ASSOCIATE AND ASSISTANT DEANS’ REPORTS

Associate Dean for Research, Stephen Downie –

1. Re-opening senior research programmer search
2. Working on CDI
3. I(3) areas of interest for Informatics PhD program – please send to Molly
4. IRB—exploring issues:
   a. Possible obligatory lesson in 501 or 502
   b. IRB guest lecture in spring
   c. Exploring with VCR the possibility of in-house IRB committee to vet exempt projects

Associate Dean for Academic Programs, Linda Smith –

The semester is coming to a close. All students are reminded how much faculty and GSLIS administrators value your feedback on courses. Please be sure to complete the online ICES forms by December 16, accessible at https://ices.cte.uiuc.edu/. Be assured that your responses are completely anonymous.

Faculty should submit all grades through the Enterprise (Banner) system by noon on Wednesday, December 21. Any questions regarding this process can be directed to Valerie Youngen (vyoungen@illinois.edu).

Annually GSLIS completes our input to the ALISE Statistical Report, profiling each school. The data are also submitted to the Office for Accreditation at the American Library Association. This year data entry is being used to build a database that will allow more flexible reporting based on the data compiled from the participating schools. We submitted this year's data with support from several staff: Candy Edwards (faculty salary grid), Lila Evans (Faculty and Income & Expenditure), Rae-Anne Montague & Valerie Youngen (Students), Linda Smith & Kathy Painter (Curriculum), and Marianne Steadley (Continuing Education). Kathy Painter coordinates the submission process.

For LEEP live sessions beginning spring semester 2012, GSLIS will be migrating from Elluminate to Blackboard Collaborate v11 (http://www.blackboard.com/Platforms/Collaborate/Overview.aspx). More information will be forthcoming soon from Matt Beth and Karla Lucht in ITD.

Every 5 years the Graduate College Committee on Extended Education and External Degrees (CEEED) reviews existing online programs, which includes a survey of faculty who have taught in the program and graduates or current students enrolled in the program. Faculty who have taught at least one LEEP course in the past five years and LEEP students or graduates from the past 5 years should be included in the survey. Almost 130 faculty and almost 800 students will be contacted as part of this data collection effort. We were able to reference the previous 5-year review as part of our recent accreditation review (http://webdocs.lis.illinois.edu/accreditation/APPENDIX%20F%20CEEED%20Report.pdf) and I look forward to learning from the responses of those who have played a role in LEEP's development over the past five years. The Graduate College is e-mailing faculty and students directly with specifics on accessing the surveys and the deadline for completion.
Assistant Dean for Communications, Cindy Ashwill –
Individual web pages for core faculty have been revised to include joint appointments and areas of study in which degrees are held. During the spring semester, categories and tags for faculty teaching and research will be revisited.

A new ticketing system has been created for communications and publicity requests to better track and manage projects. Please send emails for assistance with special projects, flyers, media announcements, and story ideas to communications@support.lis.illinois.edu. This system does not replace the website ticketing system, so please continue to send requests for calendar submissions, web announcements, page updates, etc., to web@support.lis.illinois.edu.

Library Trends 60:2, “Information Literacy Beyond the Academy, Part I: Towards Policy Formulation,” edited by John Crawford, is on schedule to publish this month. Upcoming GSLIS publications for the spring semester include the Annual Report, GSLIS Magazine, and Alumni Newsletter.

Please remember to contact Kim or Cindy if you receive inquiries and interview requests from the media. This will allow us to share your expertise with the GSLIS community and increase the visibility of the School.

Assistant Dean for Infrastructure, Erik Hege –

1) Electronic Communications and FERPA information

   a. Recently, some questions about FERPA regulations and electronic communications have been brought to my attention. Following is my understanding of how things currently are handled, and likely things to come in the future. Much of the following information is directly from Mike Corn, the Campus Chief Privacy Security Officer. After the faculty meeting, I will send this information out to all faculty and staff.

      i. There’s (currently) nothing written that literally states "thou must use a university account" (though there will be before too long). However the issue is this: if a faculty member is using gmail, and tells a student to email them, then they’re requiring the student to release their FERPA data to Google (and google is entitled to data mine, and resell it). That is a violation of FERPA and more generally the good stewardship of data required by existing policy.

      ii. If a student contacts a faculty member from Gmail and says "could you send me my grades?" - assuming the faculty member knows that the gmail account in question actually belongs to the student, the faculty member *can* respond with the grades. The student has effectively opted in to the data release to google. However please note that it is surprisingly common for parents of students to pretend to be a student and use bogus accounts to get student grades. It’s also not uncommon for people to use third party accounts to get grades of friends or acquaintances (usually for non-malicious purposes) but we have seen situations where students have used faked third party accounts more maliciously.

      iii. NOTE: None of this is true for the University provided gmail accounts (@g.illinois.edu) which can be treated as any other university provided account - these have contractual protections in place.

      iv. In the spring, an electronic communications policy will be presented to the faculty senate which will have the following provisions:

          1. Any electronic communication, excluding phone conversations, undertaken on behalf of a University activity for which a record must be maintained must be transacted through a University provided account. Examples of such activities include, but are not limited to: discussions related to human resources
(hiring/firing/promotion/tenure), student and faculty interactions, financial assistance, purchases (p-card, procurement), athletic recruitment, etc...

2. All faculty and staff must use a campus or University provided official email service when conducting University business by email. Note: compliance with this provision will not be expected until approximately July 2012 when a new campus wide email service will be completed. This policy will be updated with specifics at that time.

3. Faculty and staff may choose to use non-University provided or licensed communications and collaboration services as required by collaborators or professional communities in support of research and administration. However faculty should be aware that doing so may limit the University’s ability to assist with security, copyright, or other intellectual property disputes. Non-faculty staff should consult with their supervisor as to the appropriateness of using non-University provided electronic communication accounts or resources. Under no circumstance should units or individuals release any part of the student educational record, including email addresses or other personally identifiable information, without a contracted service relationship addressing the restrictions on use of student data as specified by FERPA.

v. Following are some informational links with about FERPA:
   1. Overview of FERPA - http://registrar.illinois.edu/staff/ferpa/index.html
   2. Information about classroom training and an online tutorial - http://registrar.illinois.edu/staff/ferpa_tutorial/index.html

2) Upcoming Outage over winter break
   a. We will be performing a number of tasks over the break. We are trying to minimize downtime by combining as many as possible into a single outage window. Almost all core systems will be unavailable December 26th and 27th. We will be performing maintenance on the file system, fixing/moving/replacing hardware, shutting down the old isrl web server (not the mail server), replacing the DHCP server, replacing the LDAP server, and replacing the LDAP2 server among other things. About the only thing that will remain up during this time is the main GSLIS webpage. The others will not all be out for the entire 2 days, but will be out a different times. Brynnen will be sending a message to everyone with this information in the next few days.
   b. Milt will also be updating CAS over the break, but a date is not scheduled yet. Again, we will send out a message prior to the update.

3) Lab software requests for spring semester
   a. Jill sent an email out about this yesterday. Please get your requests in as soon as possible to make certain they get on the lab machines for next semester.

4) Slowdowns
   a. We have had a number of reports of slow computer response, specifically from the front office. This is happening in Outlook, Firefox, Word, Banner, etc. While we are working with them to figure out what is causing these issues, please let us know if you are also experiencing any unusual latency from your computer on a regular basis. Contact the help desk with any reports.
5) **UC update**
   a. The tech staff will all be moving to using Lync in the next 2 weeks. We will be testing various devices for compatibility. Karla and Matt will also be testing how Lync will interact with Eluminate.
   b. All ‘survey’ data was completed and turned in by Sally. This data links each individual with a phone number in the Lync database. One result of this is that phone numbers now stay with the individual even if they move departments in the University.

6) The IT staff went on a retreat last Friday to discuss our direction, assess our performance, and make plans for the future (we also had pizza). We will be continuing our discussions in future weeks, and will also be asking you for feedback on your needs/wants, as well as our performance. We will be constructing a survey over the break and sending it to all of you. We would greatly appreciate your feedback.

7) **Building items**
   a. F&S will be conducting a test of our Fire Protection System on December 14th at 2pm. The horn will sound at that time.
   b. The TA office has moved to room 207.
   c. Over the break, we intend to replace the flooring in the LRL with new tiles. The new tiles have a rubber/vinyl top and should be more ‘weather resistant’.
   d. Plans for an upgrade to room 341 are moving forward. We are awaiting blueprints from the design company and hope to put together a timeline in the near future.
   e. The loading dock has been resurfaced to slope away from the building. We are hopeful this will prevent the leaking and water damage we have experienced over the past years.
   f. As mentioned in my email of yesterday, please turn the heat in your office down if you will be gone over the break. Also, please turn off your computer if you will be gone for any length of time.
   g. All the wireless access points in the building were replaced by CITES a few weeks ago. If there are any issues, please notify the help desk.
   h. Sally has gone through and done her best to match chairs in the common areas/conference rooms. If you borrow a chair from one of them, please return it to the same location.
   i. To conserve power, we will be shutting down the machines in the labs after finals and turn them back on the weekend before classes start. Anyone can come in and manually turn on a computer if needed.

**Assistant Dean for Student Affairs, Rae-Anne Montague** – no report submitted

**Assistant Dean for Advancement, Diana Stroud** –
Just a quick reminder that the Brilliant Futures Campaign will end December 31, 2011, but it is not too late to make a gift! As long as the gift is in the process by December 31 we will be able to count it. If you know of anyone I should talk with or have any questions about the Campaign, please let me know.

We will organize a gathering at the iSchool's Conference in February. This year I would like to include attendees, alums in the area, faculty and students. If you have a sense of the best day/time to have the gathering or a place to meet please let me know.

We are working with Roy to identify ASB placements, there are a record number of students interested in the opportunity this year.

GSLIS Holiday cards are being sent electronically again this year and we are in the process of sending them. Cards will be sent to those who do not have e-mail addresses. Wishing you all a wonderful Holiday Season.
STUDENT REPRESENTATIVE REPORTS

Masters students, Ben Rodriguez – no report submitted

CAS students, Jessica Lapinsky – no report submitted

PhD students, Brittany Smith – no report submitted

COMMITTEE REPORTS

Admissions Committee, Jon Gant –
The Admissions Committee has provided admission statistics as of December 6, 2011 (see attachment).

Curriculum Committee, Mike Twidale – no report submitted

Doctoral Studies Committee, Les Gasser – no report submitted