

(to be considered for approval at February 8 Senate meeting)

SENATE MINUTES
UM-ST. LOUIS
January 18, 1994
3:00 p.m. Marillac Auditorium

The meeting was called to order at 3:10 p.m. Minutes from the previous meeting (held December 7, 1993) were approved as submitted.

Report from the Chairperson -- Stephen Lehmkuhle

The Chair noted that the Board of Curators' next meeting will be held on February 3 and 4 at UM-St. Louis and reported that members of the Senate Executive Committee will be invited to join the Curators at a breakfast meeting on February 4.

President Russell has accepted Chancellor Touhill's invitation to come to the campus to meet with faculty and staff. The meeting is scheduled for February 15 at 3:00 p.m. in the J. C. Penney Auditorium.

The Chair concluded his report by announcing that the Ad Hoc Senate Committee on Research and Publication has recommended Dr. Frank Moss as the campus nominee for the President's Award for Research and Creativity and the Ad Hoc Senate Committee on Faculty Teaching and Service Awards has recommended Dr. Thomas Jordan as the campus nominee for the Thomas Jefferson Award.

Report from the Chancellor -- Blanche Touhill

The Chancellor began her report with the subject of enrollment and recruitment, commenting that several divisions and campus organizations recently have assisted in the Student Affairs division's effort to attract and retain students. Personnel from all divisions telephoned former students who had not registered for the winter semester to encourage them to continue their coursework. Office hours in several departments were extended. Some departments remained open over the holiday break and on Saturdays. (The Chancellor noted that the Cashier's Office handled 725 transactions over the holiday break.) In addition, the Staff Association and University Relations organized information booths in Marillac Hall and in Woods Hall to greet students and answer their questions.

Touch-tone registration is operational, and nearly 4,000 students registered for classes in the winter semester by telephone. More than 22,000 contacts were made through the system. Winter

registration efforts were aided by advertisements placed in the St. Louis Post-Dispatch.

The Chancellor announced that as a result of these initiatives, the campus is only a few hundred credit hours short of the winter semester goal of 95,000 and that additional budget cuts appear unnecessary at this time. She commented that the Columbia and Kansas City campuses are experiencing larger enrollment declines this semester.

For the Student Affairs division, the Chancellor reported that a job hot-line started by Career Placement Services to announce campus interviews has attracted more than 2,600 calls from students. Senators were asked to advise students of this service and to suggest that those wishing further information contact Ms. Deborah Kettler, Director of Career Placement Services.

The residence hall is at capacity for male students but still has openings for females. Those interested in housing should be directed to contact either Vice Chancellor MacLean or Dr. Karl Beeler, Assistant to the Vice Chancellor.

For Managerial and Technological Services, the Chancellor announced that the Office of Finance and Accounting has moved to the General Services Building.

For University Relations, the Chancellor reported that John Dill, president of Mosby and the campus's May 1993 commencement speaker, has been elected President of the Chancellor's Council for 1994. New members of the Council include William Guerri, a partner in the law firm of Thompson & Mitchell; Jo Ann Harmon, a corporate vice president of Emerson Electric; Dan Jasper, executive vice president of Magna Group; and Marvin Schulteis, division manager for regulatory and industry relations at Southwestern Bell.

The campaign to endow a professorship in Modern Greek Studies is progressing according to plans. To date, the University has received nearly \$150,000 in gifts and pledges, including a \$25,000 gift from the campaign's chairman. On January 29, the University will host a special fund-raising concert featuring a Greek musician.

University Relations announced last spring that McDonnell Douglas had donated \$300,000 to support the new Joint Engineering Program with Washington University. Part of that gift was designated for the creation of a computer laboratory geared toward Engineering students. The lab will be dedicated on January 27. It is located on the second floor of Benton Hall.

For Academic Affairs, the Chancellor announced that Dr. Donald Mertz was named Director of the Center for Academic Development. He assumed this post on January 1.

Honorary doctoral degrees were awarded at the January commencement to Mr. Charles Hoessle, director of the St. Louis Zoological Park, and Dr. Yien-si Tsiang, Secretary General for the Office of the President of the Republic of China.

For the School of Nursing, Chancellor Touhill noted that the proposal to establish the Barnes College of Nursing at UM-St. Louis has passed the College of Nursing Board of Trustees and the Barnes Hospital Board of Directors. The next level in the process is for the proposal to be approved by the Barnes-Jewish-Christian System Board. This meeting will take place on January 27. The University's Curators are scheduled to consider the proposal at their February meeting.

The School of Business Administration is in the process of developing its self-study for reaccreditation by the American Assembly of Collegiate Schools of Business (AACSB).

The School of Education received high praise during the recent site visit by a team from the National Council for Accreditation of Teacher Education (NCATE). The team's report reflects this praise. The Chancellor noted that the School was one of only 10 percent which pass all standards. She credited the College of Arts and Sciences and the School of Education for this success.

Chancellor Touhill urged senators to attend the Board meeting on February 3 and 4. The meeting convenes at 8:30 a.m., and an agenda may be obtained from University Relations.

The Chancellor also announced the establishment of a Committee on Oversight of the Health Insurance Plan. Three faculty members and three staff members will be appointed by the Chancellor, and these appointments will be announced to the campus. The Committee will conduct periodic surveys of faculty and staff to determine their level of satisfaction with all components of the health care plan, receive complaints about the plan and forward them to University Administration, and periodically review patient satisfaction reports on the quality of care and service provided by the organizations participating in the health plan. The Committee will report its findings to both the Senate and to the Staff Association. The Committee will begin its deliberations on February 1 and continue for one year, at which time there will be discussions about the charge and membership of a continuing committee.

At the close of the Chancellor's report, Senator Martinich expressed concern about a delayed response from campus police to the sounding of a fire alarm in the Computer Center Building. Chancellor Touhill asked Vice Chancellor Krueger to review that situation and also to investigate the campus's procedures and readiness to respond to other crises, such as an earthquake.

Report from the Intercampus Faculty Council -- Lois Pierce

(see attached)

Chancellor Touhill noted that Vice Chancellor Wright is presently reviewing the draft of a document on tenure extension. Following his review, the document will be shared with the Faculty.

Report from the Student Government Association -- Charles "Andy" Masters

Senator Masters reported that the Student Government Association is satisfied with its first semester accomplishments and looks forward to attaining several goals for this semester. These include: (1) extending the hours that key facilities and offices are open (Library, Cashier's Office, Advising); (2) increasing security on campus; (3) revising SGA bylaws; (4) helping student organizations to sponsor "Political Week"; and (5) implementing a campus beautification program. Senator Masters announced that he is aware of five groups ready to commit to beautification projects.

Report from the Executive Committee -- Stephen Lehmkuhle

The Chair reported that the Executive Committee has appointed the 1994 Student Election Subcommittee. Members include the Chair, Ms. Marie Mitchell, and Senator Warren Price.

Report from the Committee on Curriculum and Instruction -- Lawrence Friedman

On behalf of the Committee, Senator Friedman presented proposals to change the degree requirements for the Master of Education (Admission and General Requirements), Bachelor of Science in Education--Elementary Education, and Bachelor of Science in Nursing. He also presented a proposal to change the Minor in International Relations. Proposals for the minor and the Master of Education were approved without discussion; changes to the B.S. in Education prompted questions and were approved following clarifications. The B.S.N. proposal was approved following questions concerning the implications of the changes for the School of Nursing. Dean Martin explained that the agreement with the Barnes College of Nursing is that our campus will admit students to the program as freshmen. Senator Martinich sought

other implications, including whether the School of Nursing is to become the College of Nursing.

Following closure on these items, Senator Friedman called the Senate's attention to a number of course actions that were approved by the Committee.

Report from the Committee on Committees -- Jean Bachman

The following individuals were elected to serve on the newly-created Ad Hoc Senate Committee to Examine Multiple-Level Participation in the Tenure and Promotion Process: Drs. Burkholder, Gottfried, Janson, McSweeney, Peck, Ratcliff, Roth, and Trojcek.

The following students were elected to fill vacancies on three Senate committees: Barbara Steinman to the Committee on Computing; James Grina to the Committee on Recruitment, Admissions, Retention, and Student Financial Aid; Nicholas Karabas and William Ross to the Committee on Student Affairs.

Report from the Committee on Bylaws and Rules -- Joseph Martinich

On behalf of the Committee, Senator Martinich presented five proposals to amend campus bylaws and one proposal to add a new bylaw. The five amendment proposals were endorsed by the Senate (see attached). Slight modifications were made to refer to the Engineering Program as a joint (rather than cooperative) program, to specify the College of Arts and Sciences in the membership distribution of the Committee on Computing, and to require the Committee on Computing to coordinate with the Committee on University Libraries and with any other committees on telecommunications and technology on issues of mutual concern. The proposal to delete the Committee on Athletics from the list of Senate committees appearing in the bylaws prompted an expression of concern by Senator Sork regarding the Committee's traditional relationship to the Senate. She was assured by the Chair that System attorneys anticipated no legal ramifications in the amendment's adoption.

A proposal to create a Senate Committee on Telecommunications and Instructional Technology provoked lengthy debate. The proposal was returned to Committee despite the Chair's reminder that this would result in delaying for at least a year the establishment of a new standing committee. The Chair underscored the need for a committee to both assess the campus's long-range technological goals and oversee the day-to-day business of using video and computers. Senators requested that the Committee on Bylaws and Rules clarify a number of issues, including whether the proposed committee's name is consistent with the titles of the divisions with which it will be associated, whether the Committee's charge

would include audio technologies, which campus committee will oversee the use of telephone lines and confront issues related to the information highway, and how the various units which rely on technology (libraries, computers, ITC, etc.) relate to each other and to the proposed committee.

Report from the Committee on Physical Facilities and General Services -- R. Rocco Cottone

On behalf of the Committee, Senator Cottone presented for Senate endorsement a Campus Landscape Beautification Program. The program was initiated by the Student Government Association to improve the physical setting of the campus. Lengthy discussion of the proposal focused on the details involved in implementing the program, whether an oversight committee was needed, whether a landscaping plan was desirable, and whether individuals or groups unaffiliated with the campus could sponsor a donation. Several motions were offered to amend the proposal to clarify these issues. (The amended program which was approved by the Senate is attached.)

Report from the Senate Committee on Appointments, Tenure, and Promotion -- Paul Roth

Senator Roth reported that the Committee has met to consider one appointment with tenure and to deliberate on 18 cases for promotion and/or tenure. The final report is in progress.

Report from the Budget and Planning Committee -- Blanche Touhill

The Chancellor noted that under Curator McHugh's leadership, the Curators will want each campus to review its five-year plan. This task will be assumed by the Senate Budget and Planning Committee.

Report from the Committee on Student Affairs -- J. Martin Rochester

Senator Rochester informed the Senate that the Committee has sent a proposal to the Chancellor to modify the current policy of charging individuals \$5 for each transcript requested. He voiced the Committee's hope that the Chancellor will act favorably on the recommendation to give students two transcripts per year at no cost and charge a \$3 fee for additional transcripts. Requests to fax transcripts would incur additional charges.

Senator Rochester also reported on the progress being made to place bus shelters at shuttle bus stops on campus. Towards that goal, the Committee is working with the Senate Committee on Physical Facilities and General Services and with Reinhard Schuster, Director of the Physical Plant.

Report from the Committee on University Libraries -- Vicki Sauter

(see attached)

Completing the business at hand, the meeting adjourned at
4:50 p.m.

Respectfully submitted,

Margaret W. Cohen

Margaret Cohen
Senate Secretary

Attachments: Report from the Intercampus Faculty Council
Bylaw amendments endorsed by the Senate
Campus Landscape Beautification Program
Report from the Committee on University
Libraries

REPORT FROM THE INTERCAMPUS FACULTY COUNCIL

The IFC met in Columbia on December 13, 1993. President Russell shared his concerns in several areas. He said the tenure extension document was not ready to present to the IFC yet. He reiterated his wish that the document be broad enough to cover circumstances other than pregnancy and medical leave. The decision to grant a leave will be made by the chancellor who will be advised by a standing committee.

We are still working with the General Counsel and the President to clarify the hazard waste-defense and protection policy. Some minor changes have been made to provide additional protection to the faculty. The draft has been sent to Board members for their review and should be approved at the next Board meeting.

When we met, the deadline for joining the health care plan was near. Vice President McGill asked that each campus form an advisory committee to give his office feedback on problems faculty encounter with the new plan. The University Committee on Retirement and Benefits will monitor the plan on the system level.

We asked President Russell what he saw as the role of IFC. He said it was to represent the faculty. In the academic area the IFC and faculty are the only experts.

The president discussed problems with the report of the 2020 Committee. Generally the report shows little understanding of research and the role that plays in the university. On the other hand, the report reflects the perception of the general public and we need to use the report as we attempt to provide a more realistic picture of the role of a public research university.

The IFC's draft of a position paper on university infrastructure was briefly discussed by President Russell. He said we need to work with administration and should prioritize our needs. His priorities are in the Five-Year Plan. He would like additional money from the Legislature for building maintenance and renovation of structures. After that the money should be used for what we need including higher salaries.

Vice President McGill said this year we will be looking at pay for performance for the staff. Now people are unable to advance unless they supervise more people. Some staff are developing programs and performing other important tasks that don't include supervision. They should be compensated for what they are doing.

The next IFC meeting will be in February.

PROPOSED AMENDMENT TO UM-ST. LOUIS BYLAWS

Current version:

300.040 C.1.b. Each year during the winter semester each school, college, and any other parallel unit which may be created from time to time shall have allocated to it a number of faculty senators proportionate to the number of its voting faculty members as defined in Section 300.040 A.1 of these Bylaws. The Faculty of each school, college, and any other parallel unit which may be created from time to time shall nominate twice the number of senators allocated to it. Not later than April 1 of each year, the Faculty of the University of Missouri-St. Louis shall elect the appropriate number of members of the Senate from each list of nominees.

Proposed revision:

300.040 C.1.b. Each year during the winter semester, the College of Arts and Sciences and the schools of Business Administration, Education, Nursing, and Optometry shall each have allocated to it a number of faculty senators proportionate to the number of its voting faculty members as defined in Section 300.040 A.1 of these Bylaws. The Joint Undergraduate Engineering Program (with Washington University) shall have allocated to it one elected faculty senator membership. The Faculty of each school, college, and the Engineering Program shall nominate twice the number of senators allocated to it. Not later than....

Rationale: The Joint Undergraduate Engineering Program is unique in various ways and is still in a state of flux. The proposed amendment establishes an assured and stable level of representation for faculty in the program. As the program develops, its faculty representation on the Senate will be reviewed and modified as needed.

PROPOSED AMENDMENT TO UM-ST. LOUIS BYLAWS

Current version:

300.040 C.4.a. Committee on Committees -- The Committee on Committees shall consist of the Vice Chancellor for Academic Affairs, three student senators, and one faculty senator from each of the following units: Business, Education, Humanities, Natural Sciences/Mathematics, Nursing, Optometry, Social Sciences, and such parallel units as may be created from time to time. The members of the Committee shall serve....

Proposed revision:

300.040 C.4.a. Committee on Committees -- The Committee on Committees shall consist of the Vice Chancellor for Academic Affairs (non-voting), three elected student senators, and one elected faculty senator from each of the following....

Rationale: Ex officio administrators are serving as non-voting members of other Senate committees. For consistency, the Vice Chancellor for Academic Affairs should be a non-voting member of this committee. Because of the unique role of the Committee in recommending candidates for election to standing and ad hoc Senate committees, it is appropriate for the voting membership of the Committee on Committees to be drawn from those elected to the Senate. Ex officio administrators should not participate in preparing slates for committees that are charged with making recommendations to administrators. Any Senate member, including ex officio senators, may nominate candidates from the floor.

PROPOSED AMENDMENT TO UM-ST. LOUIS BYLAWS

Current version:

300.040 C.4.k. Committee on Athletics -- The committee, in accordance with the rules and regulations of the Board of Curators, shall consist of five regular full-time Faculty members of professorial rank, two regular full-time students, and one member of the alumni, all appointed by the Chancellor, who shall also designate the Chairperson. The Director of Athletics and the Vice Chancellor for Administrative Services of the University of Missouri-St. Louis shall be ex officio non-voting members. Responsibilities, terms of membership and meetings of the committee shall be prescribed in the rules and regulations of the Board of Curators. When appropriate, the committee shall report or recommend policy concerning athletics to the Senate.

Proposed revision: delete and relabel succeeding sections

Rationale: This Committee is not under the Senate's jurisdiction. Section 270.050 of the Collected Rules and Regulations specifies the Committee's membership, terms, and charge. There is no need for this information to appear again in the Senate's bylaws. The final sentence is unnecessary because any committee (or individual) should submit reports/recommendations to the Senate "when appropriate." The Executive Committee prepares the Senate meeting agenda, and the Chairperson of the Committee on Athletics is a non-voting member of the Executive Committee. The flow of information to the Senate is further encouraged by a Senate Operating Rule, which states: "The budget for athletics shall be recorded as information to the Senate." Budget information for athletics is on file in the Senate Office and available to senators on request.

PROPOSED AMENDMENT TO UM-ST. LOUIS BYLAWS

Current version:

300.040 C.4.q. Committee on Computing -- The Committee shall consist of the Senior Campus Computing Administrator (non-voting); the Coordinator of Campus Computing (non-voting); the Director of the Office of Computing and Networking Services (non-voting); eight faculty members elected by the Senate, no more than five of whom shall be from a single college, school, or other parallel unit; two students elected by the Senate; and one representative elected by the Staff Association.

The Committee shall be responsible for reviewing general policy issues regarding campus computing and presenting timely reports and recommendations to the Senate based on its review.

Proposed revision:

300.040 C.4.q. Committee on Computing -- The Committee shall consist of the Coordinator of Campus Computing (non-voting); the Director of the Office of Computing and Networking Services (non-voting); one faculty member from each division of the College of Arts and Sciences, one from each professional school, and one from each parallel unit which may be created from time to time; two students; and one representative elected by the Staff Association. All faculty and student representatives shall be elected by the Senate.

The Committee shall be responsible for reviewing general policy issues regarding campus computing, including on-campus computer classrooms and laboratories and their maintenance, scheduling, and supporting resources. The Committee shall present timely reports and recommendations to the Senate, to the Coordinator of Campus Computing, and to the Director of the Office of Computing and Networking Services. The Committee shall coordinate with the Committee on University Libraries and with any other committees on telecommunications and technology on issues of mutual concern.

Rationale: Different disciplines utilize computers in different ways. By providing every academic unit with representation, we can ensure that the multiple and diverse uses of computers in teaching, research, and service are incorporated in policies developed by this committee.

It is unnecessary to include the Senior Campus Computing Administrator (Vice Chancellor for Managerial and Technological Services) on the membership of this committee. The unit is adequately represented by the Coordinator of Campus Computing and the Director of the Office of Computing and Networking Services.

The proposed amendment also specifies that the Committee's charge includes reviewing and recommending policies relating to the maintenance, scheduling, and supporting resources for on-campus computer classrooms and laboratories.

PROPOSED AMENDMENT TO UM-ST. LOUIS BYLAWS

Current version:

300.040 A.3.a. The President, or in his absence, the Chancellor, or in his absence a member of the faculty designated by the Chancellor, shall preside at each Faculty meeting.

Proposed revision:

300.040 A.3.a. The President, or in the President's absence, the Chancellor, or in the Chancellor's absence, a member of the Faculty designated by the Chancellor shall preside at each faculty meeting.

Rationale: The proposed amendment removes two gender-specific references.

UNIVERSITY OF MISSOURI--ST. LOUIS
SENATE PHYSICAL FACILITIES AND GENERAL SERVICES COMMITTEE

CAMPUS LANDSCAPE BEAUTIFICATION PROGRAM

PURPOSE

The purpose of the Campus Landscape Beautification Program is to improve the physical setting of the campus of the University of Missouri -- St. Louis (UM-St. Louis) and to increase the involvement and interest of campus organizations by allowing sponsorship of campus landscape or beautification projects.

PARTICIPATION

Applications to become a sponsor are made to the Administrative Services Division (ASD). Projects are approved by the ASD as directed by the Senate Physical Facilities and General Services Committee. Applications received from off-campus individuals and/or groups will be coordinated with the Office of University Relations. Approved projects are planned and designed with representatives of the sponsor group and an appropriate representative of the ASD.

Prospective landscape sponsors must submit to the ASD detailed plans for how specific space will be used and maintained. Uses may include, but are not limited to, planting flowers/plants or placement of a work of art. Any item or material used on campus must also be approved by the ASD.

TERMS

Length of sponsorship is one year. An annual review, by an appointed representative of the ASD, of the appearance and maintenance of each sponsored project determines whether or not a renewal/extension for another year is granted. With continued ASD approval, there is no limit to the amount of time a landscape sponsor may renew a project in an allotted space.

Horticultural advice, watering, and chemical applications are provided by ASD personnel.

FINANCE

Landscape sponsors may apply for matching funds through the ASD. Funding assistance is made available through the ASD to those sponsoring groups unable to afford the entire cost of an approved project. Sponsors are responsible for funding a minimum of 50 per cent of an approved project.

The cost of a sponsorship sign, to be placed on-site, is the responsibility of the sponsor group. A sponsorship sign is encouraged and serves to recognize the sponsor group for its dedicated time, energy, and resources.

AWARDS

An annual award of landscape excellence of a sponsored project is presented by the Chancellor. The award recipient is determined by the University Senate Physical Facilities and General Services Committee in conjunction with ASD representatives.

ANNUAL ANNOUNCEMENT

The Student Government Association is responsible to inform all student groups of the program, formally and in writing. The Senate Physical Facilities and General Services Committee is responsible to likewise inform all academic/administrative units.

IMPLEMENTATION

Implementation of this program will begin following the Chancellor's approval of a long-term, campus-wide, master horticultural plan.

Approved by the Senate -- January 18, 1994

Senate Libraries Committee Report
January 18, 1994
Vicki L. Sauter, Chair

There are no action items from the Libraries Committee to consider. This is simply an information item.

The Libraries are moving ahead on the move to greater use of technology, although not as quickly as they had hoped.

1. *LUMIN*: The RFP for the LUMIN-replacement is out, and we expect proposals by early February. These will be evaluated by the Library Directors and, we hope, one will be granted by the end of Spring semester. Transition to the new system will begin next Fall. It may take as long as two years before the complete transition is made. It will be at least a year before faculty and students have access to the new system.

2. *The client-server project*. As you may recall, the purpose of this project was to enable users (faculty, students and staff) to access supported databases from remote (non-library) computers with a consistent interface. Last year, the Library Directors developed standards and an RFP for such a system across all campuses. The RFP was sent out during early Fall. When the responses were received, there was only one vendor who met all of the mandatory requirements specified in the RFP. In fact, the technology indicated by the proposals was not nearly as sophisticated nor advanced as the Directors had expected. They decided not to award a contract at this time.

Instead, the process will be:

- during Spring, 1994 (this semester), the Libraries will acquire and install the appropriate equipment;
- after the equipment is in place, they will acquire the software from several vendors *for testing*;
- the Directors will identify Faculty who would like to test these systems (although at least in the Spring and Summer all access will probably be at the Library);
- based on their experience they will develop a new RFP in Fall, 1994.

The new system will be supported from savings from LUMIN, contributions from the four campuses and contributions from the president's fund.

3. *Gopher*: Since Gopher is now available to all students and faculty, both in the Library, and remotely, the UM-St. Louis Libraries have spent the last three months aggressively developing and accumulating informational resources available for reference. The Reference Department has mounted 2,259 text files covering everything from Shakespeare's *Hamlet* to the *CIA World Factbook*. In addition,

there are 153 spreadsheet files and 23 GIF (or graphics) files. Some of this access is to documents *only* available at the UMSL Library Gopher; examples are: *Occupational Outlook Handbook, 1992-93, US Industrial Outlook -1993 and Basic Guide to Exporting*. This gives greater access to these heavily used documents by our patrons.

To give you a sense of use, during the month of November, "The Library" portion of the UM-St. Louis Gopher was accessed 10,194 times, representing about a third of all accesses to the UM-St. Louis gopher. (About half of these accesses were from UMSL computer users.) Of these, about 25% were to government documents, 11% to reference desk materials and 11% to online collection of books and periodicals.

In addition, use of The Library Gopher allows one a wide range of access to sources all around the world. For example, UMSL patrons now have access for the first time to subject guides describing holdings from *Western Historical Manuscripts*.

4. *E-mail Reference Requests*: In August, 1993, the Library instituted the ability of patrons to send their reference questions to Librarians via e-mail (using the email address: e-ref@umslvma.umsl.edu). From August 27 to January 3, they have received and answered 105 messages through this system. Of these, 100 (or 95.2%) were answered within 24 hours. The remaining 5 questions were sent to E-REF in an afternoon preceding a non-working day. Those requests were answered the morning of the following working day.

5. *Electronic Inter-Library Loan Requests*: This Fall, the Library instituted an electronic request for interlibrary loan materials. Users of the CMS system can type "ILL" and fill in a template form for the request. We are looking into providing the service for other computer users.

A related concern is the turn around of ILL requests. The Library Directors conducted a study of the length of time between initial request and the receipt of materials, taking note of what was requested, from where it was requested and how long it took at each stage of the process. This study has just been completed and the data are being analyzed. When results are available, they will be reported to the Senate.

6. *Training*: The Library staff is in the process of developing training classes for Gopher and INTERNET use. We hope these will be available later this semester.