

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: 10/14/2015 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Ms. Jeanna Allums (SOLIS President, conference call), Dr. Drouillard, Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Dr. Thiele, and Dr. Yang.

Primary Outcomes: Faculty reviewed and approved syllabi for new technology courses MLIS 7510 and MLIS 7540. Faculty agreed to move forward with revising admissions application essay questions. Faculty planned for SWOT analysis, which is needed to inform Comprehensive Program Review and program goal setting.

Actionable Items/Planned Follow-up: New Curriculum requests and change requests will be forwarded to COEHS for approval. Departmental T&P committee will continue with Ren 3rd year review, due to COEHS dean by Nov. 12. Most will request timeline and procedure for revising admissions applications essay questions. Faculty SWOT analysis will be held on Oct. 28. Most will distribute SWOT survey to Advisory Board on Oct. 28. Spring 16 Advising bulletin will be published and distributed by Oct. 19. Ondrusek will attend and recruit at Georgia Literary Festival Nov. 6-9. Faculty agreed that all pdfs of textbook chapters for course use will be placed on library course reserve and only published in course websites with permission of the author.