

## 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:** 8/10/2016 **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 (conference call), Dr. Thiele, and Dr. Yang.

**Primary Outcomes:** The faculty reviewed the Academic Affairs update for Fall 2016 and noted key points relevant to the MLIS program. Spring courses were assigned to faculty. Departmental and College committee assignments were updated for AY 16-17. The faculty meeting schedule was set for the third Wednesday of the month at 9:30. Fall office hours were confirmed. A final review and update of new MLIS student orientation activities was conducted and key orientation assignments were confirmed.

Plans for GaCOMO Oct. 5-7, 2016 were discussed. The MLIS program is taking a booth in the exhibits and all faculty who wish to attend the conference are welcome to attend.

**Actionable Items/Planned Follow-up:** Spring and Summer assessments by faculty are due in LiveText by Sept. 12. The MLIS Program IER/IEP by Most are due Sept. 30. The ALA COA Biennial report is due in February 2017.

Faculty who had students who earned a grade of C or lower in the summer should submit those names to Dr. Ondrusek.

All faculty who wish to attend GaCOMO should make their travel reservations and register for the conference.