

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: 08/12/2015 **Time:** 2:00 pm – 4:00 pm **Location:** Odum Library Conference Rm# 4260

Departments/Participants/Groups/Agencies Represented: Dr. Drouillard, Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Ms. Jewel Suddeth (DLIS instructor), Dr. Thiele, and Dr. Yang.

Primary Outcomes: AY 15-16 budget presented. Departmental and college committee appointments made. Conference travel interests noted for planning purposes. Departmental retreats and faculty meetings scheduled (see below for dates). Orientation final preparations made. Faculty office hours for fall updated.

Actionable Items/Planned Follow-up: Most (with Drouillard) will prepare annual IER and IEP documents, due to COEHS by October 7. Most will lead work on Comprehensive Program Review this semester. Faculty will register for GaCOMO conference and Peacock will pay registrations on purchasing card. Curriculum Committee priorities will be set at Curriculum retreat to be held Aug. 26. Assessment Committee will met Sept 23 to review SLOA outcomes and annual survey results.