

## 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:** 4/15/2020 **Time:** 9:30am-11:11 pm **Location:** TEAMS Video Conference Meeting

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

**Primary Outcomes:** University, Graduate School and College updates were provided. MLIS program updates included a review of the status of summer and fall 2020 advising and the announcement of the Spring 2020 Talk to Dr. Most session – Thursday April 23 from 8:00- 10:00 in BlazeView. Departmental committee reports from Admissions, SOLIS, Scholarships Planning & Budget, Tenure & Promotion, Records Management, and Accreditation were presented. There were no reports from Curriculum or Assessment Committees.

### **Actionable Items/Planned Follow-up:**

The Admissions Committee will finish their application scoring by April 19 and submit results to Dr. Ren for analysis. The committee will meet online on April 20 to review the scoring and make recommendations.

Dr. Drouillard will assign continuing advisors to those admitted for Spring 2020 and forward the updated lists to Ms. Peacock and to the faculty.

SOLIS is planning a virtual recognition event for those graduating in May 2020 and will work with the faculty to make all the arrangements.

The Planning & Budget Committee reported that funds recouped from cancelled travel will be used to buy a new photocopier for the department.

New filing cabinets have arrived and Mrs. Peacock is rearranging departmental records for better access to active files and more remote storage for inactive or low use files.

Faculty were reminded to finish their drafts of their accreditation self-study chapters and submit them.

Faculty were asked to email any incoming applications for graduation to Dr. Most for processing and forwarding to the registrar's office.