

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: 03.22.2017 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Drouillard, Jessica Lee (Electronic Resources/Serials Librarian), Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Ms. Jewel Eller Suddeth (conference call), Dr. Thiele, Dr. Yang, and Ms. Stacey Wright (SOLIS Representative).

Primary Outcomes: Jessica Lee presented the new USG library catalog to the department. Two-factor authorization for MyVSU internet interface was discussed. Faculty were reminded to have students contact the Access Office if the students request special accommodations in any courses. Stacey Wright reported on SOLIS activities to date and their plans for next year. They are exploring various fund-raising opportunities. COEHS awards and recognition ceremony will be held April 19th at 5:30 pm in the Magnolia Rooms. Most will present departmental awards.

Actionable Items/Planned Follow-up: Faculty will need to update all references to the library catalog in their courses to reflect the new catalog interface. All purchasing must be completed or encumbered by April 30. Technology orders must be placed and encumbered by April 14. At least 90 admissions applications are expected. Most and Yang will review in-state applications, Ondrusek and Ren will review out-of-state applications. Curriculum Committee is planning to distribute the management track review survey in mid-April. Thiele will review the new cataloging competencies and integrate them into relevant courses. MLIS Advising week will be held March 27 – 31. Early registration begins April 3. MLIS Assistant/Associate Professor position announcement will close April 14. Committee will begin review of applications at that time. Most will send out Alumni survey to 2015 graduates. Ondrusek will prepare employer list for 2014, 15, 16 graduates for the next employer survey. Most will hold the next annual “Talk to Dr. Most” online town hall meeting in April.