

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: 11/16/16 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Drouillard, Dr. Most, Dr. Ondrusek, Dr. Ren, Mrs. Suddeth (by phone), Dr. Thiele (late arrival), Dr. Yang, Ms. Stacy Wright – new SOLIS President.

Primary Outcomes: Meeting minutes of 10/16/16 faculty meeting were approved unanimously. Faculty were encouraged to attend the upcoming Graduate Commencement 12/09/16 at 7:00 pm. Faculty were reminded to post all sick leave they take to their ADP timecards. All ten month faculty should use their sick leave whenever they are unavailable to their students for medical reasons, including illness or scheduled procedures. The Curriculum Committee presented the findings from the Reference Track Review. Their report is attached to the complete minutes of this meeting. Their recommendations will be acted upon in the coming year. Faculty reviewed Summer and Fall 2017 proposed course schedules and agreed upon teaching assignments. Part-time faculty for summer and fall were identified: Summer: Emily Rogers, Myron McGhee, Wallace Koehler; Fall: Tamara Livingston and Julia Skinner. Faculty approved Dr. Yang's request to teach a new special topics course for Summer 17: Project Management in Libraries. Ms. Wright reported that SOLIS members participated in the 2016 Heart Walk and raised \$250 for the charity. The Admissions Committee reported that 120 applications were received and 56 were offered admission for Spring 17.

Actionable Items/Planned Follow-up: all faculty will complete annual compliance training using new Skillport interface by the due date.

Implementation of Reference Track review findings will begin in Jan. 2017.

Dr. Most and Dr. Drouillard will meet on 12/01 to review the orientation schedule. Orientation planning will be discussed in depth at the 12/07 faculty meeting.

All faculty attending ALISE 2017 are encouraged to pay their ALISE dues and register by 12/02.

BlazeView terminology updates will take place over winter break. Faculty are encouraged to update their syllabi and course materials to match the new BlazeView terminology.