

MLS Program Meeting Agenda

November 17, 2020

10 AM – 12 PM

Via WebEx

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

Meeting called to order at 10:00am

- I. Approval of October 13 Meeting minutes
There were no corrections to the minutes. Africa moved to approve; Kaye seconded. The minutes were approved.
- II. Admissions and Registration Update – Laura
 - Admitted 30 for Spring
 - 1 has declined
 - 2 were readmits
 - Admitted not registered = 5. Laura emailed these students last week to ask if they were joining us for the Spring. Two students replied that they are working on getting registered.
 - Applications in progress – Have 4 between 92% & 75% complete.
Two applications jumped in progress as a result of Laura emailing them; 1 from 87 to 100% and 1 from 42% to 75%.

Barbara indicated that we were close to where we were last year. Africa asked about readmits – what the process was. Laura explained that anytime students miss a spring or fall semester, they have to reapply, but there is a button they select when applying to make it easier to reuse all materials.

Barbara mentioned that the MLS admissions committee is now requiring that all three of the recommendations be academic or professional. Previous applications had included friends, which were not adequate.

Barbara reviewed the schedule for spring. As registrations progress, we can move people around into sections. Once we get closer to spring, she will move people around to even them out. In Archives, there are only 4 registered. And in 7030 only 2 registered. For Archives, Kawanna mentioned that students interested in Archives might not have the pre-requisites. Africa indicated a similar student who needed a waiver and wondered if the pre-requisites were a holdover from other 6903 courses. Kaye suggested sending an e-mail to all students and having them to reach out to

Barbara so she can just put them into the course. LIBS 7030 was mentioned. It is required so we need to make sure those who need to take it, get into this time. The situation may due to the catalog year since it was instituted in the 2019 catalog. Laura indicated being able to sort the current students list to see who might need the course and then reaching out.

III. ECU Virtual Fair– Kawanna, Rita, and Barbara

Kawanna had one student meet with her to talk about the program who indicated interest. Barbara had one sign up but they canceled. Rita had no sign ups.

IV. Accreditation Update – Barbara

Barbara attended a Deans and Directors meeting where there was discussion of moving of all the accreditation timelines forward. The COA is also mentioned beginning to work on revising the standards. There is talk about having the visits be hybrid in terms of virtual and on-site. The External Review Panel (ERP) will be using a new template which doesn't change much for us but hopefully will keep them in a more logical progression. They will conduct interviews with us individually.

Barbara has started working on the files in one file to work on. She has worked a little bit on I, II, and V – but not extensively. She will work on it during December and will be asking us for information and help. She will ask for e-mail information and after getting a draft will share back to Canvas. Kawanna will help with standardizing tables and figures. And as things happen, we are keeping up with everything including student association activity and sending Mónica updates for professional activities. Tables are attached to latest edition of document on Canvas (from July) – so these need to be updated since July. Africa would also like to have them for her end-of-semester e-mail. The deadline for Africa would be next week if possible.

V. COE Strategic Plan – Kawanna

Laura has attended specific fairs at HBCUs. We should consider if we can find a way to partner with Spectrum. We can consider following up with Steve, Allison, and Scott about Army funds, maybe matching funds or fund books. Kaye indicated that we've done different things with our scholarships in the past. They took up money among themselves when one fund was getting low. It was suggested that we consider fundraisers – asking alumni or MLS advisory board. \$6500 is what would fully fund one Spectrum Scholar for a year. Consider crowd source funding – look at the ECU site:

<https://give.ecu.edu/s/722/17/advancement/home.aspx?sid=722&gid=1&pgid=22444>

Please add items to the shared spreadsheet in Teams by December 7th. The file is available in Teams: [https://teams.microsoft.com/l/file/C1537704-3F56-4850-8D89-354CAFC59C57?tenantId=17143cbb-385c-4c45-a36a-c65b72e3eae8&fileType=xlsx&objectUrl=https%3A%2F%2Fstudentsecuedu66932.sharepoint.com%2Fsites%2FLibraryScienceFaculty%2FShared%20Documents%2FGeneral%2FML%20Program%202020-21%2FCopy%20of%20IDP%20Strategic%20Plan%20Working%20Document%202020-2021%20\(1\).xlsx&baseUrl=https%3A%2F%2Fstudentsecuedu66932.sharepoint.com%2Fsites%2FLibraryScienceFaculty&serviceName=teams&threadId=19:d518b1e39b574b96a00ace3c54e07ac0@thread.skype&groupId=3e5f115f-87eb-42b8-9337-3ba9325f76f9](https://teams.microsoft.com/l/file/C1537704-3F56-4850-8D89-354CAFC59C57?tenantId=17143cbb-385c-4c45-a36a-c65b72e3eae8&fileType=xlsx&objectUrl=https%3A%2F%2Fstudentsecuedu66932.sharepoint.com%2Fsites%2FLibraryScienceFaculty%2FShared%20Documents%2FGeneral%2FML%20Program%202020-21%2FCopy%20of%20IDP%20Strategic%20Plan%20Working%20Document%202020-2021%20(1).xlsx&baseUrl=https%3A%2F%2Fstudentsecuedu66932.sharepoint.com%2Fsites%2FLibraryScienceFaculty&serviceName=teams&threadId=19:d518b1e39b574b96a00ace3c54e07ac0@thread.skype&groupId=3e5f115f-87eb-42b8-9337-3ba9325f76f9)

VI. Professional Development Support for Students – Africa

IDP can provide up to \$100 each for 10 students for professional development. Africa has put together guidelines and is reviewing them. She is working to build faculty into the process without adding another committee (faculty sponsor) – they would provide a brief statement about supporting the application. At the end of the process, the student would present a summary of their experience. This offers an opportunity to share out (student and program). Perhaps we can make it equitable across the 3 concentrations and make it available on a rolling basis. We will try it out to see if there is interest.

Mónica asked about the role of the faculty sponsor. The faculty sponsor would just need to have a quick conversation with the student about the what's and why's and then write up a quick blurb of support.

Rita asked if the professional development has to be LIS specific Africa stated that if the student can explain how it connects and how it supports their future career in librarianship, then it qualifies.

Barbara would sign off but Africa would do the navigating between all of the other parties to get things completed. Toni will be handling actual registrations and finances.

There was a motion to implement by Rita and seconded by Kaye and approved. Africa will begin work to publicize.

VII. Student Handbook – Kaye

Our program has a handbook (Library Science handbook) that gets updated from

time to time. It's time for it to be redone. Kaye will give it a shot and then share with Barbara. It does need to be revised and there are changes (last revision was in 2017 or 2018). Has appeared on website in the past but was removed when the website was changed. It will be shared with everyone for input before posting.

VIII. Policy on Providing Incompletes – Al & Barbara See
https://education.ecu.edu/idp/idp-library-science/idp_mls_students/

The policy is posted and available. An incomplete is not designed for students who are just not doing the work. It needs to be an extenuating circumstance. We should make it clear in the syllabus what the program policy is and also what the policy is within the course. Some instructors set a certain time frame for requesting. Others only allow students to earn a B if an incomplete is taken. There must be legitimate reasons.

Al suggested the issue could be that students are relying on full course load to get student aid. Several students are not focused on the degree. Al suggested it may be a student who doesn't want to take a course with him.

In January 2021 we need to discuss what a student with 2 incompletes is allowed to do within the program. Africa is requesting (wondering) if a Program Director e-mail can go out about completing Taskstream and other necessary end of semester items as a way to encourage students to complete this work.

There was a question of what is full-time for standing and for financial aid for graduate students. This needs to be confirmed.

IX. MLS Advisory Board meeting – Barbara

The MLS Advisory Board meeting is scheduled for December 2nd at 7pm. She is requesting input on any questions of what you would like the board to provide feedback on. Please review the meeting of the last advisory board – it was social and nice but would be good to have more feedback from the board. Kawanna suggested using breakout groups. Please send topics by November 23rd for the board to discuss. Kawanna volunteered to lead a breakout group.

X. Global Library Exchange (GLEX) Webinar – Barbara

Barbara is planning a second global webinar and had originally worked with Kemi about expanding beyond Europe. She has been in communication with individuals from South Africa, Indonesia, and Malaysia. Right now, the consensus is to continue

with the COVID theme, but this is still being explored. The webinar will Hopefully take place in the spring. She will consider having some of the 6016 students involved for the session – moderating the chat, etc. It would be good to know about library operations outside of COVID. Other topics will be considered.

XI. Committee Reports

a. Curriculum – Rita

Planning Workshop – May 12th, 13th, or 14th suggested dates for the workshop. We will review 6016, 6019, and 6031. The change for 6828 is moving through the process. The committee is still reviewing the portfolio process. Kawanna confirmed that Kaye also approved of the change of internship titles and vote went through via IDP. They are still discussing required courses for academic and public. There may be a seminar or panel with Laupus in Public Health or health Sciences. . New business: We need to review pre-reqs for courses and see if anyone has suggested changes for that. Laura is doing a lot of overrides so need to determine if we need pre-reqs for all courses.

b. ALA Student Chapter – Mónica

The ALA student chapter is hosting Pathways to Justice in Librarianship with invited guest Des Alaniz. Mónica identified the speaker based on prior knowledge – she was a former grad assistant at Simmons.

c. Assessment Committee – The committee is meeting on December 3rd to discuss details about standards and portfolio.

XII. The meeting adjourned at 11:35 am. The next meeting will be in January 2021.