

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 (Interim Department Head)

Purpose of the Meeting: Faculty Meeting (monthly)

Date: 03/11/2015 **Time:** 10:00am-12 noon **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Drouillard, Ms. Katresa Gardner (Student organization president via conference call), Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Dr. Thiele, and Dr. Yang.

Primary Outcomes: DLIS provided comment on the COEHS diversity plan. DLIS received recognition from the university for most improved Institutional Effectiveness Report. Gardner reported on SOLIS activities. Most reported that all end of year spending requests were approved. Scholarship descriptions were updated and posted. Gaumont award nominees were presented. The faculty approved the Merit Pay Policy and Rubric recommended by the Merit Policy working group. Faculty agreed to allow faculty meetings to be recorded for temporary reference purposes with the recordings to be deleted after the minutes are approved.

Actionable Items/Planned Follow-up: All curriculum change forms should be submitted to Dr. Lynn Minor rather than Dr. Leech starting in Fall 2015. Instructors in MLIS 7000 will ask their students if they would take MLIS 7220 (currently scheduled for Spring 2017) if offered in Spring 2016. The Assessment committee report covering the Spring SLOA review meeting will be delivered in April 2015. The departmental credit transfer policy will be reconciled with that of the Graduate School and the webpage will be updated accordingly. The departmental and Banner advisor assignment records will be reconciled to bring Banner records up to date. All faculty should submit an inventory of their VSU computers and peripherals that have property tags. We will add an orientation webpage to our departmental pages and include as many orientation resources as available. The on-campus orientation will be revised to include more on the curriculum and more about each faculty member.