

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: 10.08.2014 **Time:** 10:00am-12noon **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: College and university news was conveyed to the faculty. Committee reports were delivered. Upcoming projects and due dates were reviewed. Full minutes of this meeting and all faculty meetings are on file in the department.

Actionable Items/Planned Follow-up: All committee chairs are requested to develop scope statements for their committee work and goals for the year. All committees are requested to meet at least once per semester.