee and the Dean. This report will be submitted to the Administrative Council of the College, the Provost’s Council, and the Provost and Vice President for Academic Affairs.

The annual report will include an executive summary of the Center’s programs and activities. This will include detailed information concerning the participants in the programs, their relationship to the program and/or university as well as the inclusion of any students who participated in the project. The annual report will include an income statement and balance sheet for the year and a budget plan for the coming academic year.

5. Funding:

a) The Center for Digital Humanities will be a self-supporting operation funded by donations, grants, trust funds, and contracts from public and private sources. Any surplus funds will be expended on Center projects or on scholarships or prizes for student research in Digital Humanities. The Director will work with the College of Humanities development office to obtain funding from private and public sources.

b) The Dean of the College of Humanities will be responsible for all financial transactions of the Center.

c) The Center’s annual report will be generated by the Director in consultation with the Advisory Committee and will follow established university guidelines.

6. Resources Requested:

Funding required for the Center will come from donations, grants, trust funds, and contracts from public and private sources, as well as from proceeds generated by any of the Center’s projects, programs, or courses. The Director will work with the Director of Development of the College of Humanities, the Dean of the College of Humanities, and members of other participating campus units to obtain funding from private and public sources. The Director will work with the Dean of the College of Humanities and the Advisory Committee to staff projects, programs, or courses, and to arrange for space, equipment, supplies, and other resources and facilities necessary to support and promote the Center’s projects, programs, or courses. This will include, with the aid of College technology administrators, oversight and maintenance of Digital Humanities research resources in the Humanities Research Lab (Sierra Hall 194).

## D. CHARTER

This Charter specifies the duties and rights of the Center for Digital Humanities, its Advisory Committee and Director. It will take effect on approval by the Dean of the College of Humanities, the Provost’s Council, and the President of the University.

1. Duration: This Charter will expire on June 30th 20XX.

2. Amendments: Amendments to this Charter will be submitted to the Dean of the College of Humanities for approval. Power to submit amendments to the Charter will lie with the Director, in consultation with the Advisory Committee.