Present: Cindy Ashwill, Alistair Black, Cathy Blake, Stephen Downie, Dave Dubin, Miles Efron, Jon Gant, Les Gasser, Erik Hege, Lori Kendall, Kathryn LaBarre, John MacMullen, Bonnie Mak, Jerry McDonough, Kate McDowell, Rae-Anne Montague, Carole Palmer, Dan Schiller, Linda Smith, Carol Tilley, Vetle Torvik, Mike Twidale, John Unsworth, Kate Williams; student representatives: Jessica Lapinsky, Brittany Smith; guests: Meg Edwards, Sharon Irish, Larry Jackson, Sandy Wolf, Martin Wolske, Brian Zelip

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

I. APPROVAL OF MINUTES
The October 5, 2011 faculty meeting minutes were approved as written.

II. DEAN’S REPORT
a. Welcome: Brian Zelip, Visiting Research Analyst – Brian Zelip was welcomed.

b. Remaining faculty meeting dates for AY 2011-2012: 12/14/11, 2/1/12, 3/7/12, 4/4/12 (1:00-4:00 p.m.), 5/2/12 – as noted. All meetings will be held from 2:00-4:00 p.m. in Room 131 LISB unless otherwise stated. The December meeting was subsequently rescheduled to December 7, 2011.

c. Faculty diet dates for AY 2011-2012: 11/18/11, 12/16/11 (5:00-7:00 p.m. with spouses and significant others), 2/3/12, 3/9/12, 4/13/12, 5/11/12 – as noted. All meetings will be held from 4:00-6:00 p.m. at John Unsworth’s home unless otherwise stated. The November faculty diet was subsequently cancelled.

d. LEEP Town Hall: Wednesday, November 2, 2011, 7:00-8:30 p.m. via Elluminate – as noted. All GSLIS faculty, staff, and students are welcome to attend.

e. Ethics training due: November 2, 2011 – GSLIS achieved 100% reporting compliance by the due date.

f. Strategic Planning meeting: November 7, 2011, 4:00-5:00 p.m., Room 404 Illini Union – as noted. Core faculty and Senior Staff were encouraged to attend.

g. Spring Faculty Retreat: Thursday, January 12, 2012, 1:00-5:00 p.m., iHotel – as noted.

h. Spring Windsor Lecture – Alan Liu and Juliana Rotich are current spring Windsor Lecture suggestions. Faculty were asked to send additional suggestions to John Unsworth.

III. ASSOCIATE AND ASSISTANT DEANS REPORTS
a. Stephen Downie – Stephen will be visiting Singapore Management University, Nanyang Technological University and the Advanced Digital Sciences Center in November to establish research and teaching contacts. Faculty were asked to contact him if there are individuals they would like him to visit.

b. Linda Smith – A few adjustments have been made to the spring schedule to add some on-campus sections of courses originally scheduled only as LEEP and to cancel some low-enrollment courses.

c. Cindy Ashwill – The web page for core faculty has been revised to include title, degree information, and areas of research. Additional enhancements include listings of joint appointments and areas of study in which degrees are held.

d. Erik Hege – All faculty, staff, and students have been migrated to Exchange 2010. More details about Unified Communication will be provided later.
e. **Rae-Anne Montague** – Several GSLIS students have been affected by the regulations implemented for tax withholding on GA/PGA appointments. Student services will begin to inform students early if they will be impacted by this taxation so they can plan accordingly.

f. **Diana Stroud** – not present. No report submitted.

**IV. STUDENT REPRESENTATIVE REPORTS**

a. Masters students (Ben Rodriguez) – Concerns and suggested solutions regarding course offerings and community building were submitted. A copy of the Dean’s response is on file with these minutes.
b. CAS students (Jessica Lapinsky) – nothing to report
c. PhD students (Brittany Smith) – nothing to report

**V. COMMITTEE REPORTS**

a. **Admissions Committee (Jon Gant)** – The Admissions Committee is reviewing FERPA standards and the Admission Reform Policy and is implementing FERPA standards to govern the handling of admission applications that contain personally identifiable information.
b. **Curriculum Committee (Mike Twidale)** – nothing to report
c. **Doctoral Studies Committee (Les Gasser)** – Ph.D. students were invited to attend the 10/19/11 Doctoral Studies Committee meeting to address any concerns or questions. Ph.D. students will be invited once a semester to committee meetings.

**VI. OTHER REPORTS**

a. **Diversity seminar** – Kate McDowell attended the 10/26/11 UIUC seminar, Beyond Admissions: Graduate Student Diversity, Retention, and Climate. Kate reported that student mentoring and full participation from faculty are key features of a positive student experience.

**VII. NEW BUSINESS**

a. **Diversity Task Force** – The Dean proposed a charter for a Diversity Task Force to begin in the spring. Faculty were asked to contact the Dean if interested in participating and student representatives were encouraged to solicit volunteers. A copy of the proposed charter is on file with these minutes.

**VIII. ADJOURNMENT**

The regular meeting adjourned at 2:57 p.m. and the Executive Session began at 3:01 p.m., concluding at 4:01 p.m.

Recorded by Christine Hopper