

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: 02.15.2017 **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 Dr. Most delivered university, college, and graduate school news and updates. Departmental committee reports were presented. Annual Faculty Review appointment dates were announced. Faculty were reminded of the annual Philip Gunter Author Reception to be held April 11. All faculty publications that appeared during 2016, including book chapters, should be submitted for recognition at the event. Faculty were reminded that a new USG library catalog is coming. Odum Electronic Resources Librarian Jessica Lee will make a presentation on the new system at the March 22 MLIS faculty meeting. The reference track review has been completed. The proposed new Advanced Reference course will be piloted as a special topics course in Fall 2017. Five departmental scholarships and two George Gaumond Awards were granted.

Actionable Items/Planned Follow-up: Any faculty who have students who could use help with their writing should recommend that they enroll in English 8300 this summer (self-editing course taught by Dr. Pat Miller).

- The Graduate Student Research Symposium will be held April 21 and MLIS December 2016 graduate Ashley Lowery will be presenting her Capstone project.
- LiveText subscription prices are going to increase- hopefully no more than by \$10.
- All forms for reporting any type of campus, classroom or campus community incident are available on the Student Conduct Office webpage. Please use these forms for reporting any academic integrity violations.
- COEHS Assessment workshop will be held on March 8, all faculty are encouraged to attend.
- All travel funding needs to be encumbered by Feb. 28. Final budget amendments are due Feb. 28. End of year spending needs to be completed or encumbered by April 30.
- SOLIS is working on fundraising ideas, peer advising in the online orientation, and planning local student meet-ups.
- Approximately 120 applications for fall 2017 admission are anticipated. They should arrive in the dept by 3/21.
- The COEHS tenure & promotion committee is working on revisions to the guidelines. A survey will be distributed for all faculty to use to submit their thoughts.
- Faculty CVs need to be posted to the MLIS webpages. – Dr. Yang will coordinate.