Master of Library Science Program
Program Meeting Agenda
December 5, 2018 (Wednesday)
10:00 p.m. – 11:30 p.m.
ROOM: 211 213 (Room 211 was in use)

In attendance: Kaye Dotson, Fadekemi Oyewusi, P. Al Jones, John Harer, Lou Sua, Mónica Colón-Aguirre & Jami Jones (On the phone)
Meeting was called to order at 10:00am

I. Welcome

II. Program meeting news/information
   a. Approval of minutes – Lou moves motion to approve minutes from the previous meeting; Kemi seconds.
   b. Advisory Board Update – general minutes from the meeting will be distributed later by Kaye.

III. ALA Student Book Drive
   a. Collection of Books Kaye has a couple of bags of books in her office
      Jami – word was put out by (ALA Student Association President), but has not heard back from anybody
      Jami will send (ALA Student Association President) a message to send a reminder for the book drive to students
   b. Plans for Book Distribution - Kaye will send the books to the libraries on behalf of the Student Association; to be sent in January

IV. Standard III. Faculty Overview – Tabled for January faculty meeting since we were forced to relocate to a room without media for online presentations

V. Faculty Searches
   a. Kaye and Al will start phone interviews after the program meeting for the fixed term position
   b. John and Mónica are meeting after the program meeting to narrow down the list of candidates for the 3 full time, tenure track positions.

VI. Program Reports & Updates
   a. AASL Report – Jami reports that the final part of the assessment has been written; in February Jami will come back and upload it because a password is required and the office in charge at COE will not give the password anymore
      Kaye requests that the report also be included on the self study
b. Curriculum Report – Mónica reports that she just got word from Rachel Baker (Curriculog specialist) that there are some inconsistencies and additional requirements on the packet which she uploaded. The issues seem to require further revisions. She is working to get the report ready as soon as possible, in time for the January COE Curriculum meeting on the 20th of that month (year 2019). But might be pushed back to the February meeting due to the number of packages the COE Curriculum meeting is evaluating.

c. Assessment Report – the committee met and Jami sent the minutes to John and Barbara.

John requested the group to let him know whenever any of us makes course improvements or changes based on comments on the student evaluations, since these count as using student data for program improvement, for assessment purposes (important for self-study)

Kaye suggest to put the minutes of the meeting on the self-study page and mentions Barbara should post them as well.

d. Recruitment Report – Lou informs that West Virginia and the community college meetings attended last year have requested our program to recruit at their events again. A stumbling block remains since we are not part of the Academic Common Market

e. Update on Surveys - John mentions he is currently working on the alumni survey

and that, so far, 29 responses have been received

VII. Discussions/news

a. Graduation: Reception & Program Marshall – Kaye announces that Al is returning as the Marshall for December’s graduation ceremony

Lou informs that there are 25 graduates who have made a reservation to come to the reception which will be held at the Joyner Library Gallery

b. Spring Course Offerings & Advising Issues – Spring courses are not fully set since new faculty cannot be hired but can be moved around, Kaye is still assessing where to allocate faculty. A LIBS 4950 course might be added to your teaching schedule for the spring 2019 semester
i. A major advising issue has come up with a case of plagiarism. Jami informs that a student plagiarized work in her class and is currently assessing courses of action.

ii. In addition Kaye reports having problems with students underperforming in their internships; which does not match with performance in written projects turned in for other courses.

iii. Additional issues around allowing students to finish the semester with a grade of “I” (incomplete); since we might need to start reinforcing our incomplete rule of only providing the “I” to students who have completed 2/3 of the work for the class.

Lou suggest we need to investigate the feasibility of establishing a new policy that if a student is currently holding an incomplete (grade of “I”) in a class the student should be blocked from taking 2 courses. Therefore, making the “I” carry as a course and allowing the student only to enroll in one additional course. Kaye will check with the Graduate School if the rule can be instated.

iv. Kaye points out that we might need to start interviewing possible candidates for admission.

Meeting adjourned at 11:12am

Minutes submitted by Mónica Colón-Aguirre