

## 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:** 12/07/16 **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, Dr. Yang, Ms. Stacy Wright – SOLIS President.

**Primary Outcomes:** Meeting minutes of 11/16/16 faculty meeting were approved unanimously. The USG Board of Regents has named Dr. Richard Cravajal as the next president of VSU. He will begin work on Jan. 1, 2017. From COEHS Dean: Textbook ordering process was revisited and faculty were reminded they still must make a positive entry in the bookstore database when no textbook is required for a course. Course enrollments are being watched and those that don't garner the minimum enrollment will be cancelled. Summer scheduling should be restricted to offering courses necessary to ensure adequate progress to graduation. The USG is considering the Kaltura video platform to replace Sharestream. A demo of Kaltura will be offered in January. Graduate Assistant renewals have been processed and our current GA, Mason Pacek, will be returning for the spring semester. The Graduate School still has student conference presentation travel money available for the spring semester. Departmental updates: SOLIS winter newsletter has been published and distributed. SOLIS selected Jennifer Putnam to be VSU's ALA student to staff representative for summer 2017. 56 applicants were admitted for Jan 2017, but so far two have declined and two have deferred. Two MLIS Merit Scholarships were awarded for Spring 17: to Jessica Robertson and John Wallace. Faculty reviewed the planned orientation activities and the schedule and assigned tasks to be completed (documented below).

**Actionable Items/Planned Follow-up:** all grades are due 12/12/16 by 9:00 am – no exceptions this semester.

Annual Compliance Training in Skillport is due by Jan. 9, 2017. LiveText entries for Fall 16 SLOA results should be made as soon as possible.

MLIS, Odum Admin, and Archives will host Goodie Week on Thursday 12.15 – if you are planning to be on campus please bring snacks of some type for the staff break.

January Orientation to-do: Dr. Ondrusek will write up faculty Round-Robin plan and will coordinate the Amazing Library Race. Dr. Ren and Dr. Ondrusek will recruit current students and alumni for the Peer Advising Panel.