iSchool Faculty Meeting Minutes  
Wednesday, November 9, 2016

Present: Cindy Ashwill, Masooda Bashir, Alistair Black, Nicole Cooke, Peter Darch, Jana Diesner, Dave Dubin, Meg Edwards, Liz Hoiem, Lori Kendall, Emily Knox, Bertram Ludaescher, Rachel Magee, Jerry McDonough, Kate McDowell, Jodi Schneider, Linda Smith, Victoria Stodden, Diana Stroud, Vetle Torvik, Matt Turk, Mike Twidale, Ted Underwood, Terry Weech, Kate Williams; student representatives: Paige Cunningham, Michael Pritz (via Skype); guests: Ian Brooks, Becky Hodson, Sharon Irish, Victor Jones, Moises Orozco, Michele Plante, Deborah Stevenson, Colin Van Orman, Vicki Van Uithoven

Jerry McDonough called the meeting to order at 2:01 p.m.

I. APPROVAL OF THE MINUTES  
The October 12, 2016 faculty meeting minutes were approved as written.

II. DEAN’S REPORT  
a. Remaining faculty meeting dates for AY 16-17: 12/7/16, 2/8/17, 3/8/17, 4/12/17 (1:00-4:00 p.m.), and 5/10/17 – as noted.

b. Annual meeting with the Provost and Chancellor: Thursday, December 8, 2016, 4:00-5:00 p.m., Room 131 – as noted.

c. Sabbatical requests for AY 17-18 are due by Monday, November 28, 2016- as noted.

d. Spring faculty retreat: Thursday, January 12, 2017, 9:00 a.m.-4:00 p.m., iHotel Alma Mater Room – as noted.

e. iSchool Convocation: Sunday, May 14, 2017, 9:30 a.m., Smith Memorial Hall – as noted.

III. ASSOCIATE AND ASSISTANT DEANS’ REPORTS  
a. Associate Dean for Academic Programs (Linda Smith) – Faculty were reminded that they should receive instructions for setting up ICES Online for their fall courses soon. Advance enrollment for spring 2017 is under way and continuing students were asked to complete advance enrollment by early December so that any changes needed in the spring schedule can be made in order to accommodate new students beginning their studies in January.

b. Associate Dean for Research (Stephen Downie) – not present; pre-reported

c. Assistant Dean for Advancement (Diana Stroud) – The iSchool is hosting several events during the campuswide Illini Days in Chicago from November 15-16, 2016, including a student showcase and corporate roundtable meeting.

d. Assistant Dean for Communications (Cindy Ashwill) – Faculty were reminded to use the calendar submission form to submit items for the iSchool web calendar and the news suggestion form to suggest news items, which are available on the Newsroom webpage.

e. Assistant Dean for Infrastructure (Erik Hege) – not present; pre-reported

f. Assistant Dean for Student Affairs (Meg Edwards) – Student Affairs staff are hosting a series of career sessions which includes discussions about coursework and career exploration to help students plan their program and prepare for the spring semester.

IV. STUDENT REPRESENTATIVES’ REPORTS  
a. Masters students (Nisha Mody and Michael Pritz) – The Masters student meeting with Dean Renear will be on Monday, November 14, 2016 and will be made available to Leep students.

b. PhD students (Paige Cunningham) – The PhD student meeting with Dean Renear was held on October 28, 2016.
V. COMMITTEE REPORTS
   a. Admissions Committee (Kate McDowell) – The Admissions Committee continues to discuss possible changes to the essay prompts for both MS degrees.
   b. Curriculum Committee (Dave Dubin) – Faculty were asked to prepare a syllabus for each of their classes which includes a description of goals and learning objectives in preparation for the upcoming accreditation review.
   c. Diversity Committee (Kathryn La Barre) – Linda Smith noted that the committee has updated the Guidelines for Programming both with and within the School of Information Sciences Diversity Committee in order to make the process of proposing programs more transparent.
   a. Doctoral Studies Committee (Lori Kendall) – The Doctoral Studies Committee began a discussion to consider whether the name of the PhD program should be changed. At their next meeting the committee will be discussing the relationship between the DSC and the newly created program director for the PhD program.

VI. NEW BUSINESS
   a. Recruitment and enrollment management strategy (Moises Orozco) – In the past three months, staff have made contact with over 400 prospective students via phone, email, campus visits, recruitment events, and virtual information sessions. The application deadline has been changed to two dates (a priority and a final deadline) and funds have been secured to award one-time recruitment scholarships to both MS/LIS and MS/IM applicants.
   b. Welcome Weekend update (Meg Edwards) – The inaugural fall Welcome Weekend for new Leep students was a success and planning is underway for spring and fall 2017. Faculty interested in joining the planning group were asked to contact Meg Edwards.

VII. ADJOURNMENT
The regular meeting adjourned at 2:39 p.m. and the Executive Session meeting began at 2:45 p.m., concluding at 3:10 p.m.

Recorded by Christine Hopper