

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: 08.22.2017 **Time:** 9:30am-11:30am **Location:** Odum Library Conference Rm# 4260

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

Primary Outcomes: University and COEHS news and updates were presented to the faculty. The departmental budget was presented. Admissions updates were provided: out of 121 applications, 62 were accepted and 52 have enrolled. The new student orientation was delivered online and all incoming students participated successfully. Ms. Wright attended the mandatory student organization start-up meeting. The group discussed making better use of LinkedIn and Dr. Most will introduce the MLIS LinkedIn network in Capstone. MLIS committee rosters were updated for the current year. The roster will be filed with the faculty meeting minutes. Attendance at the Georgia Libraries conference was discussed. Faculty who are participating will submit their travel requests asap. Dr. Most reported on the summer "tell Dr. Most" session. The most consistent requests from students were for more proactive communication from some of the faculty and for more seats in popular electives.

Actionable Items/Planned Follow-up: Dr. Most will develop a follow-up survey to send to the new students for their response to the online orientation.

Dr. Most will include the LinkedIn network in Capstone to make graduating students aware of its existence.

Scholarship committee has one H.W. Wilson travel scholarship to review so far.

Dr. Yang will work on enhancing the MLIS faculty webpage and all faculty resumes will be posted this semester.

Faculty will submit their travel requests for Georgia Libraries Conference asap.

Dr. Ren will take over as departmental liaison to Odum Library. The department has approximately \$5,900 in unencumbered library funds to spend this year.