Master of Library Science Program
Program Meeting Agenda
November 5, 2019

Attendees: Drs. Dotson, Marson, Soulen, Jones, Bright, Hands, Colon-Aguirre, Oyewusi, and Laura Mangum

Meeting began 10:01 a.m. in ROOM: 211 Ragsdale

I. Welcome

II. Program meeting news/information

a. Approval of minutes – Al made a motion to accept the minutes, Africa seconded the motion.

b. Conference Reports – Kaye reported on her conference experience, that it was good to see our students. She stated our students are presidents of the association. Kawanna attended AATC, American Associating of Teaching and Curriculum in Birmingham, which is a more laid-back conference and easy to attend. It also has sections for those interested in K-12 librarianship. Kaye stated that we need to get our plans laid out for next year. Africa asked for clarification. Kaye stated that last year she had everyone put on a document the conferences they are attending and a list of conferences that we should attend. This is a good piece of documentation for accreditation. Barbara said International Assoc of School Libraries conference is next year in Denton, Texas and Kaye is planning to attend. Barbara stated that this was a good conference this year. Kemi had a presentation there even though she wasn’t in attendance. Barbara stated that Portugal has a school library network, which aligns with our next study abroad. They will discuss visiting a school library in Lisbon. Croatia has a law that every school must have a school library. Barbara would like us, in our curriculum, to infuse some global aspects. Easy ways can be discussion boards. Barbara is chair of an IFLA. The theme is libraries as social change. Call for proposals will be coming out in spring.

c. Faculty Sections: ALISE Report – Kaye reported that she has started keying in the information. ALISE has to match the Biennial which has to match the ALA Trend Summary. We have a working group. They met at ALISE and will meet at Mid-Winter. The report should be different next year. Kaye stated that Africa has place on Teams where everyone has uploaded their documents. Everything doesn’t have to be done on the Biennial, but everything does have to be done by the ALISE Statistical Report. Kaye stated that Barbara mentioned that GAs are checking Facebook to compile activities. Barbara stated the GAs will compile the information on a spreadsheet. Kaye stated that surveys are under Qualtrics and can be used by anyone who needs to gather updated data. Kawanna suggested creating a shared spreadsheet to keep data from year to year, and a notes section to document where the data came from. Kawanna has already created one for her and Al’s part and she offered to create a spreadsheet for the rest of the dept for the ALISE report. Kaye said yes, this will be very helpful. Kaye suggested that Kawanna follow up with an email to everyone to get their data.
d. Faculty Teams Biennial Report

Advisory Board Meeting – Kaye stated we have our annual Advisory Board Mtg. on Nov. 21st at 6pm in Ragsdale 218. She asked that all the faculty come, even if you can’t stay the whole time. She said we’ve had good response, and this is good way to meet the stakeholders. Reps are on the Advisor Board for two years.

III. COA Communications and Timelines

a. Karen O’Bryan has contacted us. They need a letter from Chancellor by Dec 2, 2019, to invite them. They want three sets of dates, before Oct 2021. Kaye says we have to work around Labor Day and Fall Break, and we don’t want to do it at the last minute. Al asked how many days they are here. Kaye said they arrive on Sunday and spend Monday & Tuesday with us. Al asked are we having it in the Faulkner Gallery. Kaye affirmed this. Kaye urged everyone to keep a close eye on your standard and that the data is kept up to date. Kaye said in the fall we will write the report and have it ready in April 2021. Kaye stated they will hire a consultant who is current in these types of reports. Kaye reviewed the plan, next year we will work on full report, in April we will have it edited and bound, and sent to the committee. Kaye stated she will talk with Dr. Glass to get Rita an office downstairs. Al said IPAR will proof-read for us also because they are particular about how the university is described. Kaye said we will have lots of posters with our data to put on the walls in the hallways. We get posters done at Laupus Library, they are $25 each, but we will print as many as we need to. Kaye stated 24 months prior to visit the 12-month plan for self-study is due. This time next year we will have the plan ready, 4 months prior to visit the draft has to be ready, 6 wks prior we submit the final report. Kaye will send the schedule to everyone. Al asked do we have any input on who visits us. Kaye said we can ask for competences in particular areas but can’t ask for specific names. Kaye stated the other thing we may do is state special areas we want to highlight. She asked people to think on what these areas might be. Kaye said right now our priorities are an invitation from the Chancellor and name three dates. Al added that we have to sure the people are here on the dates that we want them to meet like Alana. Kaye affirmed this.

IV. MLS Program Mission Statement

a. Monica stated this is done and is on Teams. Kaye added that Barbara’s suggestion about adding the global piece to our curriculum can be met easily with a blog or discussion board.

V. Strategy for Program Priorities

a. Kawanna has asked to be added to the agenda at tomorrow’s IDP dept meeting. We have time, the COE planning committee meets in three weeks. What the committee wants input on, is what’s in the document representative of what the program is doing towards the strategic plan and is every dept is being represented. They will make any changes we want.

VI. Advising

a. WISE courses description. Kaye said we need to tell Toni to cap our WISE courses to 17 to allow for 3 spots for WISE students.
b. Kawanna brought up that her advisees have been disconnected from their previous advisor. Kaye affirmed this because in the past there was a full-time position and this person was the advisor for all the students and faculty didn’t do much advising.

c. Africa asked about the Early internship and for Kaye to send everyone the FAQs about it. Kaye explained the Early Internship course. They do 4-5 research papers on areas of education. It is additional hours and can’t be counted as an elective. Kaye will share FAQs of early internship and regular internships.

d. Emailed from Dr. Sua since she was sick & could not attend: The Graduate School is asking us to encourage our advisees to register for classes before Thanksgiving. Early registration helps in so many ways. Students will receive their 1st eBill notification by Monday, November 18th. All students will receive weekly eBills for Spring 2020 Until March 16th. Monday, December 16th All Spring 2020 billing statements are due. For the Spring 2020 term, the University will assess a $25.00 processing fee beginning on December 17, 2019 for all accounts not paid in full, secured by a tuition payment plan or by pending financial aid. Additionally, any student incurring tuition and fee charges for the first time after December 16, 2019 will be assessed a $25.00 processing fee.

VII. Recruitment

a. Kaye wants the faculty to prioritize recruitment. She wants some new swag. If there is a particular promotional item, you want let Laura or Kaye know.

b. Laura shared information about the Graduate Liaison program.

c. Laura stated that we need to decide on 3 unique points to give our GA liaison for talking points with perspective applicants. Laura mentioned one point is that the program is completely online. Barbara added that we are a program w/ heart. It was also added that we are ALA accredited, and we have a Global initiative. Kawanna said there are ways we can improve our program with online orientation and online round table discussions with students for just sharing ideas. Kaye stated that John Harer used to do things like this such as road shows, visit Elizabeth City State and other day drives. Then he realized there were other electronic ways to do these outreach initiatives. He sent information out through listservs, live chats. Barbara stated that there have been talks about creating an online orientation but has never been done and this needs to be done. Kaye and Kawanna said this could be put on the MLS website. Kaye stated that Laura will head this up because she is the Students standard, Kawanna offered to help Laura.

VIII. Program & Committee Reports, Recommendations & Updates

a. Curriculum – Barbara reported she and Kawanna and Rita completed a short Curriculog training. Kawanna is now the originator for Curriculog packages. The committee submitted a package to change the “Area of Concentrations” wording to “Concentrations” and to add LIBS 6872 - Research Methods in Library and Information Studies as a required course and to remove LIBS 6852 - Digital Libraries from the required list. Barbara stated that we need action on some initiatives such as social work and health sciences. She added we need to take them from ideas to serious considerations to action. Barbara stated that we
haven’t had a curriculum workshop in two years and will plan one for the Spring. Kaye affirmed for Barbara to plan a workshop in the Spring. Barbara stressed she wanted a plan for moving ideas into action, such as dual certificates with Health Science and Social Work. Kaye says we need to get back in touch with the school of Social work to discuss this. Kaye stated that the certificate with Adult Ed has come about since the last accreditation visit, but yes, we need to focus on getting more certificates in place. Rita asked about using WISE courses for these certificates. Kaye stated that the WISE courses need to….

i. Laura brought up Areas of Focus to Concentration in the Catalog change. Barbara stated it should only take a few months to change. Kawanna added that since it’s just text and not changes to the program it should not take long.

b. Assessment - nothing to report

c. Admissions – Emailed from Dr. Sua since she was sick & could not attend: So far, we have 13 students to apply to the program for Spring 2020. We admitted 12 and denied admissions to 1. Laura is working on putting new students plan of study through Degree Works.

d. Communications – Africa asked everyone to email her their presentations and awards.

e. Beta Phi Mu – Al stated he met with Elaine. We are the Beta Beta Omicron section and established in June 2016. They decided they will follow a calendar year instead of school year for selecting honorees. They have chosen the honorees from Spr 17, Summer 17, Fall 17. If honorees want to go there is money to pay for their $100 membership. 35% of graduating class are eligible and selected by the faculty. We need to select for 2018. Al needs a list of graduates and their averages. Kaye stated this is another win b/c it is new since accreditation. Al will ask Scott to continue to include this membership in the annual budget. For the $100 they get a certificate and it’s good for their resume.

f. ALA Student Chapter President - Monica stated we have a president, Jim McConnell. Jenna Rogers replied not this year but next year. Jim and Monica will meet Friday and he is familiar with the Book Drive and he will attend the Advisory Board.

IX. Summer Course Scheduling

a. Kaye stated soon she will have to come up with this schedule. Monica asked will there be money. Kaye replied there will be no 11-week courses. SS1 pays for SS2 session. Kawanna stated that our course rotation shows we offer core course in the summer. Kaye said the higher-ups say it’s not up for discussion. Kaye asked everyone to email her if your course cannot be done in 5 weeks. Al asked why no 11-week courses. Kaye responded b/c of money. Barbara stated that we need to email students what will not be offered this summer. Kaye stressed that we want to offer quality courses in the summer and all the other COE courses are taught in the 5-week summer session. Kawanna stated that the higher-ups need to understand that we have it published in the course rotation and students have made long range plans based on the course rotation schedule. Kaye said let’s see what Scott says at tomorrow’s Dept meeting. She said then submit to her what you think you can teach in the summer including any electives.

X. Discussion & Reminders
a. ALA Student Chapter: Collection Dates and Place for Books

b. Graduation: Reception & Program Marshall
   i. Fall 2019 commencement is Friday, December 13th in Menges for the entire University at 9am.
   ii. COE graduate recognition ceremony is 4pm in Main Student Center in Grand Ball Rooms
   iii. Reception for all IDP grads will be at Joyner Faulkner Gallery, 1:30pm - 3pm

c. Scholarship & Award Plaques Update

Meeting adjourned at 11:58am.

Meeting minutes submitted by Laura Mangum.