

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: 8/25/2021 **Time:** 9:30 am **Location:** TEAMS Video Conference Meeting

Departments/Participants/Groups/Agencies Represented: Ms. Emily Adams (Graduate Assistant), Dr. Alemanne, Dr. Choi, Dr. Colson, Dr. Drouillard, Dr. Most, Ms. Peacock, Dr. Ren, and Dr. Yang.

Primary Outcomes: MLIS faculty met via TEAMS to follow up on items raised at earlier August faculty retreat. New Graduate Assistant Emily Adams was introduced to the faculty. She is available for 19 hours per week to help with projects. Needed Graduate Catalog revisions were discussed and agreed to. Summer 2022 course schedule was reviewed and updates suggested and accepted. Additional sections of popular courses will be added and two new Special Topics courses will be offered in the Summer II semester. No changes were made to the Spring 2022 schedule at this time. Final spring course staffing and numbers of sections offered will depend on enrollments. Dr. Drouillard reported on the new Graduate School orientation. It went well but changes need to be made to better include the online students.

Actionable Items/Planned Follow-up: Curriculum Committee will prepare catalog change request forms for all course pre-requisite updates. Dr. Most will submit revisions to the summer schedule to the registrar.

Faculty were reminded to register for the Georgia Libraries Conference Oct. 6-8.

Promotion and Tenure Committee will coordinate their meeting schedules with Associate Dean Kate Warner in response to her request that she be invited to attend each meeting as an observer.

Dr. Most will keep the faculty updated on changes to the admissions application platform for 2022.

Next faculty meeting is scheduled for Sept. 22, 9:30 am via TEAMS.