

## 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:** 11/11/2015 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

**Departments/Participants/Groups/Agencies Represented:** Ms. Jeanna Allums (SOLIS President, conference call), Dr. Drouillard, Dr. Most, Dr. Ondrusek, Ms. Peacock, Dr. Ren, Dr. Thiele, and Dr. Yang.

**Primary Outcomes:** Due dates for various university benefits, training and compliance requirements communicated to faculty. Curriculum changes for AY 16-17 submitted to COEHS Executive Comm. for review and voting. SOLIS participated in the annual heart walk and raised \$300. Dr. Ren submitted her third year review binder. Admissions for spring 2016 are 58 (30 from Georgia and 28 from out of state) out of 120 total applications. IER/IEP documents were accepted by COEHS peer review process and sent on to the university assessment office. Copies will be shared with faculty for review. Scholarship committee will work to align departmental scholarship schedule with that of COEHS. Faculty will work together to develop a new orientation group activity for January. Faculty excellence award nominations will be aligned with the USG's awards schedule. Calls for nominations will be made soon and processed through COEHS.

**Actionable Items/Planned Follow-up:** Preparation for the January orientation will continue with development of new group activity. Copying for the orientation student packets will begin. Orientation guest speakers and Odum library staff participation will be confirmed. Admissions Committee will meet to revise application essay prompts. Scholarship committee will meet to review Merit Scholarship applications for Spring 16 and to review application timetables to better align with COEHS and available funds. Mailings to and advising of accepted new students will begin. Dr. Most will meet with Dean Minor on 11/19 to discuss departmental needs. Curriculum Committee will begin work on reference course and consider possibility of revisions to youth services courses. SOLIS will submit a nominee for ALA student to Staff for 2016 conference in Orlando. Assessment Committee will continue with Comprehensive Program Review report, due to COEHS January 31.