

**Master of Library Science Program
Program Meeting Agenda
September 17, 2020
10:00 a.m. –11:30 a.m.**

Present: Kawanna Bright, Mónica Colón-Aguirre, Kaye Dotson, Africa Hands, Al Jones, Laura Mangum, Barbara Marson, Rita Soulen

The minutes from August 11, 2020 were approved as corrected.

Program Goals

The program goals for the 2020-21 academic year were determined to 1) Support the IDP goals; 2) Examine the structure of the portfolio; and 3) Review the curriculum structure.

Statement Against Racism and Injustice

There was discussion providing a statement of racism and injustice on the program website. It was decided that it was not necessary to include as an official statement.

Spring 2021 Course Schedule

Marson shared the process of establishing the course schedule for spring. Mangum explained how we are trying to coordinate Degree Work plans of study with planning for courses that are needed. Many students don't have their plans established in Degree Works yet. Hands asked about how students should plan for electives. Marson stated that a definite rotation for electives has not yet been established. Bright said that if students could at least put a place holder in Degree Works, at least we can know the number of electives. Hands suggested that we need a way to determine what students want. Mangum will investigate if students can place a specific elective into Degree Works as a means of determining course schedules. Mangum suggested sending a survey with choices – 1st and 2nd. She agreed to do as soon as possible via Qualtrics.

Marson mentioned that new admits are being advised to take 6010 and 6016 in the spring if they want to take two courses since 6016 will not be offered in summer. If they take a course during the summer, they can take 6014 then instead. Mangum is adjusting the welcome letter for spring admissions to reflect this.

Marson mentioned that the process of referring students to the Graduate Catalog of the year of their admission rather than referring to plans of study posted on the website was never officially

approved. The faculty agreed use the Graduate Catalog as the source of this information. Marson mentioned that misinformation on the website is being corrected and revised.

Enrollment

Marson mentioned that our head count since 2016 has slowly been declining each year. This year, the head count is 210. Soulen stated that the more important data would be the number of students per faculty member and that we need more faculty, especially the replacement of Lou's position. She suggested that we should compare our statistics to other programs in the College of Education. Dotson stated that our numbers are good in comparison to other programs.

Recruitment

Dotson stated that recruitment is important, especially at conferences. She suggested that we may need other venues for recruitment. Mangum discussed a new recruitment initiative for recruitment at different universities that is being coordinated by Heidi Terry in the Graduate School. She explained her experience at the recruitment at Winston-Salem State University, which used software called Simplicity. Two days before the fair, she examined the students who had signed up and their backgrounds. She sent invitations to chat at the fair. Although there wasn't a high yield in terms of numbers, it was a good experience to learn about the virtual fair mechanisms. The virtual fairs allow us to explore locations that might not have been possible. Mangum is still trying to determine which ones will be possible. She will keep everyone informed on the availability and access. There was a general discussion about which universities and colleges would be good selections. Soulen asked about the ECU Fall fair for undergraduates and expressed an interest in it. She also asked about a brochure and possibly using one; however, it was decided that providing a link would be more appropriate for the recruitment fairs. In the meantime, Dotson and Mangum will try to locate a digital copy of the brochure that might be useful later.

NCSLMA

Soulen mentioned that she is presenting at NCSLMA and that the program has a vendor table that was purchased by IDP. A recruitment video was produced very quickly for that. We will be part of a "vendor parade." We are hosting a Meet and Greet on September 24 that is open to anyone who would like to attend.

Assessment Committee

Marson stated that she wants the Assessment Committee to be more active and take the lead on the yearly unit assessment report that is required by SACS. Colón-Aguirre is now part of that committee along with Dotson, Jones, and Marson.

Curriculum Committee

Soulen reported for the committee as chair for this academic year. This position will be rotated annually. The notes from the Curriculum Workshop are in Teams and will serve as minutes. The committee contacted the three instructors from the courses that had suggestions made to see if they needed any assistance with possible changes. The committee recommends that the next curriculum workshop be held in May of 2021 to review the two internship courses – 6991 and 6992. Beth Strecker will be invited. In May of 2022, the committee suggests to review 6019, 6026, and 6031. The committee decided to table the development of a consumer health course since money for course development is not available. It was suggested that a webinar on public health and consumer information could be developed. The Curriculog package is in progress to change 6828 from a 2 s.h. to a 3 s.h. course. Bright and Hands will investigate possibilities on updating the portfolio and plan on reporting in January in coordination with the assessment committee. The next area to examine involves the number of electives for both academic (Bright) and public concentrations (Hands). They will report recommendations in October. The committee also discussed possibly relabeling the titles of 6991 and 6992. Bright is investigating this possible change.

Admissions

The admissions committee met the previous week to review admissions procedures. Marson asked if anyone else would like to join the committee. Mangum discussed the basic process of reviewing the statement of purpose and recommendations.

ALA Student Chapter

Colón-Aguirre reminded the faculty that the chapter will host an internship panel with four recent graduates on Tuesday, September 22. The ALA student chapter president is coordinating this event.

Social Media

Mangum stated that her goal is to post at least once a week on Twitter. Marson continues to coordinate the Facebook page.

Graduate Assistant

Marson reminded everyone that our graduate assistant Katie Williford is available for projects. She will work on mining the Facebook page. Mangum suggested that Katie might help with the individual faculty videos that have been suggested. She has contacted Kristen Martin to help with the individual faculty interview videos. Mangum also requested that each person send recommended questions. Hands asked about the orientation video that has been proposed. She mentioned that she had sent a list of items that students need for orientation purposes and suggested that a virtual orientation session might be more effective. The suggestions that Africa has made are in the Teams folder. Soulen suggested that this could be part of 6010 and Marson agreed that this would be effective. Marson asked about the faculty videos. Bright explained that these would be short, individual profiles. Mangum suggested putting them on our YouTube channel and also linking to our photographs on the website.

Other Items

Soulen asked about the process of approving plans of study in Degree Works, which was explained by Mangum. She also will email instructions to the faculty.

The meeting adjourned at 11:30.