

## 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:** 02.20.2019 **Time:** 9:30am-11:00am **Location:** Odum Library Conference Rm# 4260

**Departments/Participants/Groups/Agencies Represented:** Dr. Alemanne, Dr. Choi, Dr. Drouillard, Ashton Hedrick (SOLIS President, conference call), Dr. Most, Ms. Peacock, Dr. Ren, and Dr. Yang.

**Primary Outcomes:** University and departmental updates were provided to the faculty. Committee chairs reported on their work to date. The Curriculum Committee review of MLIS 7700 is continuing and progress is being made. Dr. Drouillard shared a revision of the MLIS Curriculum Checklist/Program of Study form with the faculty for review and comment. The VPAA's office is looking for new software to replace Digital Measures. The Graduate Commencement ceremony is under review and changes are anticipated. Dr. Most reported that she submitted the program's biennial narrative accreditation report to ALA COA (accreditor) on time.

SOLIS reported that they are looking for new ways to engage the student body and to interact and support incoming students in their first semester.

Scholarship award winners were announced.

Faculty discussed how they would like to use their Summer 2018 teaching incentive funds.

### **Actionable Items/Planned Follow-up:**

Faculty will submit their spending requests for their summer funds to Dr. Drouillard asap.

Dr. Most will send out scholarship award notifications.

Admissions committee will set a planning meeting date to prepare for reviewing the applications for Fall 19.

Dr. Most will submit the paperwork to request the replacement position for Mrs. Suddeth, who is stepping back to part-time effective June 1.

The assessment committee will meet on Feb. 26 to review Fall 2019 performance data.