GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Faculty Meeting Minutes
Wednesday, December 3, 2008

Present: Cindy Ashwill, Ann Bishop, Chip Bruce, Stephen Downie, David Dubin, Jon Gant, Caroline Haythornthwaite, Erik Hege, Larry Jackson, Lori Kendall, Kathryn LaBarre, Charlie Linville, John MacMullen, Bonnie Mak, Kate McDowell, Rae-Anne Montague, Dan Schiller, Sue Searing, Linda Smith, Diana Stroud, Carol Tilley, Vetle Torvik, Mike Twidale, John Unsworth, Terry Weech, Kate Williams, Martin Wolske; student representatives: Eric Harbeson, Lisa O’Keefe, Ellen Rubenstein; guests: Matt Beth, Wilhelm Peekhaus, Jianhai Ruan

Dean Unsworth called the meeting to order at 2:03 p.m.

I  APPROVAL OF MINUTES
The October 1, 2008, faculty meeting minutes were approved as written; approval of the November 5, 2008, faculty meeting minutes were tabled for the February 4, 2009, faculty meeting.

II  DEAN’S REPORT
A.  Spring semester faculty retreat, Thursday, 1/15/09, 10:00-2:00, in the ACES Library Heritage Room. Topic TBA.
B.  Remaining faculty meeting dates for AY08-09: 2/4/09, 3/4/09, 4/1/09 (extended meeting 1:00-4:00), 5/6/09 - as noted.
C.  Remaining faculty diet dates - 12/11/08 (5:00 p.m.-7:00 p.m. with spouses/significant others), 2/6/09, 3/12/09, 4/10/09, 5/7/09 (4:00 p.m.-6:00 p.m. at John’s home, except where otherwise noted) - as noted.
[NB: 5/8/09 faculty diet has been moved back to 5/7/09]
D.  Committee files/minutes from Chairs to Dorlene - including those from past years - A reminder to forward these materials to Dorlene.
E.  General announcements - There were no further announcements to bring forward.

III  ASSOCIATE AND ASSISTANT DEANS’ REPORTS
A.  Allen Renear was not present at this meeting and no report was provided in his absence.
B.  Linda Smith reminded faculty that ICES online course evaluations for students has a December 11 deadline; grades are due by noon on 12/23/08.
C.  Cindy Ashwill advised that electronic letterhead for GSLIS is now available on the website. The next issue of eUpdate will come out this week and the next GSLIS newsletter will come out next week.
D.  Erik Hege summarized items for attention in his unit between now and the end of winter break including: faculty submission of software needs for the labs are to be sent to Jill Gengler by December 9; Moodle update; computer labs will be shut down as part of a power savings plan, which will begin in earnest in spring semester; the print server will be replaced; the confluence wiki will be upgraded in early January 2009; annual file server maintenance will be done on December 20 and is expected to take approximately 12 hours to complete; no IT staff will be working during the reduced service days but the Help Desk queue will be monitored as will the emergency cell phone; doors to the building will be locked and will require iCard access.
E.  Rae-Anne Montague announced that GSLIS is partnering with the Eastern Illinois Food Bank this year. Donations may be made to the drop off boxes located throughout the building. This year’s student holiday gathering will be held on December 12 at the YMCA from 6:00 p.m.-8:00 p.m. Everyone is welcome to attend and asked to bring a dish to share. Spring semester orientation will be held on January 16; details to come forward at a later date. A pizza lunch will be included in the orientation program.
F.  Diana Stroud noted the pre-graduation dinner included approximately 40 and was well received. In the future, this event will be planned on the Friday evening of LEEP on-campus weekend. The campaign continues to progress well and giving to the annual fund is up 43% with increases in both the number of gifts and donors. Beginning in January, a new Corporate Roundtable model will include annual membership fees, and will include a website for paid members, education and training, blogging, etc.
IV  STUDENT REPRESENTATIVE REPORTS  
A. Master’s students had nothing to report.  
B. CAS students had nothing to report.  
C. Ph.D. students expressed extreme disappointment in the announced LIS Library closing, and will share a letter with the Library Executive Committee.  

V  COMMITTEE/PROGRAM REPORTS  
A. Admissions Committee - CAS applications are under review with six applications yet to review.  
B. Curriculum Committee - New courses being reviewed include courses that will be the basis for a community informatics concentration and courses for the proposed undergraduate informatics minor. The next Curriculum Committee meeting is scheduled for December 4, at noon, in room 242 LIS.  
C. Doctoral Studies Committee - had nothing to report.  
D. Faculty Senate report - The proposal for Global Campus was not approved at the last Faculty Senate meeting; the Board of Trustees has since approved seeking separate accreditation. Rules governing intellectual property were discussed resulting in a change to attempt to clarify work-for-hire course development ownership. Mary Mallory is organizing a women’s caucus with the first organizational meeting to be held on December 8.  

VI  OLD BUSINESS  
Furniture for the second and third floor commons areas is expected to arrive on or around December 8.  

VII  NEW BUSINESS  
A. Budget update - A possible rescission, and human resource issues were discussed at the last Council of Deans meeting. Campus faces an uncertain reduction in state funding and is planning for a possible rescission of 8%-10% in the coming year. This year, campus is taking up most of the shortfall for degree granting units and GSLIS has been asked to hold aside 2.5% of this year’s budget. Units are asked to delay discretionary spending, think of creative and strategic human resource solutions, and curtail travel not geared toward raising funds or scholarship. Next year, units are told to anticipate an additional 5% rescission or more. Campus will no longer permit new debt and existing debt is expected to be paid down. Faculty engaged in general discussion with questions about fee options and an undergraduate major option.  
B. Planning for next generation LEEP infrastructure - Matt Beth facilitated a general discussion with faculty and advised that ITD would like them to consider a new synchronous software solution for LEEP, exploring available tools and in-house development options. Faculty were invited to join a working team to explore options and take a critical look at what is available. Separately, a survey will be conducted to determine how many people are using dial up services.  

VIII  ADJOURNMENT  
The regular meeting adjourned at 3:24 p.m. and the Executive Session began immediately thereafter, concluding at 4:18 p.m.  

Recorded by Dorlene A. Clark