

**Library Science Program Faculty Retreat**  
**Thursday, August 18, 2022**  
**9:00-2:00**  
**236 Student Center**

**In Attendance:** Kawanna Bright, Kaye Dotson, Vanessa Irvin, Laura Mangum, Lindsay Mattock  
Heather Siebert, Rita Soulen

9:00-9:15 - Welcome (15 minutes)

9:15-9:30 - 22-23 Faculty Meeting Modality and Schedule (15 minutes)

The faculty discussed the schedule in previous semesters and decided to schedule program meetings at 1:00 p.m. the day following the IDP meetings. The meetings will be held in person on the first floor of Ragsdale or Speight with an online option for those who would like to attend virtually. Meeting invites will be sent for the semester via Outlook with the agenda attached. The agenda and minutes will be held in Teams for all to access.

9:30-9:45 - ALA Accreditation Updates (15 minutes)

Barbara Marson continues to revise the self-study, responding to the comments from the ERP. The revised due date for the self-study is 9/2, given the delay in receiving the comments from the ERP. Bright will continue to work on formatting the charts and tables after the revisions have been made (about 4 hours of work). Irvin will edit the document after the revisions are completed. Mattock is meeting with Marson and Allison Crowe on 8/23 to address the comments related to the program budget.

Soulen continues to coordinate the site visit. We are waiting for a response from the ERP to schedule meetings with folks of interest in the program and across campus. Soulen forwarded a list based on the previous site visit for the ERP to approve. Soulen has also prepared a Teams folder for the site visit and will share with the full faculty when the schedule has been set.

The ERP will schedule their own flights. Soulen will make the reservations at the Hilton for the ERP. The program may need to rent a van to shuttle the ERP to and from the hotel. The ERP will be responsible for their breakfast and dinner, but lunch and snacks will be provided in Ragsdale.

Soulen will send out a request to faculty with information for a slide deck that will play on the screen in McClammy Lab that has been reserved for the ERP during the visit. Slides will include faculty bios, descriptions of courses, highlights from the ALA chapter and local professional organizations, etc. Soulen has also been working with the GAs to produce informational binders with details for each of the courses. A hard copy of the self-study will also be provided to each of the ERP members. Rita will send an email to the faculty with the deadlines for each of these deliverables.

The meeting space will need a bit of sprucing up before the site visit. Suggestions included a larger table with more chairs, plants, etc. The faculty can work with the School Counseling program to clean and prepare the space.

A reception will be held at Joyner library on Sunday, October 2. Soulen will coordinate with Charlotte Fitz Daniels in Joyner. Faculty, students, alumni, and local professionals will be invited to attend.

#### 9:45-10:05 - Portfolio Evaluation Standardization (20 minutes)

In addition to the detailed prompts for the reflection to be implemented this semester, it was suggested that a rubric may be needed to provide consistency in the evaluation of the portfolio reflections. The topic will be discussed in more detail at a future faculty meeting and shared with the adjunct faculty before the end of the semester.

The faculty suggested an adjunct faculty meeting should be scheduled once per semester. During the meeting, the program coordinator will share important updates to programmatic policies & procedures, curricular updates, or other programmatic information of relevance for adjunct faculty. Mattock will work with Mrs. Tucker to arrange a meeting. All faculty will be invited to attend if they desire.

#### 10:05-10:20 - Break (15 minutes)

#### 10:20-11:20 - Planning activity: Stop/Start/Keep (60 minutes)

During this discussion, the faculty shared practices that they would like to continue, practices that might be beneficial to consider starting, and those that should be stopped. Each faculty recorded their suggestions on post-it notes. Images and a summary can be found at the end of the minutes.

#### 11:20-11:40 - Committee Assignments (20 minutes)

This topic was moved to the first faculty meeting scheduled for 9/23

#### 11:40-12:00 - Internal Communication (20 minutes)

This topic was moved to the first faculty meeting scheduled for 9/23

#### 12:00-1:00 - Lunch (60 minutes)

#### 1:00-2:00 - Wrap-up/Lingering Conversations (60 minutes)

Allison Crowe joined the faculty for the last hour of the meeting. We discussed some of the themes from our stop/start/keep activity. The first was enrollment. The Dean is happy with our enrollment, but Counselor Ed. is in a similar position and had to cap enrollment this semester due to capacity. For accreditation Counselor Ed. must keep a 12:1 student to faculty ratio. ALA does not provide a ratio as guidance for our program, but the ERP has raised questions about the number of adjunct faculty supporting the program. At the moment, the MLS program is close to 40:1 with full time faculty. Crowe suggested that we should have a longer conversation about our capacity and consider capping enrollment and/or making an argument for additional faculty lines based on the program's enrollment patterns. Crowe will also provide comparison data for the rest of

the COE. The faculty also noted that with the two phased retirements in the program, we have lost teaching, advising, and service capacity. Crowe will talk to Dean Rouse about the possibility of filling these lines in advance of the set retirement dates to support the transition and restore teaching/advising/service capacity for full-time faculty.

Questions about the capacity to teach the undergraduate course 4950 were also raised. The program does not seem to be benefiting financially from the delivery of this course and the undergraduate course does not support the mission of the MLS program. Crowe agreed and will seek out additional information regarding the course and how it is serving the COE. Crowe will let Lindsay and Laura know if it is possible to reduce the number of sections offered or cancel the class before the Spring 2023 schedule is set.

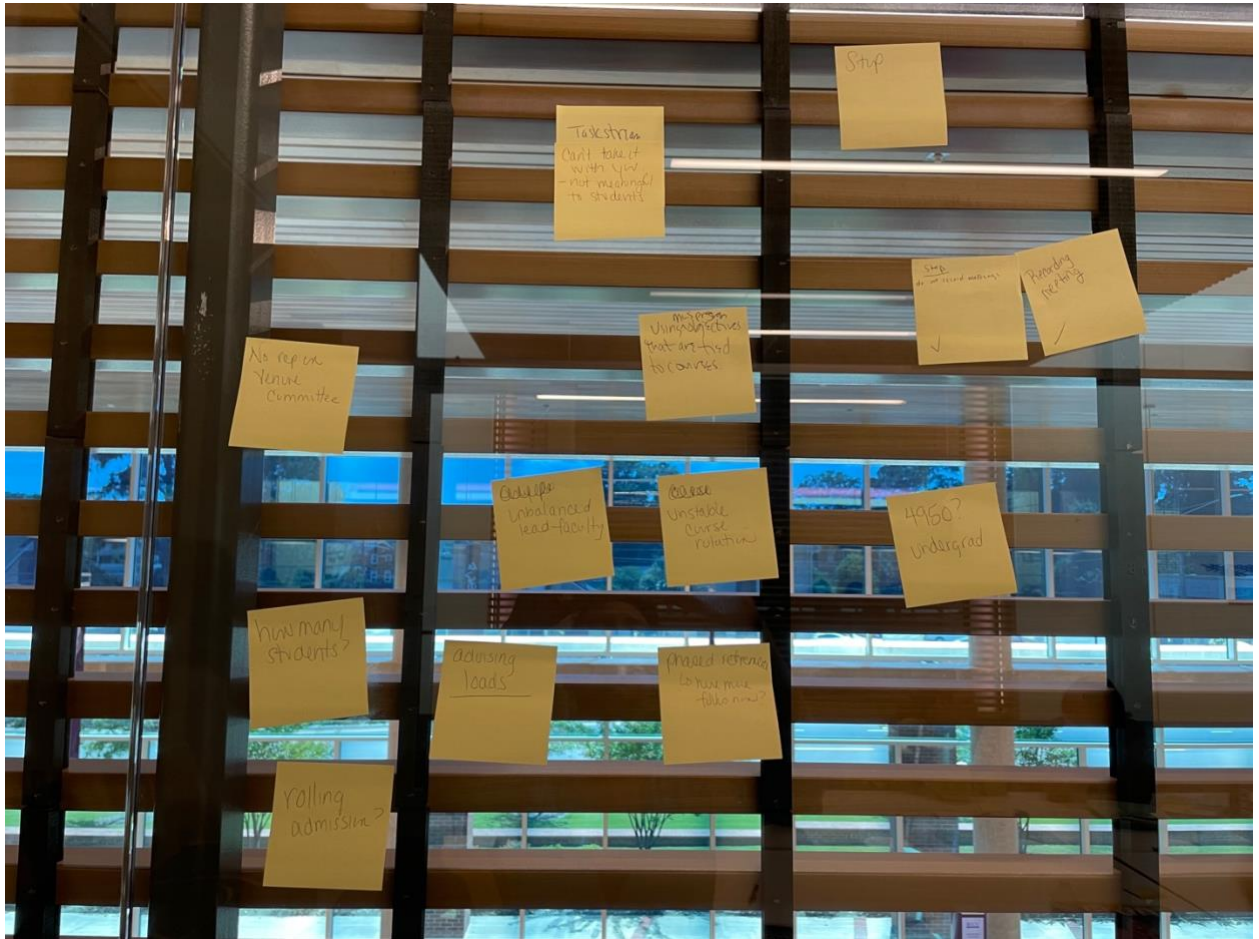
The faculty also raised concerns regarding P&T. With the retirements, the program no longer has tenured faculty and will therefore not have representatives on the P&T committee. While two faculty are at rank, they were hired without tenure. The ERP has raised questions about the support for faculty and the ability to succeed through the tenure process. The faculty have raised concerns about mentorship and the standards for tenure within the department and college. Crowe plans to work with faculty to help build narratives that will educate the committee about the nature of research in LIS. IDP does not have departmental guidelines, instead faculty should refer to the college-level and university guidance for tenure.

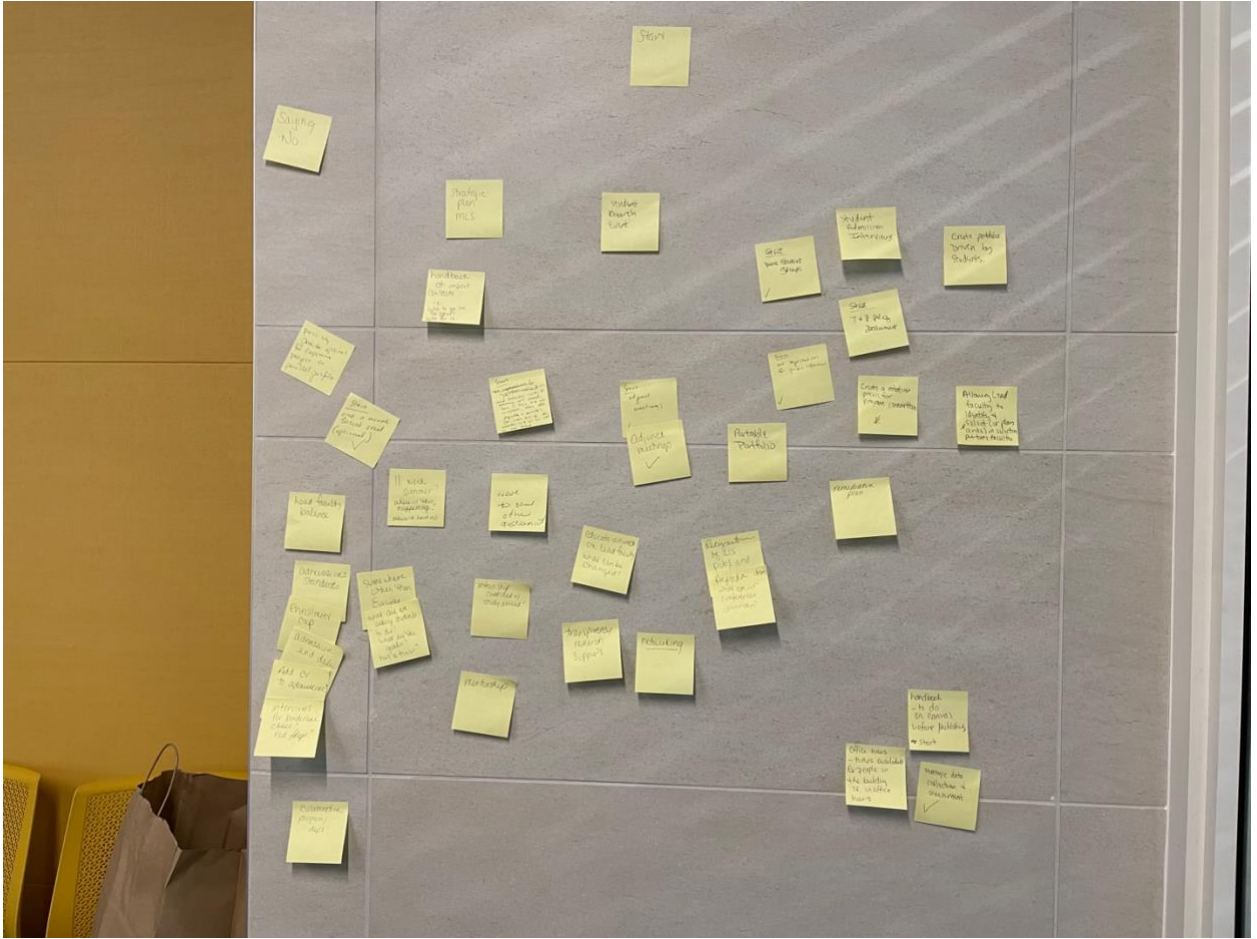
The group concluded that developing a 3-5 year plan for the program would help to guide the faculty post-reaccreditation. The conversation during this retreat and the feedback from the ERP in the upcoming months can help to guide this plan.

The meeting adjourned at 2:07pm.

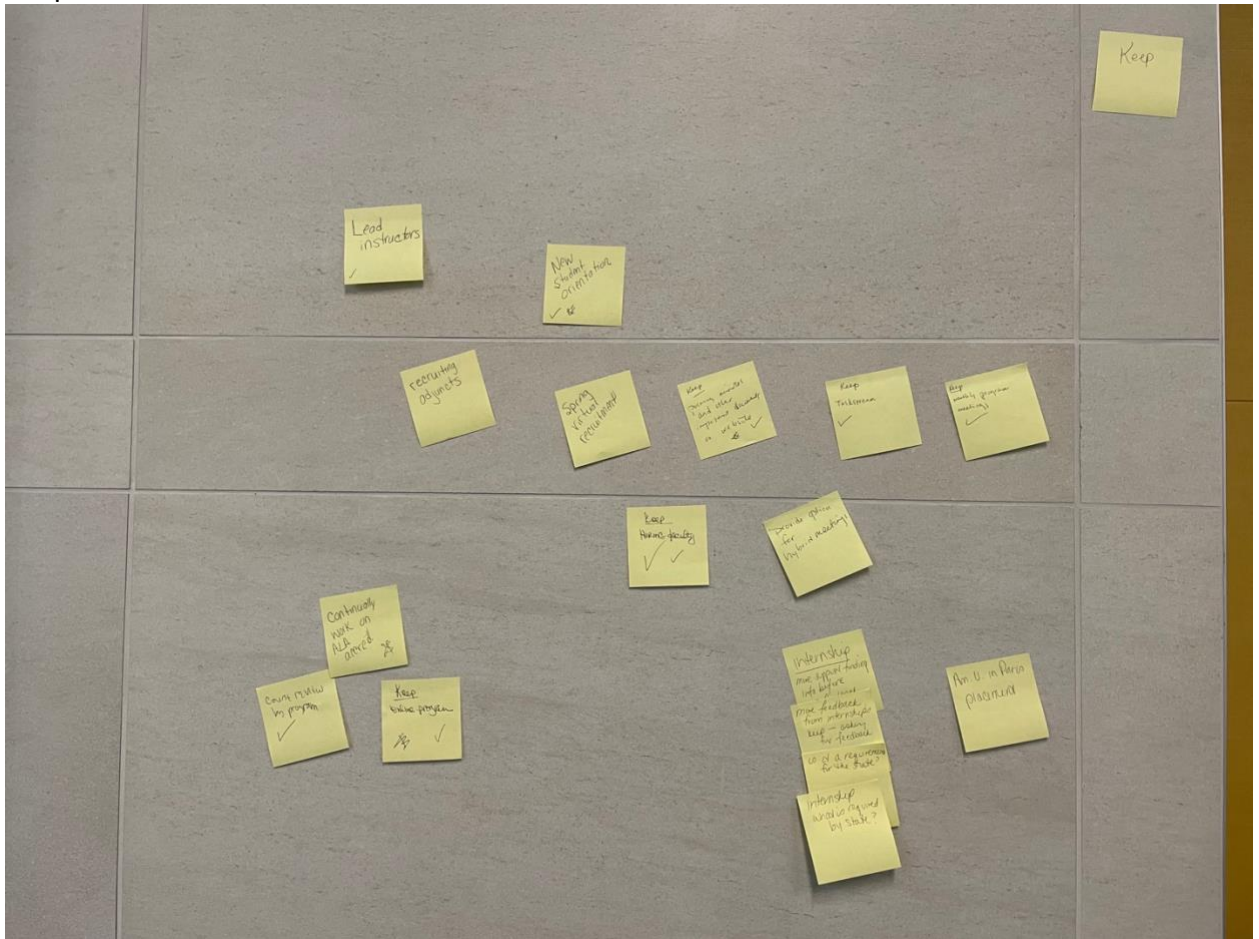
## Stop/Start/Keep

### Stop



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Keep



## Summary

### Stop

- Using MLS program objectives that are tied to courses
- Recording MLS program meetings (appeared three times)
- Taskstream: students cannot take it with them, the portfolio isn't meaningful for students
- Not having a representative on the P&T committee
- Unbalanced lead faculty for courses
- Unstable course rotation, especially in the summer
- 4950 undergraduate course
- Losing faculty capacity, advocate for hiring faculty now to support phased retirements
- Large advising loads, how many students can we support?
- Rolling admissions, set clear dates for fall/summer admissions

### Start

- Saying No
- Strategic planning for MLS program
- Student research event
- Handbook of important contacts i.e., who to go to for Canvas, IT issues, etc.
- Sending calendar invites for meetings well ahead of the meeting, even if they are not complete. Add agenda & minutes (or links to) to the calendar invite to consolidate information in one place
- Adjunct meetings (appeared four times)
- Portable portfolio
- Portfolio driven by students
- Provide options for capstone project to parallel portfolio
- Move to some other assessment
- Setting expectations for portfolio reflection (appeared twice)
- More student groups (appeared twice)
- Student admission interviews
  - For borderline applications or those with red flags
- Develop T&P Policy document
- Rotation process for program committees (appeared twice)
- Once monthly social event, optional (appeared twice)
- 11 week summer – is this still happening elsewhere?
  - in conversation with Dr. Crowe, this is a hard no from COE due to the budget, but if we can find evidence from elsewhere on campus we can make a proposal
- Educate adjuncts on lead faculty model and what can and cannot be changed in the courses
- Combine internship with study abroad possibilities



- More transparency in research support
  - What funds are available and from what sources? Where are the resources on campus?
- Networking across campus, tell our story
- Allowing lead faculty to identify & select (or play a role) in the selection of part-time faculty (appeared twice)
- Remediation plan
- Recognition of LIS pubs and conference at the College level
- Handbook – to do on Canvas before publishing
- Strategic data collection & assessment (appeared twice)
- Office hours – times available for people in the building i.e., in office hours
- Balance lead faculty
- Study abroad opportunities outside of Europe
  - What are the goals for study abroad? What are we asking students to do beyond tour a new location?
- Mentorship for faculty
- Research collaboration within the program/department
- Clearer admissions standards
- Enrollment caps
- Admission end dates
- Add CV to application

#### Keep

- Monthly program meetings (appeared twice)
- American University in Paris placement
- Internship
  - What is required by the state for licensing?
  - Is it a requirement for state licensing?
  - More feedback from internships – keep asking for student feedback in evaluations
  - More support in finding sites (from recent evaluation)
  - More information before (from recent evaluation)
- Provide option for hybrid meetings
- Keep Taskstream (appeared twice)
- Posting minutes and other important documents on website (appeared twice)
- Hiring faculty (appeared three times)
- Online program (appeared twice)
- Course review by program (appeared twice)
- Continually work on ALA accreditation (appeared twice)
- Spring virtual recruitment
- Recruiting adjuncts



- Lead instructors (appeared twice)
- New student orientation (appeared three times)