

Dewar COEHS Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: Department of Library and Information Studies

Chairperson/Responsible Contact: Dr. Linda Most (Department Head)

Purpose of the Meeting: Faculty Meeting (monthly)

Date: 01.25.2017 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Drouillard, Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Ms. Jewel Eller Suddeth (by phone), Dr. Thiele, Dr. Yang, and Ms. Stacey Wright representing SOLIS.

Primary Outcomes: Faculty received updates on any university, college, or graduate school announcements so far. More information will be available at Feb. 15 faculty meeting. Curriculum Committee reported on launch of Management Track review process.

Actionable Items/Planned Follow-up: Scholarship applications are due Feb. 12. Most and Wright will inform students of due date. Gaumond Award nominations are due Feb. 12. Most will circulate lists of Capstone students for Fall and Spring semesters.

Faculty annual evaluations (AFARAP) are due to Dr. Most by 2/15/17.

Next SLOA review meeting will be held Feb. 21 at 1:00 pm. All faculty should make sure their LiveText courses are up to date.

ALA COA Biennial Narrative Report is due Feb. 15. Most and Drouillard are preparing the report.

Spring 17 Faculty Retreat to be held March 24 at 9:30 am. Faculty will review departmental committee structures, scope, and responsibilities of each committee.

All Faculty please forward Sp. 17 course rosters to Dr. Yang to update departmental database.

Next faculty meeting to be held 2/15/17 at 9:30 am.