

## 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:** 04.13.2022 **Time:** 9:30 am **Location:** TEAMS Video Conference Meeting

**Departments/Participants/Groups/Agencies Represented:** *Present:* Dr. Alemanne, Dr. Carruth, Dr. Choi, Dr. Colson, Dr. Drouillard, Dr. Most, Ms. Peacock, Dr. Ren, and Dr. Yang. *Guests:* Dean Kate Warner (Associate Dean COEHS) and Dr. Steve Downey (Department Head of Leadership, Technology & Workforce Development in COEHS)

**Primary Outcomes** Dr. Warner presented the MLIS Program leadership changes triggered by Dr. Most's request to return to the faculty. Dr. Steve Downey will become Interim Dept. Head effective July 1. Dr. Lenese Colson will become Interim Program Director for MLIS beginning in Summer 2022 as she takes over various projects in preparation for the fall semester. Dr. Most will be off contract from July 1 – August 1, 2022.

Admissions application reviews for the August start date were scheduled.

Faculty committee reports were presented.

Faculty were encouraged to look at their OneUSG accounts to verify their cost of living salary adjustments.

Key dates and reminders were discussed.

**Actionable Items/Planned Follow-up:** Application reviews will be due April 20 and the admissions committee will meet to decide on April 22. Dr. Drouillard and Ms. Jones will check on fall registration status and send out reminders to those not yet registered that they can do so.

Faculty were encouraged to submit final requests for supplies before the end of the month.

A campus wide disaster-management drill is scheduled for June 6, centered at Ashley Hall. Faculty are encouraged to work from home on this date.

Graduate Commencement will be held May 6. Dr. Yang will serve as a marshal and Dr. Most and Dr. Ren will attend.

Dr. Most and Dr. Colson will finish the fall schedule and submit the teaching assignments to the registrar.

The Lecturer search committee will conduct reference checks on the three finalists.

Dr. Alemanne is beginning work on creating an electronic records repository for the department.