

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

Date: 11/20/2019 **Time:** 9:30am-12:15 pm **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Alemanne, Dr. Choi, Dr. Colson, Dr. Drouillard (Conference Call), Dr. Most, Ms. Peacock, Dr. Ren, Dr. Yang, and Sarah Yawn (SOLIS President, Conference Call).

Primary Outcomes: University, Graduate School, Faculty Senate, and college and departmental committee updates were provided: The Graduate School approved MLIS curriculum updates submitted last month and will forward those change requests to the University Academic Committee for consideration. Curriculum Committee reported that the review of MLIS 7700 Research Methods is complete. They presented their findings and recommendations for the course revisions. MLIS first semester students have completed their advising and have been assigned to their ongoing faculty advisors. Spring 2020 admissions applications have been reviewed and decisions recommended to Graduate Admissions. Based on projected enrollment the MLIS faculty reviewed the 2020 course schedules and added sections to meet projected demand for seats in core courses and popular electives. MLIS faculty reported that they are working on their accreditation self-study chapters and agreed to have their narratives finished by the second week of February.

Actionable Items/Planned Follow-up: Faculty are encouraged to post their assessment results to Live Text as soon as possible. MLIS Scholarship Committee will meet December 3, 2019 to review departmental scholarship applications and make award decisions. Faculty are asked to submit all travel and operating funding requests by January 2020. Planning and Budget committee will meet in January to review remaining funds and set priorities for their use. Records Management Committee will work on a plan for managing alumni files that aligns with the USG retention policy. Dr. Most will revise Spring, Summer, and Fall 2020 course schedules following faculty recommendations to add additional sections. Faculty are asked to complete Dr. Choi's faculty activity survey forms to report their teaching and research information to include in the Faculty chapter of the self-study draft. Faculty have agreed to have their self-study chapter drafts finished by the second week in February 2020.

Next MLIS faculty meeting is scheduled for January 22, 2020.