Minutes for the MLS Program Meeting  
April 17, 2019 - 211 Ragsdale, 10:00 am

Attendees: Drs. Mónica Colón-Aguirre, Kaye Dotson, Barbara Marson, Lou Sua, Elaine Yontz, Al Jones

*Kaye called the meeting to order at 10:00 am.*

**I. Program meeting news/information**

Elaine moved a motion to approve the minutes from the March 20, 2019 meeting. Lou Seconded. Motion moved unanimous.

1. Graduation Reception – Lou is working to finalize the list of attendees. She will send a reminder to MLS students to RSVP. She is also preparing the food order from Aramark.

**II. Review of Recruitment Efforts: Ads, Conferences, & Travel**

Kaye informed the group of various meetings which took place at which the program had a presence, including:

- Spring 2019 Latham Clinical Teachers’ Conference (LCTC) {Attended by Kaye, Phyllis and Kemi}
- North Carolina Public Library Directors Association (NCPLDA) meeting
- Comments from North Carolina Community College Association (NCCCA) {Attended by Barbara}
- LIS Deans and Directors Meeting April 10, 2019 {Attended by Kaye}
  1. An observation was made about the importance to create a pre-internship or an activity which will help identify students who underperform on their practicum as a way to prevent students from reaching the final internship and being unprepared for public service.
- Wake County Paraprofessional Meeting {Attended by Elaine}

**III. Admissions data as of today**

Lou informed the group that there is a current total of 21 students admitted to the program, two of which are readmissions.

Kaye informed the group of the effort to join the WISE consortium. The courses currently identified to be offered there are: Academic Libraries, Storytelling and Genealogy. She has contacted the instructors of the courses and has asked them to reserve 2 or 3 seats in the courses for WISE students from other institutions.

Kaye also asked the team for any possible questions regarding the membership into WISE so she can take it to the pertinent sources in order to find out more, aside from the initial fee of $4,500 per institutional subscription. We need to make sure to clarify students that WISE courses are meant to supplement and not to replace courses in our curriculum; therefore, if a WISE course is similar to one a student is required to take, the recommendation is that they take the course from our program.
and only with appropriate permission and under specific circumstances a student would be allowed to take a WISE course in lieu of a required course.

Barbara also informed the group that she met with Whitney Morris and started planning the Study Abroad offerings for the year 2020. The group agreed that the best approach is to put three study abroad into a rotation of one per year during the summer. The rotation would be: Lisbon, Paris, and Florence. The next Study Abroad experience to be planned would be Lisbon 2020. Kaye and Barbara will work on this one.

IV. Assessment: Past, Present and Future Planning for Continued Accreditation.

The new faculty members can help provide guidance and shape the final report. The assigned teams for the ALA Standards Review & Documentation are:

I. John & Kaye & Africa Hands
II. Elaine & Barbara & Rita Soulen
III. Monica & Kawanna Bright
IV. Jami & Lou & Laura Mangum
V. Al & Kawanna Bright

a. SACS Unit Assessment Report – Barbara is gathering data regarding the assessments in specific courses for this report and will be contacting individual faculty members who have taught certain courses
b. Faculty Retreat Planned – John and Kaye are working on dates to have a full day faculty retreat in August which will include the new faculty members. The chosen dates are likely to be Monday at the end of August. Barbara is going to IFLA’s annual meeting so Kaye will take that into consideration when selecting the final date.
c. Student Forum Planned – Lou announced that the forum is planned for June 6th at 7:00pm. She requests that each faculty provides a list of 3 students (preferably one for each concentration and representing different points of the program in terms of number of credits completed). She also requests each faculty submit 2 questions to be asked to the students.
d. Exit questions Survey – Kaye will look for the current COE Student Exit Survey in order to let the faculty determine which Program-specific questions we would like to add.

V. Curriculum

Mónica informs that after an extraordinary meeting with the Graduate Curriculum Committee which she and Elaine attended, the curriculum package with the catalog changes and the addition of the new courses was passed with revisions. The program is indebted to Diane Coltrane for her advocacy in favor of the program changes being included for the fall 2019 catalog.

Elaine reminds the group that this means that students entering the program starting in the fall of 2019 will have these courses and requirements, also the need to add/revise advising sheets and Taskstream portfolios for the new courses which are required. Elaine also suggests a meeting of the faculty to assess and revise the current course rotation sheet, in order to make sure it is still suiting the
needs of graduating students due to a series of exceptions which have come up lately with students
missing important courses on their current rotation.

Meeting adjourned at 11:50am

_Minutes submitted by Dr. Mónica Colón-Aguirre_