

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:10.17.2018 **Time:** 9:30am-11:30am **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, Ms. Jewel Eller Suddeth (conference call), and Dr. Yang.

Primary Outcomes: University, Graduate School, and College news and updates were conveyed to the faculty. Departmental activities were shared and discussed. Faculty spent some time discussing student compliance with APA style guidelines when submitting their written work. Several ideas were presented and some will be implemented in different courses. The SOLIS election results were announced and new SOLIS president Ashton Hedrick was welcomed as the student representative to the faculty meetings.

Actionable Items/Planned Follow-up:

Faculty will look at ways to emphasize the importance of complying with the department's chosen style guide (APA Publication Manual) in their courses. Dr. Ren asked the faculty to help her review the ALA Student-to-Staff program applications for June 2019. Dr. Most reminded faculty to update their Digital Measures profiles with new activities from the past year in preparation for submitting their Annual Faculty Activity Reports in January. Dr. Most and Dr. Yang will complete annual statistical reporting to ALA and ALISE. The Curriculum Committee is moving forward with their review of MLIS 7700 and will distribute their survey in the near future.