I APPROVAL OF MINUTES
The minutes of the December 7, 2005, meeting were approved with corrections.

II DEAN'S REPORT
A. Future faculty diets - Faculty diets will be held at the Dean’s home, 4:00 p.m.-6:00 p.m. on the following Fridays: February 17, March 16, April 14, and May 5. All faculty are invited to participate.
B. Strategic planning - The final version of campus’ strategic plan is now available on the Chancellor’s website at: http://www.oc.uiuc.edu/announcements/strategicplan.html. The I3 was included in the plan and is expected to receive some funding. The Dean and the principals of the initiative are working to draft organizational documents including a proposal for a virtual college of informatics with oversight committees to manage the I3. The Dean will keep faculty informed of progress made.
C. Faculty retreat - A faculty retreat will be held one day during spring finals week. Faculty are asked to provide Dorlene with their non-availability. Meeting date, location and agenda will be announced at a later date. Possible retreat topics include, but are not limited to: enrollment targets for course scheduling, research groups, and faculty recruitment.
D. Faculty meeting agendas and minutes now online at http://www.lis.uiuc.edu/about/minutes.html - In addition to faculty meeting agendas and minutes, standing committees are welcome to post their agendas and minutes to this site.
E. Central absence calendar - To facilitate front office responses, faculty are asked to notify Dorlene of any planned absences which are noted on a central absence calendar. Details about how to contact faculty in their absence are welcome, but not required. In Dorlene’s absence, notices may be sent to anyone in the front office for posting. Separately, faculty who have not submitted their office hours for the semester are asked to forward that information to Sally now.
F. Introduction of new staff - Patti Grove, Secretary IV in the development area, and Amy Heggemeyer, Secretary III in the front office, were introduced and welcomed.
G. Doctoral Studies Committee handout - In Caroline Haythornthwaite’s absence, a handout summarizing the conduct of regular reviews of graduate students’ progress was distributed for review. A copy is on file with these minutes. No further discussion was offered.

III ASSOCIATE AND ASSISTANT DEANS’ REPORTS
A. Linda Smith sought feedback regarding the draft computer literacy requirements. A copy of the proposed standard is on file with these minutes. A number of items to consider include the program structure and students’ skills levels, how to assess those skill levels, and a projected time line for acquiring the necessary skills.
B. Ken Spelke presented an update on Confluence. GSLIS has 14 confluence wikis, and 11 course wikis. Spring 2006 courses using wikis include Children’s Science Museums, Social Informatics, Inquiry-Based Learning, Inquiry Research Group, Reference and Information Services, Government Information, Collection Development, Design of Digitally Mediated Information Services, E-Learning, Web Design and Construction for Organizations, and Wikis in Digital Libraries. There are 148 student and 10 faculty
accounts, and additional technical staff accounts bring the total account to approximately 175. The School has purchased a license that will allow up to 500 users. To request a Confluence or other wiki, send an email to the Help Desk (help@support.lis.uiuc.edu), or talk with the ITD or Help Desk staff. Media Wiki is the other major wiki software in use at GSLIS with two faculty installations. It is believed that Media Wiki will require individual upkeep and administration while Confluence requires only one software installation to support. A link to wikis may be added to the User Services webpage. Research is underway to learn how to migrate wikis.

C. Rae-Anne Montague’s admissions update reported nearly 300 on-campus applications have been received to date. LEEP’s spring semester on-campus session is March 3 through March 7, and the LEEP dinner will be held March 4, 6:00 p.m.-8:00 p.m. at the YWCA. Everyone is invited to participate. A survey to all master’s students is underway to gauge the School’s services, advising, technical support and other areas of interest. Survey results will be reported at a later date. Faculty who have concerns about any students having difficulty are asked to contact Rae-Anne. Questions were raised as to how faculty should manage students who audit classes (e.g., faculty responsibilities, student access to technology, etc.) It was agreed that an official policy is needed to address this topic. Linda Smith will contact faculty to gather more information and draft a policy.

D. Dale Silver thanked faculty who accepted auditors from the Mortenson Center program. The Faculty Senate election is in progress and a ballot box was present at the meeting to facilitate voting. Work is progressing on a four-part career services program to be held later this spring. Faculty are encouraged to participate and additional information is forthcoming. Research Showcase events are nearly organized and letters of admission to the PhD program have been issued with an invitation to attend. A practicum site supervisor luncheon will be held later this spring and faculty are invited to participate. Graduate College conference support requests are due to Dale this month. Key findings from the alumni employment survey were summarized.

E. Diana Stroud was not in attendance. In her absence the Dean asked faculty to forward communications with alumni to Diana for development enhancement purposes.

F. Marlo Welshons reported that the public Annual Report is in production and asked faculty for ideas of contributions made to society by our faculty, students, or alumni, to be considered for inclusion in a 30-second football and basketball halftime spot being created by University Public Affairs.

IV STUDENT REPRESENTATIVE REPORTS
A. Master's students - Angela Maycock announced that three master’s student group meetings have been scheduled this semester with the Dean. Brief comments from master’s students’ perspectives as they relate to the alumni employment survey referenced above were shared. It was requested that the survey be made available to students.

B. Ph.D. students - Dan Wright advised that doctoral students will meet with the Dean later in the semester. There was no business to bring forward.

V OLD BUSINESS
A. Mailing lists - Jerry McDonough distributed copies of proposed mailing lists reorganization options. A copy of that document is on file with these minutes. After presenting the three recommended options and highlighting their merits and limitations, a general discussion ensued. Additional considerations are needed with respect to undergraduate students, LEEP students, etc. however, the faculty came to a consensus that Option #3 (the new car) should be pursued. Follow up meetings to initiate necessary changes will be scheduled with pertinent parties and progress reports will be brought back to the faculty.

VI NEW BUSINESS
A. Certification of exemplary student projects - Marlo Welshons brought up the need for faculty to submit student projects for inclusion on the student showcase on the GSLIS website. Faculty could either submit exemplary projects from their classes directly, or the faculty could create a review committee who could review nominated projects for inclusion on the page. Bryan Heidorn agreed to work with Marlo on a proposed process for this effort. Stephen Downie brought up the preservation issue of projects that were developed on the classroom servers.
B. **CTE Area of Specialization** - Georgeann Burch and Christine Jenkins gave a PowerPoint presentation outlining the K-12 Library Information Specialist Certification Program. Highlights included the program’s history and requirements, the assessment portfolio and its purpose/benefits, and samples of student portfolios including their artifact sources and types. Faculty were encouraged to contact Georgeann for additional information. A copy of the presentation is on file with these minutes.

C. **Bylaws revision** - Terry Weech seeks volunteers to assist in a routine, periodic review of the School’s Bylaws. The Bylaws may be viewed on the GSLIS homepage at http://www.lis.uiuc.edu/about/bylaws.html. Anyone with suggestions for specific areas of revision attention are asked to forward information to Terry. Drafted revisions will be brought back to faculty for approval later this semester.

**VII ADJOURNMENT**

The meeting adjourned at 3:52 p.m. and immediately entered Executive Session.

Recorded by Dorlene A. Clark