GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Faculty Meeting Minutes
Wednesday, May 6, 2009

Present: Cindy Ashwill, Ann Bishop, Stephen Downie, David Dubin, Les Gasser, Caroline Haythornthwaite, Erik Hege, Larry Jackson, Lori Kendall, Kathryn LaBarre, John MacMullen, Bonnie Mak, Jerry McDonough, Rae-Anne Montague, Carole Palmer, Allen Renear, Dan Schiller, Sue Searing, Linda Smith, Diana Stroud, Vethe Torvik, John Unsworth, Terry Weech, Martin Wolske; student representatives: Eric Harbeson, Ellen Rubenstein; guests: Garret Gengler, Scott Walter

Dean Unsworth called the meeting to order at 2:05 p.m.

I APPROVAL OF MINUTES
The April 1, 2009, faculty meeting minutes were approved with amendments.

II DEAN'S REPORT
A. Remaining faculty diet date - 5/7/09 (4:00 p.m.-6:00 p.m. at John’s home) - as noted.
B. Executive Committee for 2009-2010: Chip Bruce, Les Gasser, Lori Kendall, Allen Renear (ex officio), Dan Schiller, Linda Smith (ex officio), John Unsworth (ex officio) - as noted.
C. Commencement reminder - Sunday, 5/17/09, line up at 1:10 p.m., Smith Recital Hall - Copies of the processional and seating arrangements were distributed to and discussed with faculty. A copy of the diagram is on file with these minutes. Linda Smith will lead the ceremony in the Dean’s absence this year.
D. Annual sick leave reports due to Candy by Friday, 5/15/09 - as noted. This is the only reporting period for faculty, and faculty were reminded that they do not earn vacation benefits, but will be reporting sick leave and other appropriate leave instead. Questions about reporting requirements and use should be directed to Dorlene or Candy.
E. Faculty annual reports due electronically to Dorlene by Friday, 5/22/09 - Annual report and updated CV submissions should be sent electronically in word or PDF format. It is recommended that ICES forms and other confidential information be submitted in separate documents. Large documents and publications may be submitted in paper format. Faculty were reminded that only one example of their research is requested and those completing annual reports for the first time were advised they may ask their mentors for samples of prior years’ reports.
F. Faculty committee assignments for 2009-2010 - Copies of service/committee assignments for next year were distributed and discussed. Anyone wishing changes to their assignments should email the Dean directly. A copy of the slate of assignments is on file with these minutes.
G. Faculty meeting dates for AY09-10 - 9/2/09, 10/7/09, 11/4/09, 12/9/09, 2/10/10, 3/3/10, 4/7/10 (1:00-4:00), 5/5/10 - as noted. All meetings will be held 2:00 p.m.-4:00 p.m., in Room 131, unless otherwise noted.
H. Faculty diet dates for 2009-2010: 9/25/09, 10/30/09, 11/20/09, 12/18/09 (5:00 p.m.-7:00 p.m. with spouses/significant others), 2/26/10, 3/12/10, 4/8/10, 5/7/10 - as noted, except that the 4/9/10 faculty diet has been moved to 4/8/10 to accommodate the 4/9/10 Research Showcase. All diets will be held 4:00 p.m.-6:00 p.m., at the Dean’s home, unless otherwise noted.
I. Fall 2009 faculty retreat: Thursday, August 20, 2009, 9:00 a.m.-1:00 p.m., location to be announced - as noted. Review of the GSLIS mission statement will be conducted. Suggestions for additional retreat topics should be forwarded to the Dean directly.
J. Spring 2010 faculty retreat: Wednesday, January 20, 2010, 1:00 p.m.-5:00 p.m., location to be announced - as noted. Discussion topics will be announced at a later date.
K. General announcements - Appreciation was extended to Eric Harbeson, Lisa O’Keefe, and Ellen Rubenstein for their service as student representatives to the faculty meetings this year and for their service during the faculty hiring process. Faculty were directed to their email for information regarding critical dates for year-end financial processing; most notably, reimbursement requests for all travel completed prior to June 30 must be submitted by the School to University Payables by June 30. Front office staff are poised to assist in those efforts. Stephann Makri from the University College London plans to visit GSLIS
in early June and has expressed interest in meeting with a number of faculty. Those who have been contacted by Dorlene are encouraged to respond quickly so as to allow Dr. Makri time to complete his travel plans. Details about his lecture and open visit times will be forthcoming. The Dean provided candid remarks expressing sadness over news of the Provost’s announced departure to accept the position as Chancellor of the University of California at Davis. An interim provost is expected to be announced later this week and faculty were invited to submit names of potential applicants for the position of Provost.

III ASSOCIATE AND ASSISTANT DEANS’ REPORTS

A. Allen Renear - advises the School anticipates the fiscal year to end with $7M in awarded funding, pending one NSF DataNet award yet to be confirmed. Failing that award, the year’s awarded funding will nearer $4M. Faculty were encouraged to continue consulting with the research staff for their grants and contracts needs.

B. Linda Smith - invited faculty to participate in the May 14th book party for A Narrative Compass: Stories that Guide Women’s Lives, edited by Betsy Hearne and Roberta Seelinger Trite. The event will be held in room 24 LIS, 4:00 p.m.-6:00 p.m. Opportunities for faculty to learn more/about/experiment with Elluminate software, a web-based conferencing system being considered as a replacement to the LEEP live session software with the goal of achieving enhanced functionality in how the courses are delivered, were offered on May 1st and May 4th by Matt Beth and Karla Lucht. Several summer LEEP courses will pilot this software. Faculty were reminded that Convocation award citations are due to Patti Grove this week. May 7th is the deadline for setting up ICES forms on-line.

C. Cindy Ashwill - Email congratulations from the School to new graduates will be sent on May 7. The next Library Trends issue is scheduled to be published in early June. Peter Kaufman from Creative Intelligence will visit GSLIS on May 27th and 28th to shoot a video. Parties interested in participating in the project are asked to contact Cindy.

D. Erik Hege - expressed appreciation for everyone’s help during the recent fire inspection, a final report from the Fire Marshall is forthcoming, but no findings of consequence are anticipated. Help Desk staff are now providing assistance in the student LRL. In an effort to provide better service and feedback, open IT meetings will be held monthly beginning later this month or early next month, alternating between morning and afternoon sessions. Everyone is welcome to come share ideas, comments, concerns, ask questions, and propose topics. The main building router is in distress and in need of replacement. CITES network staff are expected to complete the task in the near future. IT@Illinois discussions are ongoing. Domain name changes to move all servers and services to Illinois.edu are underway. All non-secure sites should now respond to both uiuc and Illinois; all are expected to display Illinois.edu and work on the secure site by the end of the semester. Campus is moving forward with e-mail and calendaring support changes which include shared functionality and new size limits. These changes are not expected to be complete until sometime next year. Outlook and Entourage, or the web client will be supported and training for these options will be announced at a later date. CCSP day is May 19th and all tech staff will be away but reachable, and GAs will be available in-house. Anyone who wishes to volunteer to have their domain Mac shutdown at night and automatically reboot for updates are asked to contact the Help Desk. Power savings for Windows machines is pending.

E. Rae-Anne Montague - The deadline for grade changes is Thursday, May 7. Contact Valerie Youngen for assistance. Faculty were reminded to include comments on all graduate student petitions. Information and guidelines for petitions are available on the Graduate College homepage at: http://www.grad.illinois.edu/gsas/petition_instruct.cfm. The LIS Library retirement reception is Friday, May 15, 3:00 p.m.-5:00 p.m. in the main library and everyone is invited to participate. Remarks will be made at 4:00 p.m. Summer student orientation will be held Friday, June 12, with faculty participation to begin at 11:45 a.m. through lunch, in room 242. LEEP on-campus is June 13-17. Fall orientation will be held Friday, August 21, details to follow.
F. **Diana Stroud** - The ALA/ProQuest Scholarship Bash will be held in Chicago at Harry Caray’s from 6:00 p.m.-9:00 p.m., on July 12 with focus on career services. All are invited to participate. The Printer’s Row event featuring CCB and the Midwest Book and Manuscript Program and held in conjunction with the Library and others, will be take place in Chicago, June 6 and June 7. GSLIS is expected to end the fiscal year with $2M in raised funds. The annual fund continues to trail and review of appropriate uses from that fund were discussed. Those who are still considering contributions to the Annual GSLIS Faculty/Staff campaign are encouraged to support the annual fund. The School is at 80% of its capital campaign goal with two years remaining in the campaign effort. Campus is initiating a new stewardship policy that we will be required to follow. The School is organizing its endowments now and will share the policy with faculty at a future date. The recent corporate visit with Pfizer was successful and they were encouraged to consider GSLIS students for possible internships. Pfizer has offered two positions and are considering a third to our students. In sum, the School has realized significant progress in the corporate area.

IV **STUDENT REPRESENTATIVE REPORTS**  
A. Master's students had nothing to report.  
B. CAS students will hold an early election process for next year’s representative to the faculty.  
C. Ph.D. students had nothing to report.

V **COMMITTEE/PROGRAM REPORTS**  
A. **Admissions Committee** - had nothing to report.  
B. **Curriculum Committee** - advised that the Community Informatics proposals have been signed and forwarded to campus for final approvals.  
C. **Doctoral Studies Committee** - noted that 49 of 53 students submitted their annual report, and 7 of those 53 students are graduating this semester. Two or three of the doctoral students are considering educational goal changes and approximately ten new doctoral students are expected to begin in the fall.  
D. **Faculty Senate report** - Items discussed at the April 27 Faculty Senate meeting included an update on the Global Campus Initiative. The BOT is expected to make a decision on the recommendation at the May 21 meeting. Information about the report can be found at: [http://www.senate.illinois.edu/news.asp](http://www.senate.illinois.edu/news.asp). The Provost and CIO presented an overview of the IT@Illinois initiative and invited input. The Senate debated adding Academic Professionals as members of the Senate and voted to express its support of the action in principle. The item has moved to the USSP Committee to draft a formal proposal, with a formal vote anticipated in the fall.

VI **OLD BUSINESS**  
There was no old business to report.

VII **NEW BUSINESS**  
A. **Windsor lecture names for next year** - Faculty were asked to forward to the Dean names of proposed lecture candidates. Initial suggested guests include: Jimmy Wales, Carole Goble, and Brewster Kahle. Up to two guests will be invited to deliver Windsor lectures next year.  
B. **GSLIS web site redesign** - Cindy Ashwill and Garret Gengler enumerated plans for the GSLIS website redesign and advised that a vendor has been hired to assist with the process. The new site will include updated features including research abstracts and photos, new content groupings, and first-person stories. Faculty explored ways to design the new space so as to attract a wide array of audiences. Ideas for website content, design, items and stories may be forwarded to Cindy.
VIII  ADJOURNMENT

The regular meeting adjourned at 3:10 p.m. and the Executive Session began at 3:15 p.m., concluding at 4:08 p.m.

Recorded by Dorlene A. Clark