

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: 01.17.2018 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented Dr. Alemanne, Dr. Drouillard, Dr. Most, Ms. Peacock, Dr. Ren, Ms. Jewel Eller Suddeth (conference call), Dr. Thiele, and Dr. Yang.

Primary Outcomes: University, college, and graduate school updates were shared with the faculty. The department made summer and fall teaching assignments. The department chose the recipient of the George Gaumond Award for AY 17-18. Faculty discussed eliminating Maymester summer session courses and only offering seven week or eleven week courses. This is in keeping with scheduling of other COEHS summer graduate courses. Faculty agreed that all remaining Maymester courses will be scheduled in Summer II and revised to seven-week courses. Admissions for Spring 18 were 66 accepted, 7 deferred, and 7 declining admission.

Actionable Items/Planned Follow-up: Faculty were reminded to submit their spring syllabi to Digital Measures and to Dr. Yang to post on the syllabus archive webpage. Faculty were asked to make sure students have submitted some gradable work before mid-term so that they will be able to identify students who should be encouraged to withdraw before mid-term, thereby avoiding as many late withdrawals as possible. Faculty will meet on Feb. 28 to review SLOA results from Fall 2017. Curriculum Committee will begin review of MLIS 7700 Research Methods as their next element of curriculum review. Faculty awarded the 2017-18 George Gaumond Award to Jennifer Putnam based on her leadership and contributions to the MLIS program and her academic performance. Faculty will meet on Jan. 23 to clarify priorities for spring 18 admissions. Faculty activity reports are due to Dr. Most by Jan. 16. Search for replacement faculty member has been approved. Position will post in PeopleAdmin for five weeks to coincide with ALISE conference. Search Committee chair is Dr. Yang, with Dr. Alemanne, Dr. Ren, and Cataloging Librarian Guy Frost as members. Dr. Most and Dr. Yang will prepare and submit ALISE annual statistical report. Dr. Alemanne will represent the MLIS program at the Georgia Library Association's Research and Assessment Interest Group meeting, to be held at VSU on March 30 in a hybrid format.