

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: 10/19/2016 **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. Stacey Wright (SOLIS Rep). Absent: Mrs. Peacock – minutes taken by Dr. Most

Primary Outcomes and actionable items:

- Dr. Most encouraged faculty to attend Graduate Commencement on December 9, 2016. All COEHS faculty should plan to attend the graduate or the undergraduate ceremony as appropriate to their teaching responsibilities.
- Faculty discussed textbook ordering accountability.
- Faculty discussed Spring 2017 admissions of 100 applicants received by the due date. The Admissions Committee will review applications by November 7th.
- Departmental Institutional Effectiveness Report and Plan were submitted to Dean on 9/30.
- MLIS Advising week will be held October 24th-October 29th. Ondrusek will send out the advising bulletin on October 19th. Graduate students early registration begins on October 31st.
- Faculty reviewed the Baker Family Scholarship draft and suggested corrections. The application due date was set for February 12th for summer and fall semesters. The Baker Family Scholarship will be given out every year.
- VSU Graduate and Professional School recruiting fair will be held November 3rd. MLIS Program brochures will be available to include on the Graduate School table.
- The Black Caucus of the American Library Association (BCALA) is meeting in Atlanta in August 2017. The faculty agreed that the MLIS program should take a recruiting booth at their exhibits and advertise in their conference program book. Ondrusek will represent VSU MLIS at this meeting and will recruit among the Atlanta Alumni to participate at the booth.

Planned Follow-up: Follow-up Discussion ensued as to whether to advertise in the ALISE Conference program for the 2017 meeting in Atlanta. The consensus was to explore the costs to advertise in the ALA mid-winter COGNotes or similar vehicle. Dr. Most will make reservations for the BCALA meeting in August.