Present at the meeting: Kaye Dotson, John Harer, Al Jones, Barbara Marson, Fadekemi (Kemi) Oyewusi, Lou Sua.

Dotson opened the meeting. Attempts were made to bring Jami Jones into the meeting, but were unsuccessful due to technical difficulties

Approval of Minutes:

The minutes of the October 17, 2018, meeting were approved by motion of Marson and second by Sua.

News and Announcements:

Dotson distributed the current ALISE report. Al Jones asked that a link to the report’s data be added to the program’s web page.

Dotson noted that enrollments were healthy, and a brief discussion ensued. Dotson reported on admissions for Spring 2019. Ten new students have been admitted so far and 16 are in various stages of the application process.

Dotson provided information about the MLS Program Advisory Board’s meeting, scheduled for later in the day.

Dotson also noted that the ALA Trend Survey had been submitted to ALA earlier in the day.

Accreditation Standard Three, Faculty: Overview: This discussion was tabled. The author of this standard’s report, Dr. Colon-Aguirre, was attending a college curriculum committee.

Strategy for Program Priorities:

The College of Education held a “strategic plan retreat” in October and has asked all programs to develop strategic priorities for their program. A template was provided that included three priorities developed and recorded by Dotson, Program Coordinator, which were:

- Continued Accreditation
- Recruitment with a focus on diversity
- Adopting a set of consistent policies and procedures

Dotson opened the discussion of these priorities and called for more suggestions. For Strategic Priority One, Continued Accreditation, discussion began on the components of the template for this priority. It was noted that the question “Who” on the template include: all MLS faculty, the Dean’s Office, Office of Assessment, and the Graduate School. For the question “When”, a three point time line was developed:
• Documentation for the self-study, ongoing this year and beyond
• Continued data analysis and collection: 2019-2020
• Preparation of the self-study presentation: 2020-2021

Additional discussions of this priority included:

• Harer said that a priority on curriculum was needed, which should focus on (a) improvements to the curriculum and development of additional courses and (b) development of an additional program offering. Suggestions included a certificate, or a professional conference, or a dual degree
• The faculty ranked the priorities:
  1. Accreditation
  2. Curriculum
  3. Recruitment
• The time line will be posted on the Blackboard accreditation site and on each agenda.

For Strategic Priority Two, Curriculum: Harer discussed the need for revised and improved curriculum to stay current with trends and innovations in the profession, technology, and society in general. A question as to who would develop this new program offering was posed. Harer indicated that a faculty planning retreat would start the process of identifying the offering the program wished to develop, and the process for developing it.

For Strategic Priority Three, Recruitment: Suggestions for recruitment efforts were discussed and included:

• Harer: Recruitment at HBCU’s in North Carolina (at graduate and career fairs and with academic departments)
• Al Jones: webinars
• Dotson: volunteer for career fairs and other conferences. Travel expenses would be covered
• Al Jones: search websites targeting diversity
• Dotson: plan an MLS video (suggested filming at faculty retreat)

Other recruitment discussions regarding the recruitment Strategic Priority:

• Google ads: the program needs to verify with the Graduate School what has been and what will be done: Dotson will check with the Graduate School. Dotson reported that a survey of students she conducted discovered that a number of students said they heard about the program through an online ad
• Harer suggested the program have information on scholarships ready to be distributed at conferences and other recruiting venues. Harer will create a pamphlet or handout.
  o Harer asked for information about a recent donation of $25,000 slated for scholarships. Dotson indicated that the fund has been established and is accumulating interest. Once enough has been realized, the scholarships will be available
Program and Committee Reports:

Assessment Committee: Harer presented three proposals to the faculty for their consideration:

- To change the name of the committee from “Assessment Committee” to “Planning and Assessment Committee”. Harer explained that the new name would indicate that planning would be a priority of the program: Approved by the faculty
- Propose a faculty planning retreat sometime in the Spring term: Approved by the faculty
- Request that faculty share what courses were revised and improved based on SPOTS data and comments. The Planning and Assessment committee will record the name and number of courses revised using student data and input. Harer assured the faculty that the committee was not requesting SPOTS data on faculty teaching. The committee will make these requests for Fall and Spring terms

Faculty Search Committees:

Dotson reported that the process for review of applications for the fixed term position can begin. She noted that there are several good candidates in the pool so far. The search for the tenured/tenure track positions has not yet opened.

Other news and discussions:

The ALA Student Chapter: Marson reported on the success of the October meeting with speakers who were interns in Paris this past summer.

The Graduation Reception will be held on Dec. 14 in Ragsdale 218 beginning at 10:30 a.m. until noon. The graduates and faculty will then proceed to Bate Hall for the line up to march to the graduation recognition ceremony in Wright Auditorium. Christy Hines, the department administrative assistant, will order the food for the reception.

Dotson noted that the student award plaques for the program have been updated and are now posted on the wall in the office area on the first floor of Ragsdale.

Marson was congratulated for being awarded the College of Education’s Global Professional Development Grant. She will attend the IFLA meeting to be held in Athens, Greece.

Discussion on the December Program Meeting:

Dotson proposed that the MLS program change its December meeting day from December 10 to December 3. One member of the faculty (Harer) indicated he cannot meet that day. Dotson will ask Dr. Glass, department chair, if the department’s meeting will be held on December 5th as scheduled. If not, the program meeting will be held on the 5th. If it remains scheduled on the 5th, the program meeting will be held on the 3rd.

The meeting was adjourned at 3:20.

Submitted by John B. Harer.