Master of Library Science Program
Program Meeting Agenda
March 3, 2020
10:00 a.m. – 11:30 a.m.

Attendees: Dr. Scott Glass, Dr. Barbara Marson, Dr. Lou Sua, Dr. Africa Hands, Dr. Kaye Dotson, Dr. Al Jones, Dr. Rita Soulen, Laura Mangum

Meeting called to order at 10:01am

I. Welcome

II. Program Direction - Dr. Glass
   a. Program Director - Dr. Dotson is stepping down from being Program Director. She will continue as Director through August. Laura Mangum is willing to take on this role. Though anyone on the MLS Faculty who is interested in the role of Program Director should contact Dr. Glass.
   b. Accreditation & Leadership
      i. Summer Work on Accreditation - Need a lead role for Accreditation. Dr. Glass gave a history of the accreditation process. We have resources to support the lead role for accreditation. The plan is for a lot of the writing and planning to be done in the Summer and Fall so final product is ready in Spring. For the lead role, a course buy out for 1st & 2nd summer sessions will be offered. Meaning you will be paid for summer session course. For faculty that write during the summer a stipend for $4,500 will be given. Proof of writing during summer as to be submitted to Dr. Glass. Another support offered by Dr Glass is a course release for all MLS faculty in the Fall, but this means a lot of part time faculty will need to be hired to cover courses. Kaye expressed the need for funds for a consultant. Kaye stated that we need to take the next step beyond the writing we’ve been doing.
         1. For Assistant professors – how does this role affect your research? This is the reason for course release in the Fall. Dr. Glass is going to write up accreditation as conducting research. For Fixed term faculty, Dr. Glass will write up accreditation as “extra credit.” The Dean is on-board this plan.
         2. Al mentioned Kawanna’s concern about not being able to work on writing for accreditation this summer due to research she’s already planned. Lou pointed out that two people are assigned to every standard, therefore one person could work during the summer and the another could pick up the work in the Fall.
         3. Rita’s concern about PAD in 4 years from now, if there’s no publication. Scott said he’s going to write it up as publication and research and that this is the most important work we do because it has the longest lasting impact for our students. Africa stated that the work towards accreditation helps us here, but not if we go to another institution in the future. She also stated that the bulk of the funds should go to a consultant. Kaye agreed but also said they can’t write our report because they don’t know our program. Lou added that the accreditation process helps us all learn about our program. Scott offered buy out for one person to do it all, but that doesn’t seem the best plan, but it is an option.
4. Kaye expressed that we need to work on it this summer b/c the Fall is so full with conferences and ALISE report. She also said whoever takes the lead role, needs to go the ALA this summer to get insight. Africa stated she would like a timeline for the report and details of the work involved in order to make an informed decision.

5. MLS faculty needs to let Scott know their decision so we know who we need to get part-time faculty for.

c. New Position Possibilities - Dr. Glass reported that he’s advocated for new positions for the MLS program. We will get back Dr. Sua’s position. We should know specifics by summer. Dean offered another fixed term to the MLS program and Dr. Glass accepted the position. Timing of the positions should be that we can do one search and hire two people. Dr. Glass will continue to ask for another tenure track position.

III. Program meeting news/information

a. Approval of Minutes - Rita made a motion to accept the minutes, Barbara seconded and the faculty passed the motion.

b. Faculty News - Kawanna bought a house! Congratulations Kawanna! Barbara has an article that’s been published, "Study Trip of American Library Students to Libraries in Florence," with reflections from last summer's MLS study abroad has been published in the Oct-Dec issue of the Italian publication Biblelot. https://riviste.aib.it/index.php/bibelot/issue/view/1162

IV. WISE Consortium – Mrs. Mangum

a. Do we want to participate? Click here to review documents regarding the WISE Consortium. The general consensus was to table the WISE consortium until after we are through Accreditation.

V. Advising - Dr. Sua & Mrs. Mangum - Laura stated that Degree Works plans have been added to students admitted Fall 19, Spring 19, Fall 18 and Spr 18. Students admitted before Spring 18 probably do not have a D.W. plan. Please encourage your students to use their D.W. plans, to edit and review their plans. Laura will send out an email to students on how to access and use the plans in Degree Works. For Public Librarianship LIBS 7030 was not included on the D.W. plan template. This is a core course. Be sure Public Librarianship students include this course in their plan of study.

VI. Standards – Dr. Soulen - Barbara added that every assignment in a course should have the standards listed underneath. There is spreadsheet of standards. Lead instructors are the ones who put the standards with the assignments. We have to include AASL 2019 librarian preparation standards, ALA core competencies, our MLS program objectives. Barbara says she will create a spreadsheet for the standards. Courses specific to the public library concentration should be aligned with the ALA Core Competencies only. The spreadsheet will help us see gaps.

VII. Overview of Accreditation Progress – Dr. Dotson

a. Kaye shared the Program planning for Continuous Self Study and Program Improvement document. Africa ask for a timeline of due dates for accreditation. In spring 2021 the draft is due, around April 1. After submission of draft we don’t get to do much on the draft. Therefore, we work on putting data on posters and posting posters on our walls. The visit will be Sept 2021. Barbara said there are guidelines on style for the report. Kaye said everyone should go on ALA and look under accreditation, there are a number of tabs and you will find powerpoints. Barbara said the visiting committee will want to be able to put their hands on files/hard copy of data/information. Al said he will get everyone a copy of the previous report that we submitted.

VIII. Student Scholarships and Awards - Dr. Dotson
a. Cecil Troy Wilson $4000 Brittany Laur
b. H.W. Wilson –$1850.00 Nicolle Vandiford; (split between) Jenna Rodgers and Tammy Sessoms
c. Emily S. Boyce Fellowship Award - $1500.00 Nicole Vandiford; Walter Lanham
d. The Linda Haddock McRae Memorial Scholarship $2000 – Carrie Watson, Debra Trogdon-Livingston, and Brittany Laur
e. The Outstanding Graduate Student Award – Carrie Watson - $80
f. The Diane Kester Innovator Award – spent out
g. Mildred Daniels Southwick Award - Dylan Hinzman - $480

IX. Committee Reports & Updates
a. Curriculum Updates and Progress - Dr. Marson - a lot of this we can work on this at the curriculum workshop. May 16th 10am – 3pm is the date.
b. LIBS 6828 – Intellectual Freedom course was coded incorrectly as a 2 hr course. Barbara, Rita and Kawanna met with Rex Rose to get it corrected in CurriLog. Lou made a motion to vote on the change of LIBS 6828 from a 2hr course to a 3hr course. Rita seconded the motion. The faculty discussed the motion. The faculty voted in favor of this change.
  i. Lead Instructor - We need to determine a lead instructor for LIBS 6828. Kaye volunteered. Barbara asked that the syllabus be reviewed and a new textbook selected for it.
  ii. Curriculum Mapping - Will discuss at the Curriculum Workshop
  iii. Course Rotation - Barbara reported that they are working on the course rotation. The only courses not in the rotation are the ones on the spreadsheet with question marks.
  iv. LIBS 6142 & 6144 being offered in the summer b/c of the teaching components. Rita stated that this is an advising issue, that students need to be informed that they will have to teach a lesson series.

b. Assessment - Barbara – COE annual unit assessment report. Covers 6 outcomes. Report is submitted every year. Certain courses will be selected and assignments within those courses to be assessed. Outcomes are not set in stone. Barbara suggested during the Curriculum Workshop we review the outcomes we want.

X. Discussion

The meeting adjourned at 11:45am.

Minutes submitted by Laura Mangum.