

## 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:** 09.20.2017 **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, Dr. Thiele, and Dr. Yang.

**Primary Outcomes:** University, Graduate School, and College news and updates were shared: Banner waitlists are coming. Graduate student conference travel funding is available. COEHS committees have been restructured. changes to COEHS tenure and promotion policies to recognize the work of instructors have been sent to the Provost for review and approval. Departmental teaching assignments for spring were made. Faculty are asked to identify potential candidates for the annual George Gaumond award.

**Actionable Items/Planned Follow-up:** Dr. Most to submit IER and IEP by 9/29. Dr. Ren to distribute SOLIS election ballot to students. Dr. Most, Dr. Ren, Dr. Alemanne, and Mrs. Suddeth are planning to attend Georgia Libraries Conference Oct. 4-6. Management Track Review report is expected in November. Dr. Ren will continue to participate in the Admissions Committee review of applications. All faculty are expected to complete the template from Dr. Yang to provide content for our departmental faculty webpages. All faculty are expected to attend the departmental meeting with the new Provost to get to know him and to hear about his priorities for Academic Affairs and academics across the university.