Master of Library Science Program
Program Meeting Agenda
September 03, 2019

10:00 a.m. –11:30 a.m.: ROOM: 218 Ragsdale
Attendance: Dr. Kaye Dotson, Dr. Rita Soulen, Dr. Monica Colon-Aguirre, Dr. Al Jones, Dr. Africa Hands

I. Welcome

II. Program meeting news/information
   a. Approval of minutes – Dr. Jones stated that if we make a decision that it should always be in the minutes of the meeting.
   b. All committee chairs are urged to create and submit minutes to Dr. Marson for the webpage

III. Program Planning Retreat Overview
   a. Share minutes from retreat
   b. Changes, corrections – add Dr. Yontz’s paragraph about certificate in public librarianship.
   c. Approval of minutes – minutes were approved.

IV. Data to Respond to from Retreat
   a. Mission – it’s vital that we revisit it & update it. An ad-hoc committee was formed to revise the mission. Committee = Dr. Dotson, Dr. Soulen & Dr. Colon-Aguirre. Need to have a global component b/c ECU is going more global.
      i. We’ve move ahead with study abroad, global internships – University of Paris, and we invited a visiting scholar from Nigeria.
      ii. How do we get our accomplishments out to the greater university community? It needs to be spear headed by someone, which could fall under social but doesn’t have to. Could put items in the Thank You Thursday, put items in the COE newsletter, and maybe the graduate school newsletter. **Dr. Hands volunteered to head this up.** Her title will be Communications Liaison. We should have at least one person from our department to be in Thank You Thursday editions.

   1. Suggestion – create a document in OneDrive to be shared with the department that everyone has access to.
b. Survey Ownership
   i. Identify Need – not any one person needs to take this on. The person that it
   pertains to needs to should do the survey. When you are working on your
   standard, use surveys to help with your standard.
   1. Surveys include alumni survey, employer evaluations,
   2. Central repository for all these surveys? – These are under
   planning. We use Qualtrics for surveys. There is a person who can
   centralize the surveys. Hui Bian can help with surveys. Richard
   Lamb in the COE can help with research methodology & statistics.
   We have SPOTS – students opinion surveys, administrators do
   look at these surveys.
   ii. Create, Survey, Analyze Data
       1. Kaye advised to always go ahead and do an IRB.

V. Lead Instructors
   a. Members present reviewed the lead instructor for the courses.
   b. Do non-required courses need a lead? Maybe so the course will be kept up to date.
      i. Courses that need to be added Genealogy, Digital library 6852.
   c. When we transfer to Canvas we don’t want to forget a course.
   d. Dr. Hands suggested creating a case that shows LIBS 4950 is bringing students
      into the MLS program to justify to ALA. There is a survey you can use for this or
      registrar could have this info.
   e. Suggestion is to consider starting a blog as part of the course “Consider being a
      librarian…” and have the adjunct instructors do this too. Dr. Sua could lead this
      and have other instructors to do the same, as she is lead instructor.
   f. Determination of lead instructor falls under Faculty for ALA, Dr. Colon-Aguirre
      & Dr. Dotson will work on this.

VI. ALA Student Chapter
   a. New ALA Student Chapter President – Dr. Jones received an email from a student
      about this and she met with Dr. Dotson.
   b. In the past Dr. Jones organized an outing to Hunt Library. Other places are
      possibilities such as D.C.
c. Get your chapter planned out, then get a president. Faculty can make suggestions.

VII. Web Additions
a. Dual Degree Plan – academic library & history dual degree. This is something we need clarified and put on the website.
   i. MBA might be a good partner
   ii. Social work good partner for public library degree.
b. Minutes from the Retreat – will be sent out through email
c. Other Minutes? – we need minutes turned in from our committee meetings.
   Minutes should go under the public facing website.
   i. Dr. Jones suggested having committee report section in MLS faculty meeting for minutes. This is will keep all of the MLS dept in the know about what’s going on in the committees. Concern – is this transparent enough for ALA? In the past we tried to show a continuous record of our work.
      1. Dr. Dotson will look this up and advised all committees to keep minutes.

VIII. Canvas Transition
a. We want to be sure that if there’s a course we have taught, that it gets transitioned to Canvas. Dr. Soulen & Dr. Colon-Aguirre will work on this.
b. The MLS self-study will be transferred over to Canvas.
   i. The question was do we want to keep the ALA self-study in Canvas or OneDrive? Need to weigh the pros or cons of each.

IX. NCSLMA & NCLA events, booth coverage
a. NCSLMA Student Chapter dinner for current students and alumni
b. NCSLMA & NCLA are important b/c many of our MLS students will be there and several will be present.
c. Dr. Dotson is asking if you want to go to either conference put in your travel info. You can go up for the day and working the table.
d. NCSLMA, (Oct. 2-4) ECU MLS Table & Materials @ Winston-Salem Convention Center.
   i. Meets once a year
e. NCLA, (Oct. 16-18) ECU MLS Table & Materials @ Winston-Salem Convention Center. It represents all the various interest groups.
   i. Meets every other year.

X. Discussion & Reminders

a. Study Abroad Progress – Dr. Dotson got to proposal submitted for Lisbon. It’s made it through the first step. She will start advertising this to our students. This will be the 4th year. Full = 10 students. Other faculty can go but at a cost.


c. Meetings Across the Program: Add dates as needed – Dr. Dotson will use these dates for her planning document.

d. Advising for Spring opens Oct. 21 – Dr. Sua will send out this information. Dr. Sua will meet w/ New Faculty meeting about advising.

e. Reminder: 2019-20 Annual Weights and Goals; Syllabi to Toni

f. Travel Planning: Consider getting travel in early