

## 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:** 02/11/2015 **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:** Curriculum updates were distributed. Faculty conference travel reports were presented. SOLIS student organization communication initiatives were discussed. College-wide scholarships will be announced to MLIS students via MLIS Village. Student status reports and the MLIS enrollment profile report were distributed.

**Actionable Items/Planned Follow-up:** nominations for the Graduate Research Symposium were requested by March 3. Budget Amendments will be made by March 6. All faculty travel must be encumbered by late February. All remaining spending must be encumbered or completed by April 30. Gaumond Award nominations must be received by March 15. Starting in Spring 2015 all DLIS student awards will be presented at the College Honors event rather than at the University Honors Dinner. Applications review for Fall 2015 will begin on March 30. Faculty Activity Reports are due to Department Head by Feb. 17. SLOA review meeting will be held on March 9. MGO review will begin on March 18. MLIS faculty who will be teaching in Summer 2015 should plan to hold office hours as outlined in College policy. Any faculty who wish to request an exemption from summer office hours because they will be teaching online from a remote location other than their residence must request the exemption in writing. Next faculty meeting will be held on March 11, 2015.