Minutes of the MLS Program Faculty Meeting  
22 September 2014  
1:30-3:30 p.m., 218A Ragsdale

Present: Drs. Yontz, Dotson, Harer, Munde, A. Jones, J. Jones (via Skype), Sua, Marson.

Harer distributed copies of the following handouts:

- Agenda
- Workload/Teaching Assignments for Spring 2015
- COE Unit Assessment Review & Assessment Review Committee (ARC) Timelines
- Task and Sign Up List for ALA Site Visit
- Email from Dr. Linda Lillard, Chair of the ALA External Review Panel, for the accreditation site visit (25-28 October 2014).

Harer reminded the faculty of the called COE Strategic Plan Meeting to discuss new ECU planning initiatives with Ron Mitchelson and Austin Bunch from 3:00-4:00 p.m. in Speight 129.

Harer polled the faculty to see if anyone is interested in serving on the search committee for a new COE Dean.

Harer provided an update on new student admissions for Spring 2015. Although the deadline for admission is not until November 15th, Harer estimates 23 possible student admissions. There was general discussion about the listing of possible courses for Spring 2015, which met the general approval of the faculty involved. Harer announced that Sua will be offering a diversity course (LIBS 6903).

Harer requested the faculty to keep him informed about the progress of NCEDDS students in our classes.

Marson and Harer led a general discussion about the COE Unit Assessment Review process for 2014-15. It was concluded that most of the MLS program information needed will be decided on in November after the ALA accreditation visit.

A discussion facilitated by Harer and Munde followed on the tasks needed to be accomplished in preparation for the ALA accreditation visit. They urged faculty to volunteer and sign up for specific tasks for Friday (October 24) through Tuesday (October 28). Harer will update the list and send a copy to all faculty via email as panel members confirm their arrival and departure schedules.

Harer led a discussion on an email from Dr. Linda Lillard, Chair of the ALA External Review Panel. One of Dr. Lillard’s questions had to do with venues for meeting students and alumni during the scheduled visit. J. Jones is putting together two ALA Student Chapter programs via SABA Meeting for September and October. There was a general discussion about ways to introduce students and alumni to the ALA External Review Panel both online and face to face.
The meeting adjourned at 3:20 p.m. There were several agenda items that will be discussed at our next faculty meeting. Several faculty members left just before 3:00 p.m. to attend the COE meeting mentioned above.
Present: Drs. Elaine Yontz, Kaye Dotson, John Harer, Gail Munde, Al Jones, Valentine (via Skype), Sua, Marson, J. Jones

Harer announced that the IMLS grant is on its way to Washington, DC. He had to leave the meeting to attend a Graduate Council meeting. He turned the meeting over to Munde.

Munde distributed copies of the ALA Plan for Program Presentation (to Dr. Linda Lillard, ERP Chair) for the ALA site visit for 14-15 October 2013, and the Report on the Draft Plan for Program Presentation from consultant June Lester. Munde asked that Lester’s comments be incorporated into a new Plan for Program Presentation and sent to her by Monday, 1 October 2012.

In response to Lester’s suggestion that there be more faculty involvement and student involvement in the Plan for Program Presentation, Munde suggested the following revised areas of responsibility, which will include all nine department faculty will be as follows:

- Harer, Standard II (Curriculum)
- Marson, Standard IV (Students)
- Munde, Standard I (Mission)
- Valentine, Standard VI (Facilities)
- Yontz, Standard V (Finance and Budget)
Munde announced that the full report to ALA will include the evidence outlined in the Plan for Presentation, perhaps on a flash drive. The full report will be due in March 2013. She announced that at the Advisory Board meeting on 15 October 2012 she will be soliciting volunteers to read the Plan for Program Presentation so we have stakeholder input.

She mentioned that she will ask Harer to talk with Dr. Lillard (ERP) and Karen O’Brien (ALA) about ways the ERP would like to communicate in groups and with individuals. Specifically, we discussed how to enroll ERP members in Blackboard to facilitate access to our courses and how to enroll them in TaskStream to facilitate access to students’ work.

J. Jones announced that the LIBS Curriculum Committee would be meeting via CENTRA at 7:30 p.m. on 25 September 2012. She also polled the faculty for their availability for a full-day Curriculum Workshop, location to be announced, probably in Ragsdale. There was agreement to reserve 22 October 2012 for the proposed workshop. J. Jones is going to get a faculty member from the College of Business to talk with us about their recent curriculum revision and the revision process itself.

There was discussion on assessment concerns, and ways to contact students about why they dropped out of the program after taking only LIBS 6010 and/or LIBS 6012. There are several students who only have one or two courses posted in SETS.

The meeting adjourned at 3:17 p.m. The next faculty planning meeting will be on 29 October 2012.
Minutes of the Faculty Meeting  
September 10, 2012  
2:00-4:00, Batten Room, Speight

Present: Drs. Kaye Dotson, John Harer, Al Jones, Jami Jones, Barbara Marson, Gail Munde, Patrick Valentine (via Skype), Elaine Yontz, Lou Sua

Harer announced that for the weights meeting there will be new guidelines for the area of Service.

J. Jones announced there will be a LIBS Curriculum Workshop on September 25th via CENTRA. The LIBS Curriculum Committee is meeting fourth Tuesdays.

NCSLMA will be holding its annual conference in Winston-Salem, October 4-6. J. Jones, Sua, and Harer will be in charge of a booth for recruiting and a reception.

Dean Patriarca has agreed to support some LIBS recruitment events out of her budget. Besides NCSLMA, there will be student recruitment events at the SELA conference (Yontz), ECU Graduate and Professional Career Fair (Harer), Fayetteville State University Graduate and Professional Career Fair (Harer), and other career fairs, including those at Elizabeth City State University (Harer), Lumberton/Robeson County literary group (Marson, 2/23/13), North Carolina State University (Harer). No road shows have been scheduled to date.

Munde reported progress on the ALA Plan for Program Presentation. June Lester will be the consultant to review our plan. A draft is due to her by September 18. The final plan is due to ALA on October 15.
There was general discussion about the future of Beyond the Stacks newsletter. Rather than having it posted directly on the LIBS website there will be links to it from appropriate webpages, including the LIBS Blog. Yontz is willing to work on this to produce a 2012/13 newsletter, deadline for information: May 31, 2013, for distribution in June 2013. It was agreed that one newsletter issue would be published to cover each academic year.

Harer advised faculty to participate in the Plus/minus Grading Policy poll being conducted by Dr. Terry Atkinson of COE.

Harer announced that 10 copies of Adobe XPro have been ordered: one for the office and one for each of the nine LIBS faculty.

Harer announced that surveys created by LIBS for program data/assessment must go through IRB approval process. An online submission process is available through the IRB website.

Harer advised faculty to be aware of Travel guidelines and to apply at least 30- days in advance along with evidence to support the travel request. If faculty members wait until 5 days in advance, the request will be denied by COE.

Harer reminded the faculty that the Dean expects all Leadership Team and Advisory Board to be covered. The faculty was alerted to the fact that they may be called upon to cover these meetings if Harer (Leadership Team) or A. Jones (Advisory Board) are not able to participate.

Harer announced Spring Semester offerings by faculty member.

There was a discussion on the advising process. Harer pointed out the difference between professional advising and procedural advising. Yontz will have sample course rotations ready for faculty comment soon. J. Jones reminded advisors that LIBS6142 is now a prerequisite for LIBS6144. Sua, Marson, and Karen Mathis (hired to assist Sua in the advisory process for two months only) will come up with some guidelines to run by the faculty. Concern was expressed about the needs of 076 licensure students and potential need for certificate programs to cover unusual curricular needs.

A. Jones as chair of the LIBS Tenure and Promotion Committees announced that Munde’s PAD is available in the LIBS department office for review by committee members: A. Jones, J. Jones, and Yontz. Marguerite Latham spends Monday, Wednesday, and Friday mornings and Tuesday and Thursday afternoons in the LIBS department office; other times she available in the BITE department office in Bate. Committee members should contact her for an appointment to review the PAD.

Harer and Dotson announced that the IMLS grant is going to be ready for submission by December 15th. The grant is for $500,000 to fund 40 scholarships. Harer led a general discussion on research and grants and how they affect funding for graduate assistants.
Munde announced that the PAT has started its review of 18-hour student portfolios.

A. Jones announced that the COE Code Committee will begin its deliberations on Wednesday, Sept. 12. On the agenda will be the proposed mergers of LIBS and BITE as well as HACE and LEED.

MEMORANDUM

TO: Dr. John Harer, Chair, Department of Library Science (LIBS)
FROM: Dr. Al Jones, Chair, LIBS Tenure Committee
DATE: 1 October 2012
RE: Tenure Decision for Dr. Gail Munde

The LIBS Tenure Committee met on Monday, 1 October 2012, to vote on tenure for Dr. Gail Munde. Based on her Personnel Action Dossier (PAD) and the following Committee Cumulative Evaluation of her teaching, research, and service, the LIBS Tenure Committee recommends permanent tenure for Dr. Gail Munde beginning with the 2013-2014 academic year.

Teaching: Dr. Munde has taught LIBS 6031 and LIBS 6810 as lead instructor as well as LIBS 6135, LIBS 6018, and LIBS 6010 as secondary instructor. She has earned excellent SOIS scores
for her teaching, all in the 6-7 range, the highest rating. Several students took the initiative to commend Dr. Munde on her teaching ability. She has had eight peer reviews with no areas for improvement noted and with excellent feedback on her teaching. Her 3 external review letters were favorable with each of the 3 respondents noting that Dr. Munde would have been granted tenure at his/her respective institution.

**Research:** She has published 2 books, 2 book chapters, 3 refereed journal articles, and 2 non-refereed journal articles. In addition, she has presented 3 refereed research presentations, served on 1 expert panel, and written 1 grant proposal. Her major area of research is library administration and management, specifically human resources management in libraries.

**Service:** She has served on the following College of Education (COE) committees: Research Committee, Library Committee (Chair), and Code Committee. Her Department of Library Science (LIBS) service includes: Personnel Committee, Portfolio Assessment Team (Chair), 2 Faculty Search Committees (1 as Chair), Liaison to Joyner Library, Scholarship Committee, MLS Program Advisor Board Secretary. She has served as editor, compiler, and writer and provided active leadership toward the granting of Candidacy Status for the ECU Master of Library Science Program by the American Library Association (ALA), Committee on Accreditation (COA). She has been active statewide in the North Carolina Library Association, and nationally with the Association of Library and Information Science Educators (ALISE), Association of College and Research Library (ACRL), and American Library Association (ALA). Recently she has begun service on the Editorial Board of *New Review of Academic Librarianship*.

Dr. Munde has been sent a copy of this recommendation for permanent tenure along with the provision that she has four working days from the date of this letter to include a response to the Committee’s Cumulative Evaluation.
MEMORANDUM

TO: Dr. John Harer, Chair, Department of Library Science (LIBS)
FROM: Dr. Al Jones, Chair, LIBS Promotion Committee
DATE: 1 October 2012
RE: Promotion Decision for Dr. Gail Munde

The LIBS Promotion Committee met on Monday, 1 October 2012, to vote on promotion for Dr. Gail Munde. Based on her Personnel Action Dossier (PAD) and the following Committee’s Cumulative Evaluation on her teaching, research, and service, the LIBS Promotion Committee recommends promotion to the rank of Associate Professor for Dr. Munde beginning with the 2013-2014 academic year.
**Teaching:** Dr. Munde has taught LIBS 6031 and LIBS 6810 as lead instructor as well as LIBS 6135, LIBS 6018, and LIBS 6010 as secondary instructor. She has earned excellent SOIS scores for her teaching, all in the 6-7 range, the highest rating. Several students took the initiative to commend Dr. Munde on her teaching ability. She has had eight peer reviews with no areas for improvement noted and with excellent feedback on her teaching. Her 3 external review letters were favorable with each of the 3 respondents noting that Dr. Munde would have been granted tenure at his/her respective institution.

**Research:** She has published 2 books, 2 book chapters, 3 refereed journal articles, and 2 non-refereed journal articles. In addition, she has presented 3 refereed research presentations, served on 1 expert panel, and written 1 grant proposal. Her major area of research is library administration and management, specifically human resources management in libraries.

**Service:** She has served on the following College of Education (COE) committees: Research Committee, Library Committee (Chair), and Code Committee. Her Department of Library Science (LIBS) service includes: Personnel Committee, Portfolio Assessment Team (Chair), 2 Faculty Search Committees (1 as Chair), Liaison to Joyner Library, Scholarship Committee, MLS Program Advisor Board Secretary. She has served as editor, compiler, and writer and provided active leadership toward the granting of Candidacy Status for the ECU Master of Library Science Program by the American Library Association (ALA), Committee on Accreditation (COA). She has been active statewide in the North Carolina Library Association, and nationally with the Association of Library and Information Science Educators (ALISE), Association of College and Research Library (ACRL), and American Library Association (ALA). Recently she has begun service on the Editorial Board of *New Review of Academic Librarianship*.

Dr. Munde has been sent a copy of this recommendation for promotion to the rank of Associate Professor along with the provision that she has four working days from the date of this letter to include a response to the Committee’s Cumulative Evaluation.
1 October 2012

Dr. Gail Munde
Department of Library Science
Ragsdale 110
East Carolina University
Greenville, NC  27858

Dear Dr. Munde,

The LIBS Tenure Committee met on 1 October 2012. Based on the Committee’s Cumulative Evaluation below and your Personnel Action Dossier (PAD), the LIBS Tenure Committee voted unanimously to grant permanent tenure beginning with the 2013-2014 academic year. You have four working days from the date of this letter to include a response to the Committee’s Cumulative Evaluation.
Teaching: Dr. Munde has taught LIBS 6031 and LIBS 6810 as lead instructor as well as LIBS 6135, LIBS 6018, and LIBS 6010 as secondary instructor. She has earned excellent SOIS scores for her teaching, all in the 6-7 range, the highest rating. Several students took the initiative to commend Dr. Munde on her teaching ability. She has had eight peer reviews with no areas for improvement noted and with excellent feedback on her teaching. Her 3 external review letters were favorable with each of the 3 respondents noting that Dr. Munde would have been granted tenure at his/her respective institution.

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Sincerely,

Plummer Alston Jones, Jr., Chair
LIBS Tenure Committee
Dear Dr. Munde,

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1 October 2012

Dr. Gail Munde
Department of Library Science
Ragsdale 110
East Carolina University
Greenville, NC 27858

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Sincerely,

Plummer Alston Jones, Jr., Chair
LIBS Promotion Committee
Minutes of the Faculty Meeting  
Department of Library Science  
15 October 2012  
1:30-3:30, 225 Speight

Present: Drs. Yontz, Dotson, Harer, Munde, J. Jones, Valentine (via Skype), Sua, A. Jones.  
Absent: Dr. Marson

Harer opened the meeting with remarks and news.

Minutes of September 10, 2012, faculty minutes were approved as distributed.

Valentine’s new book *A Social History of Books and Libraries from Cuneiform to Bytes* (Scarecrow Press) was announced and praised by all present.

Harer announced that Dr. Vivian Mott solicits nomination for a task force on post-tenure evaluation of faculty. Also, the Dean’s five-year review evaluation is approaching and comments are solicited from faculty as well as nominations for faculty to serve on the review committee.

Harer gave a brief report on the NCSLMA conference, Thursday, October 4-Saturday, October 6, in Winston-Salem. A dinner was planned by J. Jones and Sua for Thursday night at which 7 students attended. There was a reception Friday night hosted by the department. The department hosted a booth from Friday morning till Saturday afternoon at which attendance was excellent. Many contacts with potential students were made.
The ECU Graduate School is emphasizing work on a Recruitment Plan for graduate students. Munde mentioned that some schools are waiving application fees. She also mentioned that the Post-9/11 Veterans Education Assistance Improvements Act (GI Bill 2.0) which went into effect 1 August 2011 allows a transfer of educational benefits to dependents.

Harer and Sua represented the department at the ECU Graduate and Professional Career Fair. Most students attending were interested in getting jobs rather than applying for graduate school. Harer also attended the Fayetteville State University Graduate and Professional Career Fair and had a dozen or so interested students meet him of whom 5 current undergraduates expressed interest in our online program. Harer also will attend a similar event at Elizabeth City State University. He will attend an advisory board meeting of the Central Piedmont Community College Learning Resources Center. He also plans to meet with Gloria Miller, head of media services for Charlotte-Mecklenburg Schools.

Harer announced that Adobe XPro is now available. Marguerite Latham will contact the faculty about gaining access.

Advising week begins next Monday, October 22. Students are encouraged to register online after contacting advisors and getting their schedules approved.

Harer led a discussion of the conflict of interest dimension for proposed members of the ALA COA External Review Panel. There were no conflicts identified except for the fact that Dr. Phil Turner had served as a consultant for the department before candidacy status was achieved.

Harer and Munde announced the Saturday, October 20, meeting of the MLS Program Advisory Board beginning at 12:00 noon with lunch in Joyner 2309. Harer, Munde, J. Jones, and Sua will address the board. Munde intends to get Board input on the alumni/employer survey she, Dotson, and Yontz have developed.

Harer and Marson are working on the departmental web page with regard to posting a How to Apply page, in response to the suggestion of our consultant Dr. June Lester.

Harer announced that there is digital sign mounted near the departmental bulletin boards. He will be receiving software to make the sign operational within a few days.

Harer discussed budget issues and the possibility of a shortfall due to posting errors. He will be work with Rich Yakubowski, COE Administrative Support Specialist, to resolve some conflicts.

Harer and Munde led a discussion of the Plan for Program Presentation. An electronic copy was sent to COA headquarters in Chicago today and Karen O’Brien has already acknowledged receipt. The faculty was thanked by Harer for its participation in producing a fine plan. Harer will have a conference call soon with Dr. Lillard, chair of the ERP, and Karen O’Brien at COA to discuss the plan as presented.
Harer announced that he had heard from IMLS and was allowed to change our start date for the grant proposal to April 1, 2013. IMLS will make an announcement in March 2013.

There was a lengthy discussion about the 076 licensure-only set of courses. There was a motion by Munde, seconded by J. Jones, no longer to offer the 33-semester-hour sequence of courses leading to 076 licensure-only, to be effective in Spring 2013. The motion passed unanimously by a voice vote of the faculty.

Munde discussed the alumni/employer survey and asked for suggestions for improvement. Dotson suggested that alumni notify their supervisors beforehand if they will be asked to participate in the survey also.

Harer led a discussion about future roadshows. Dotson suggested having Harer speak to a meeting of Delta Kappa Gamma. Sua suggested having Harer meet with school teachers and personnel on teacher work days or transfer days.

Munde speaking on behalf also of Marson announced that SETS will officially end as of July 1, 2013. There are several students who will not have finished putting their portfolios on SETS. These students will have their SETS accounts approved at a certain number of hours and then the rest of their courses must be posted to TaskStream. This will eliminate the need for a Portfolio Assessment Team (PAT) as long as faculty resolve to grade artifacts and reflections as posted on TaskStream before the December 13, 2012. There was a motion by Yontz, seconded by J. Jones, that the PAT proceed to close off SETS accounts for students who have not finished posting artifacts and reflections, and to facilitate the move of these students to TaskStream accounts for the courses remaining. The motion passed unanimously by voice vote of the faculty.

The meeting adjourned at 3:30 p.m.
MLS Program Meeting Minutes
September 23, 2013
1:30-3:30 p.m.
Joyner Library 2306

Present: Drs. Harer, A. Jones, J. Jones, Munde, Sua, Yontz, Dotson, Marson.

Harer began the meeting with a brainstorming session on “What we do well as an MLS program faculty?” Several items were contributed and clarified:

- Great team work
- Faculty are friends as well as colleagues
- Great sense of humor
- Student-focused
- Positive influence on profession at large
- Pull together in times of stress or crisis
- Excellent student services
- Great leadership

Staffing of MLS program booth at upcoming NCSLMA and NCLA conferences was discussed. Suggestion was offered to use MLS students as volunteers.

Marson announced an upcoming conference of the NCCCA LRA conference in March 2014.

There was a general discussion on outreach activities, public relations, marketing, recruiting and retaining students, etc. Munde suggested the need for updated brochures and the need for printing funds.

J. Jones mentioned that she has $100 from ALA to be used for the Student Chapter. This suggestion was part of a discussion of what will be the future of our graduate receptions.

Harer announced that the headcount for LIBS Fall 2013 is 177.

Marson has organized the next Road Show to be held at the Randolph County Public Library in Asheboro from 10:00 a.m. till noon. She mentioned that six current LIBS 6010 students have indicated they would attend.

Marson introduced a general discussion on needs for the SACS unit assessment report and tasks in the outcomes areas of Global Perspective, Leadership Development, Evidence of Planning, Content Knowledge, 21st Century Skills, and Strategic (Retention and Outreach). She will be in touch with individual faculty who can help with these assessments.

Harer presented pie charts indicating what courses our students were taking this fall and what they needed for the spring and thereafter. There was an enthusiastic discussion about courses, rotation of courses, possible cohorts, etc. We reached consensus on what’s needed for spring and
summer 2014. Harer included a list of academic and public library pathway students for planning purposes.

The meeting adjourned at 3:30 p.m.