

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 Start of Semester Retreat

Date: 8/21/2020 **Time:** 9:30 am – 12:30 pm **Location:** Microsoft TEAMS

Departments/Participants/Groups/Agencies Represented: Dr. Alemanne, Dr. Carruth, Dr. Colson, Dr. Drouillard, Dr. Most, Ms. Peacock, Dr. Ren, and Dr. Yang. Guests: Dr. Karla Hull and Dr. Kate Warner

Primary Outcomes: Dr. Hull and Dr. Warner brought greetings from the College and shared updates on current projects including implementing and documenting the university workload policy at the department level, departmental promotion & tenure committee trainings, and revisions to the college P&T document. Dr. Hull invited Dr. Drouillard to join the Sullivan Literacy Task Force. Dr. Warner will take MLIS concerns about the graduate graduation application process and changes in the graduate admissions work flows to Dr. da Cruz in the Graduate School. Dr. Most presented the annual budget to the faculty. Faculty reviewed and updated departmental and college committee assignments for the year. Faculty discussed issues with advising and other processes. Faculty discussed issues with campus textbook provider, a plan to cover fall classes in case of any extended illness, and reviewed the revised re-accreditation timeline. Faculty reviewed the monthly faculty meeting dates for the coming year.

Actionable Items/Planned Follow-up: Dr. Most and Mrs. Peacock will receive training in the new graduate admissions application portal. The SLOA review meeting will be held Sept 18 to review spring and summer 2020 outcome assessments. Dr. Most will send out spring and summer 2021 schedules to faculty to review. Faculty agreed to defer discussion of curriculum committee responsibilities to the Sept. faculty meeting. The Admissions committee will review a suggestion to add additional language to application instructions for the graduate catalog and the graduate school website. Dr. Ren requested nominations for SOLIS officers for the year. Faculty discussed sponsorship of the Georgia Libraries 2020 Virtual Conference and approved spending at the \$450 Gold sponsorship level. Dr. Most will request funding for this sponsorship via the Graduate Faculty Scholarship application process. If declined, departmental funds will be used. Several faculty members will be presenting posters or leading a panel at the ALISE and the ASIST virtual conferences in October. Faculty were encouraged to request funding for their conference registrations from the Graduate School.

Next faculty meeting will be held September 16, 2020.