ASSOCIATE AND ASSISTANT DEANS’ REPORTS

Associate Dean for Research, Allen Renear – no report submitted

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 9, 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 22. 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. We submitted this year's report December 1, with support from several staff: Candy Edwards (faculty salary grid), Lila Evans (Faculty and Income & Expenditure), Rae-Anne Montague & Valerie Youngen (Students), Kathy Painter (Curriculum), and Marianne Steadley (Continuing Education).

Thanks to Matt Beth's negotiation with Academic Outreach, we have acquired additional capacity in Elluminate so that we can now schedule/manage as many meetings and drop in sessions as needed instead of just the single online meeting room currently available. This will allow more use of Elluminate in support of on-campus courses, research groups, and other real-time events needing this capability.

Assistant Dean for Communications, Cindy Ashwill –
Recent activities include:
1. Communicating developments about the Stewarding Excellence initiative through the GSLIS website and recent eUpdate (emailed on 12/6/10).
2. Finalizing the design for outdoor banners, which need to be approved by the F&S Planning Division prior to creation and installation.
3. Continuing work with LEEP students on a social media project that will produce an implementation plan for meeting strategic goals.
4. Preparing the email for new graduates, which offers congratulations and provides information about computing accounts and how to stay connected with GSLIS.

Publications:
1. The Annual Report is with the designer and scheduled for publication in January 2011.
2. The GSLIS Magazine is underway and scheduled for publication in March 2011.
3. There has been a change in the publishing schedule for Volume 59 of Library Trends: a. Issue 59.1, “Workforce Issues in Library and Information Science, Part 2,” will be published in December as a double issue, 59.1-2, due to its size and length of time required for production.
b. The next issue, “Library and Information Services to Incarcerated Persons: Global Perspectives,” will be renumbered as 59.3 and published approximately in February.

4. Occasional Paper #216, “Early Illinois Newspapers and Job Printers: The Terence A. Tanner Collection,” is in the final stages of production, which should be completed by the end of the calendar year; thereafter, it will be uploaded into IDEALS and made available through the GSLIS print-on-demand service managed by Kirtas Books.

Miscellaneous:
1. The holiday card was mailed electronically to individuals for whom email addresses are on file and via postal mail to others. If you have any comments about the e-card, please contact either the Communications Office or Advancement Office.
2. An announcement about the Chancellor's Distinguished Staff Award recently was emailed to faculty and staff. This award recognizes a civil service employee who:

   a. demonstrates excellence in overall work performance;
   b. promotes positive morale by displaying a congenial, supportive attitude and providing service to others;
   c. puts forth an effort to improve self as well as to develop and recognize others;
   d. exhibits initiative and creativity resulting in improved operating efficiency of the department and/or University; and
   e. enhances the image of the department and/or University.

   Faculty who have a suggestion for a GSLIS nominee and are willing to assist in the nomination process should contact Cindy Ashwill by December 10.

**Assistant Dean for Infrastructure, Erik Hege**

The email/calendaring migration is continuing. In general those using a Windows machine/client have had few difficulties with the migration, and those using MacMail have also been fairly successful, although you do lose out on calendaring functionality. Ultimately, Outlook 2011 for the Mac will be the preferred/supported tool, but as of right now, we know that there are some significant bugs in Outlook 2011 for the Mac, and we are working with CITES and Microsoft to step on the bugs. Once we are moved (by CITES) to the Exchange 2010 infrastructure (server side), the web client for access becomes MUCH more stable and usable on all the major web browsers.

If you have any special software needs for the labs for spring semester, please fill out the software request form at [http://www.lis.illinois.edu/helpdesk/software/softwarerequest](http://www.lis.illinois.edu/helpdesk/software/softwarerequest).

The helpdesk will be closed during the reduced service days between Christmas and New Year.

A number of significant IT infrastructure changes will be going in place over the holiday break. Brynnen has sent out a note about this as well:

1) We will be testing the UPS (battery backup system) in the server room to make sure it works as expected and is able to shut down servers in the event of a power outage. This is currently scheduled for December 29th (a reduced service day), and will involve all GSLIS systems being down for most of the day. Some systems will come up faster than others.

2) The main file system will be replaced the weekend of January 8th and 9th. We are retiring the old file system and moving to a newer, larger, faster system. This does mean that we have to completely backup all information first, and then copy it over to the new system. A significant amount of maintenance/cleanup is also being accomplished as part of this project. The file system will be unavailable during this time. (H: drives, I: drives, classroom servers, labs, domain
machines) As a result of the cleanup, we will have better monitoring of the systems, and we will be performing some group maintenance. Group accounts will be moved into their own drive space. This may result in some hard links being broken, but do not fear, all the data will be there. If you cannot access a group account/space after the migration, please contact the help desk so they can assist you in recreating your mapping/link.

3) The lab machines (and shared area machines like those in the classrooms and conference rooms) are all being replaced with new Mac minis. They will all be set up as ‘dual boot’ machines. This only impacts the labs themselves, so it will be done the week of January 10th-15th.

4) Have a Merry Christmas and Happy Holidays!

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

**Assistant Dean for Advancement, Diane Stroud** –
The LSAA Board met on December 3, 2010 to finalize plans to kick-off a campaign to raise the funding needed to endow the LSAA Endowed Professorship for GSLIS. Board members will make contacts with fellow alums in a variety of ways encouraging them to contribute to the fund. They will ask alumni to give a gift and/or make a pledge to honor a faculty member who made a difference in their educational experience at GSLIS. When we receive the gift, we will notify the faculty member and provide the comments made by the donor to you. We hope this will motivate others to give. For this purpose I have created a multi-year pledge form that can be used to encourage alumni to make a financial commitment to GSLIS.

On Sunday, December 3, 2010 our alum and LSAA Board Member, Irene Hoffman, hosted a reception at her home in Highland Park to kick off the LSAA campaign to raise money for the endowed professorship and hear the latest update on the unit review from the Dean. We will be doing a series of these small gatherings in a variety of locations throughout the year. In most cases our alum covers the cost of the reception and this is another way for them to support GSLIS.

Once again it is time to think about nominations for LSAA Awards. We need your help to recognize our outstanding alumni. Please be thinking of nominations for the following awards: LSAA Student Award, Leadership Award, Distinguished Service Award, and Distinguished Alumnus Award. More details and nomination information can be found on the GSLIS website. Nominations can be made and submitted to our office, until April 1, 2010. We welcome your nominations.

I hope you have all received our e-holiday card; another cost cutting measure implemented this year. With good e-mail addresses we only had to mail about 150 cards this year, a substantial savings. Response to this new approach has been positive to date.

Finally my thanks to all of you for the work you do to make our job so much easier, best wishes for a peaceful Holiday Season!

**STUDENT REPRESENTATIVE REPORTS**

**Masters students, Meghan Kutz** – nothing to report

**CAS students, Laksamee Putnam** – no report submitted

**PhD students, Caroline Nappo** – nothing to report
COMMITTEE REPORTS

Admissions Committee, Jon Gant –
The Admission Committee is currently reviewing the MS and CAS applications for Spring 2011 admission.

1. Current stats for the Spring 2011 MS applications:
   a. We received 70 MS applications, which were due on Oct 15, 2010
   b. 63 of these applications are complete. 7 are incomplete.
   c. We agreed to admit 29 applicants so far,
      i. 19 accept but 2 may of these 19 may defer
      ii. The applicants were reviewed by two committee members and received an average score 1 or 2
   d. Candidates with a 2.5 average score are going through a second round of review for possible admission

2. CAS for Spring 2011:
   a. The Spring 2011 CAS applications were due on December 6, 2010.
   b. We received 8 CAS applications. The final reviews are due by Dec 15, 2010.
   c. We admitted 2 CAS applicants so far (1 alum and 1 current MS student)

Key Dates:
*Completed review of Spring 2011 MS applications by 12/8
*CAS application deadline is 12/6; Complete review of Spring 2011 CAS applications by 12/15
*January 15th: MS Summer & Fall 2011 application deadline
*February 16th; Committee mid-point meeting (2:00 pm) for SU/FA 2011 MS application reviews
*March 1st; MS LEEP SU 2011 application deadline.
*March 15th, CAS SU 2011 application deadline.
*March 16th; Committee meeting (2:00 pm); all MS SU/FA 2011 applications should be reviewed; will discuss both SU/FA 2011 applications and CAS SU 2011 applications.

Curriculum Committee, Terry Weech –
The GSLIS Curriculum Committee has formed subcommittees with the following tasks:

1) Review and edit/update as needed the MS curriculum-related content on the GSLIS public web pages (e.g., course information) and on the Moodle (e.g., advising guide).
   [Rae Montague (Chair), Kate McDowell, Bethany Herman, Meg Edwards]
2) Review status of approval of courses sent forward by the Faculty in the last six years to have regular course numbers.
   [Weech and Smith]
3) Migrate courses from 590 to regular course numbers through the new course approval process.
   [Meg Edwards (Chair), Lori Kendall, Samantha Wittenberg]
4) Review characterization of curriculum in terms of clusters and areas of specialization and refine as needed.
   [Alistair Black (Chair), Kate Williams, Bethany Herman]
5) Identify strategies for enhancing response rate for ICES Online. [Kathryn La Barre (Chair) and John MacMullen]
6) Review and update as needed GSLIS computer literacy requirements. [Kate Williams (Chair), Meg Edwards, Sue Searing, Samantha Wittenberg]
7) Review required courses (501/502). [Kate Williams (Chair), Alistair Black, John MacMullen, Kathryn La Barre, Sue Searing, Samantha Wittenberg]

Chris Migotsky has agreed to meet with the Curriculum Committee to discuss ICES Online at our January 19th meeting at 3:00 pm in room 242 LIS Building. Observers are welcome. Feel free to contact any of the Subcommittee chairs or Terry Weech, Chair of the Curriculum Committee, if you have questions or comments.
Doctoral Studies Committee, Lori Kendall –
The Doctoral Studies Committee has reviewed the required doctoral research design course and it has been submitted for a permanent number. We will also review the History and Foundations class in our next meeting this Friday, 12/10/10. We are working with Cindy Ashwill on the presentation of doctoral student profiles on the website with an eye towards usability, consistency, and recruitment. We continue to discuss additional issues and strategies regarding recruitment. All field exams have been completed for Fall. The dates for Spring field exams should be available next week.