

## 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:** 4/28/2021 **Time:** 10:00 am **Location:** TEAMS Video Conference Meeting

**Departments/Participants/Groups/Agencies Represented:** Dr. Alemanne, Dr. Choi, Dr. Carruth, Dr. Colson, Dr. Drouillard, Dr. Most, Sheila Peacock, Dr. Ren, Dr. Yang, and Matthew Yohn (SOLIS President).

**Primary Outcomes:** University, College and departmental updates were conveyed. Committee reports were presented. Webpage redesign is in the planning stages. New advising and curriculum checklist forms are coming.

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

New Graduate Assistant starts on May 13.

Faculty should submit the relevant application form if they want to serve on COEHS doctoral committees.

Admissions: 86 Fall 21 applicants were admitted.

SOLIS is launching a new scholarship award to reimburse students who participate in an internship outside of structured coursework. One award per year will be given. Award information needs to be posted on MLIS scholarship webpage. SOLIS's new tee shirts are now available. Dr. Drouillard will post the order form in MLIS 7000 for interested first semester students. SOLIS newsletter for April/May 2021 will be published soon.

New MLIS syllabus template has been approved and distributed. All faculty are asked to update their syllabi to the new template. Dr. Most will forward it to all part-time faculty to use.

Faculty are asked to review all their course pre-requisites and co-requisites currently listed in the catalog to see if they are really needed. Curriculum committee will coordinate these updates in the fall.

All COEHS faculty who are applying for personnel actions in August 2021 are asked to follow existing COEHS tenure and promotion guidelines. The revised guidelines are scheduled to be submitted to COEHS faculty for review in the fall semester.

All faculty are reminded to update their CVs and professional development lists and submit them to Dr. Most to attach to the self-study.