

## 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:** 03.21.2018 **Time:** 9:30am-10:20 am **Location:** Odum Library Conference Rm# 4260

**Departments/Participants/Groups/Agencies Represented:** Dr. Alemanne, Dr. Most, Ms. Peacock, Dr. Ren, Ms. Jewel Eller Suddeth (conference call), Dr. Thiele, and Dr. Yang.

**Primary Outcomes:** University, College, and Graduate School updates were shared with the department. Departmental Committee reports were delivered. The faculty search committee reported that they have identified six applicants to whom they want to offer telephone interviews. From the telephone interviews the committee will recommend three of the six for campus visits. The scholarship committee reported awarding four H.W. Wilson scholarships and one Baker Family scholarship. Applications for August 2018 admission closed on March 15 and the department is waiting to receive the folders from the Graduate Admissions office. The Planning & Budget Committee reviewed end of year purchasing requests against funds remaining in the departmental budget. The committee agreed to transfer \$3,000 from travel to operating and to finish spending by April 30. The departmental GA, Carissa Willis, will be available during the summer II term as needed.

**Actionable Items/Planned Follow-up:** The Admissions committee will meet on April 4, to start their review of applications for August admission. Faculty are encouraged to submit their final spending requests by the beginning of April. The Records Management Committee is planning to meet over the summer to review the USG records retention schedule and establish a plan for department retention of student records. Dr. Nicole Alemanne will deliver a presentation to the GLA Research and Assessment Interest Group on March 30 when the group meets at Odum Library on campus. SOLIS is working on planning new activities. Dr. Ren will invite all interested students to self-nominate or nominate others for SOLIS officer positions for AY 18-19.

MLIS and the VSU Archives are co-hosting Dr. Wayne A. Wiegand on April 12. Dr. Wiegand will deliver a talk on his new book *Desegregation of Public Libraries in the Jim Crow South: Civil Rights and Local Activism*. The public is invited to attend and the Archives staff will do the marketing for the talk. The New Media Center will record the talk for MLIS distance students to be able to watch during the following week.