

## 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:** MLIS Faculty Meeting (monthly)

**Date:** 3/11/2020 **Time:** 9:30 am – 11:09 am **Location:** Conference Room # 4260

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

**Primary Outcomes:** Dr. Most shared University, Graduate School, and College news and updates. Departmental committee reports were delivered and planning for key activities to come began. Key calendar dates were shared. Scholarship recipients were announced.

**Actionable Items/Planned Follow-up:** COEHS Celebration of Students will be held April 7.

MLIS advising for Fall 2020 registration will begin on March 23. Dr. Most will distribute the advising bulletin on March 16. Early registration begins March 30. Dr. Drouillard will advise the first semester students as part of MLIS 7000 and then assign them to their MLIS faculty advisors for the balance of their time in the program.

SOLIS is planning to offer an on-campus pre-commencement celebration. Ms. Yawn will communicate with Dr. Colson to make sure all the Capstone students know about the event.

Planning and Budget Committee will review year-end fund balances and the departmental spending wish list to prioritize remaining purchases.

Dr. Alemanne announced that the university is scheduled to switch from BlackBoard Collaborate Ultra to Zoom for synchronous activities inside BlazeView before the end of the semester. She recommended everyone plan for this change.

Dr. Most will begin reviewing the chapters of the self-study and work with the different author groups to finish their chapters.