GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Faculty Meeting Minutes
Wednesday, May 5, 2010

Present: Cindy Ashwill, Alistair Black, Cathy Blake, Chip Bruce, Melissa Cragin, Stephen Downie, David Dubin, Miles Efron, Les Gasser, Erik Hege, Larry Jackson, Christine Jenkins, Lori Kendall, Kathryn LaBarre, John MacMullen, Bonnie Mak, Jerry McDonough, Kate McDowell, Rae-Anne Montague, Carole Palmer, Allen Renear, Dan Schiller, Linda Smith, Diana Stroud, Carol Tilley, Vetle Torvik, Mike Twidale, John Unsworth, Terry Weech, Kate Williams; student representatives: Fredrick Lugya, Emily Shaw, Richard Urban; guests: Barbara Ford, Christine Hopper, Sharon Irish, Susan Schnuer, Sandy Wolf

Dean Unsworth called the meeting to order at 2:04 p.m.

I APPROVAL OF MINUTES
The April 7, 2010, faculty meeting minutes were approved as written.

II DEAN'S REPORT
A. Remaining faculty diet date for AY09-10: 5/7/10 - as noted. The final meeting of the year will be entirely social and will be held 4:00 p.m.-6:00 p.m. at John Unsworth's home. All are welcome to attend.
B. Commencement reminder: Sunday, 5/16/10, line up at 1:10 p.m., Smith Recital Hall - as noted. Yingbo Zhou’s parents will be in attendance at Commencement where her mother will accept her diploma posthumously.
C. Executive Committee for 2010-2011: Cathy Blake, Stephen Downie, Les Gasser (second year), Carole Palmer, Allen Renear (ex officio), Linda Smith (ex officio), John Unsworth (ex officio) - Congratulations were extended to next year’s new and continuing members of the Executive Committee, and appreciation was extended to outgoing members Chip Bruce, Lori Kendall, and Dan Schiller.
D. Executive Committee meeting dates for 2010-2011: 8/25/10, 9/29/10, 11/3/10, 12/1/10, 1/26/11, 2/23/11, 3/30/11, 4/27/11. All meetings will be held 2:00 p.m.-5:00 p.m., Room 112 unless otherwise noted - as noted.
E. Faculty meeting dates for 2010-2011: 9/1/10, 10/20/10, 11/10/10, 12/8/10, 2/2/11, 3/2/11, 4/6/11 (1:00 p.m.-4:00 p.m.), 5/4/11. All meetings will be held 2:00 p.m.-4:00 p.m., in Room 131 unless otherwise noted - as noted. Faculty were asked to refrain from scheduling meetings that will conflict with faculty meetings.
F. Faculty diet dates for 2010-2011: 9/3/10, 10/1/10, 11/5/10, 12/3/10 (5:00 p.m.-7:00 p.m.), 2/18/11, 3/4/11, 4/8/11, 5/6/11. All meetings will be held 4:00 p.m.-6:00 p.m. at the Dean’s home unless otherwise noted - as noted, with the exception that the 10/1/10 meeting must be rescheduled. The new October meeting date will be forwarded via email when it becomes known.
G. Fall 2010 faculty retreat: Thursday, August 19, 2010, 1:00 p.m.-5:00 p.m., at Allerton Park. - The Allerton Park location is now confirmed. Retreat topics and materials will be forwarded at a later date.
H. Spring 2011 faculty retreat: Thursday, January 13, 2011, 1:00 p.m.-5:00 p.m., location TBA. - Allerton Park is not available for this event and a suitable venue will be announced at a later date. Suggestions for retreat topics should be forwarded to the Dean.
I. Faculty service assignments for 2010-2011 (handout) - A list of recommended faculty service assignments was distributed for review and approval, a copy of which is on file with these minutes. Faculty wishing changes to their assignments are asked to contact the Dean to discuss options.
J. Annual sick leave reports due to Candy by May 15, 2010 - as noted. This is the final faculty reporting deadline for the academic year. A reminder with access information will be issued shortly.
K. Faculty annual reports are due to Dorlene by Friday, May 21; will be reviewed by the Executive Committee on Tuesday, June 1 - as noted. Faculty were referred to the webpage link at: http://www.lis.illinois.edu/sites/default/files/attachments/page/4478/AnnualReviewGuidelines_rev08.pdf for guidelines and criteria information. Faculty should submit only one publication sample, and an updated CV is required as part of the annual review process. Electronic submissions in pdf format are strongly
preferred, but paper submissions may be deposited in Dorlene’s mailbox in the front office. The Executive Committee has a short time in which to read all submissions, so timely submission is appreciated.

I. General announcements - Grading reminders, Windsor lecture names for 2010-2011, Faculty Staff Campaign update from Kathryn LaBarre - 1) Departing faculty Chip Bruce and Caroline Haythornthwaite were thanked for their years of service and good wishes were extended for their future endeavors. Chip will continue to work with GSLIS, on a limited basis for the next few years, and Caroline has accepted a new position as Director of the School of Library, Archival and Information Studies at the University of British Columbia. Dorlene Clark will retire from her position as the Dean’s assistant on July 31. Paul Adams, Coordinator of Research Programs, will retire on August 15; Lynn Hanson, Practicum Coordinator, will retire on June 20; and Navadeep Khanal, User Services Specialist, will separate from his position on June 15, but will remain affiliated with GSLIS as he pursues his doctoral degree. A picnic to honor departing faculty and staff will be held on Friday, May 14, 5:00 p.m.-7:00 p.m., in the large pavilion at Crystal Lake Park. Everyone and their families are invited to attend, with RSVP’s to Christine Hopper requested by Wednesday, May 12. 2) Appreciation was extended to Scholars-in-Residence Xiaozhao Deng and Dan Gao, both of whom will depart GSLIS in August, for their participation and collaboration with the School.

3) Student representatives Fredrick Lugya, Emily Shaw, and Richard Urban were acknowledged and thanked for their many contributions at faculty meetings and to GSLIS more broadly. 4) Faculty and staff were reminded to comply with Chancellor Easter’s May 3 email message directing them to go into NESSIE and re-verify and re-submit their race and ethnicity information. Recent revisions to the U.S. Department of Education’s definitions of ethnic and racial classifications and modified standards for reporting ethnicity and race data necessitate each employee’s updates. 5) Faculty, PI’s and supervisors will soon be able to view information on the GSLIS homepage related to hiring group types and requirements. An announcement is expected to come forward within the next week. Questions about hiring approvals should be directed to the Dean or Dorlene; questions about hiring processes should be directed to Dorlene or Candy. 6) Web grades are due by NOON, Friday, May 21. Faculty should contact Valerie Youngen if a student is requesting an “I” to confirm the student is not on the May graduation list. 7) Nominations for next year’s Windsor Lecture invitee should be forwarded to the Dean. 8) The annual Faculty/Staff Campaign kicked off on April 15 and continues through May 14. Three awards lack sufficient endowment funds to provide an annual award: the Bryce Allen Award for reference services, the Frances B. Jenkins Award for a student with strong background and interest in Science, and the Alice Lohrer Award for literature and library services for youth. To date, participation is at 29% and the goal is to surpass last year’s 43% final participation rate.

III ASSOCIATE AND ASSISTANT DEANS REPORTS

Several reports were pre-submitted and a copy of them is on file with these minutes.
A. Allen Renear reported that FY09-10 was a record year in terms of proposal production and grant monies requested ($16M). The first quarter of calendar year 2010 is quite promising with a record number (sixteen) of proposals submitted. Appreciation was extended to Christine Jenkins for her work as Director of the Center for Children’s Books.

B. Linda Smith reminded students and faculty that the deadline for students to complete course evaluations online is May 6.

C. Cindy Ashwill stated that Boyd Rayward’s Occasional Paper #215 is now available on IDEALS. There is now a Twitter feed on the GSLIS homepage.

D. Erik Hege highlighted the options to new undergraduate students for their choice of email application. Changes are expected to be complete by the end of this year. Room 126 is being locked nightly pending the repair to the equipment cabinet. Faculty and staff who travel with laptops now have the option to have their laptop temporarily imaged prior to departure to provide emergency backup of information. Interested parties should contact Erik.

E. Rae-Anne Montague had nothing to report.
F. Diana Stroud thanked faculty for their support this year and invited everyone to the ALA reception to be held in Washington, D.C. on Sunday, June 27, 6:00 p.m. - 8:30 p.m., at the Renaissance Washington, DC Downtown Hotel.

IV STUDENT REPRESENTATIVES REPORTS
Two reports were pre-submitted and a copy of them is on file with these minutes.
A. Congratulations were extended to Fredrick Lugya for his service as the M.S. representative and upon his graduation later this month. Fredrick originally came to UIUC as a Mortenson Scholar.
B. The CAS students continue to seek ways in which to improve communication flow to the students and a live information session at the beginning of each semester was suggested.
C. The doctoral students had no items to bring forward.

V COMMITTEE REPORTS
These reports were pre-submitted and a copy of them is on file with these minutes.

VI DISCUSSION TOPICS
A. Mortenson Center collaboration opportunities - Barbara Ford solicited suggestions for ways GSLIS and the Mortenson Center can collaborate more closely in the future. GSLIS has sponsored a 0% faculty appointment for Barbara which grants her access to the faculty listserv. Faculty were directed to the Mortenson website (http://www.library.illinois.edu/mortenson/newsletters/index.html) to review their quarterly newsletter for updates on future visitors.
B. Update on Academic Unit Review Committee sessions - Faculty were directed to the GSLIS Stewarding Excellence website (http://www.lis.illinois.edu/about-gslis/stewarding-excellence) for updates. Dean Unsworth briefly discussed two documents submitted by the four deans of the units under review to Richard Wheeler on April 28, 2010 which can be viewed at the GSLIS Stewarding Excellence website.
C. Update on budget meeting with the Provost on May 4 - GSLIS has been asked to cut 9.7% from its budget for the next fiscal year. Dean Unsworth expects to pay off the school’s debt this year which will help offset the requested budget cut percentage.
D. IU model - Dean Unsworth invited faculty to participate in a thought experiment regarding instructional units. Faculty were asked to submit to Dean Unsworth by May 31, 2010 their thoughts on how to handle 275 IU’s over two semesters which would include suggested course offerings and projected enrollment.

VII ADJOURNMENT
The regular meeting adjourned at 3:35 p.m. and the Executive Session began at 3:40 p.m., concluding at 4:02 p.m.

Recorded by Dorlene Clark and Christine Hopper