

## 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 Director)

**Purpose of the Meeting:** Faculty Meeting (monthly)

**Date:** 11.19.2014 **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:**

Faculty approved the proposed syllabus format to submit to COEHS for final approval. Curriculum Committee submitted requests for a new course to convert MLIS 7995 to a permanent course MLIS 7125 Genealogy for Librarians and to update pre-requisites for MLIS 7330. Faculty marshals for fall commencement will be Thiele and Yang. Most will attend. Faculty approved language explaining the process for enrolled VSU students to take courses as transient students at other USG institutions. MLIS FAQ webpage will be updated accordingly. SOLIS President reported on student organization activities to date. Lily Kosmicki was named as VSU student-to-staff representative at ALA 2015. MLIS received \$750 from the Graduate School to cover recruiting activities at ALA 2015 in San Francisco. Faculty agreed to post summary survey data and overview charts on the MLIS Program webpages to comply with ALA requirements of making program outcome data publicly available. Faculty reviewed Summer and Fall 2015 courses and preliminary assignments were made.

### **Actionable Items/Planned Follow-up:**

Technology courses survey will be distributed to 31 people to inform revisions to the technology track. Most will move forward with requesting permission to implement the proposed syllabus format. Departmental P&T candidates will need to make sure their dossiers comply with COEHS requirements in future years. All faculty will need to prepare and submit their 2014 Faculty Activity Reports using the Digital Measures software application. Most will submit the ALA biennial report on Dec. 1 as required. MLIS webpages will be updated as outlined above. Orientation information packets will be mailed to accepted students. Most will forward summer and fall course schedule to the registrar.