

MLS Program Meeting Minutes
October 13, 2021
1 PM via WebEx

In attendance: Kawanna Bright, Barbara Marson, Rita Soulen, Africa Hands, Kaye Dotson, Laura Mangum.

Absent: Al Jones

Meeting started at 1:00 pm.

- I. Approval of previous minutes - Rita pointed out the file and title say "Agenda." Africa made the motion to approve and Rita seconded the motion. The minutes from August and September meetings were approved,
- II. Update on Plan for the Self- Study: Barbara met with Karen O'Brien on 10/12/21. Dr. Joyce Latham, the Chair of the ERP, did not attend. Karen indicated that the timeline and evidence from the plan look reasonable. Karen said that the ERP does look at the ALISE statistics. Mr. Rick AmRhein is available to be our consultant. Once a draft is submitted to him, he will take two weeks to review. Barbara discussed with Karen how to reference evidence within the self-study. This can be done in various ways. We can add links or in a separate location such as a server or folder. Barbara asked the faculty to consider the best method. Rita asked if we will have an editor and Barbara stated that she will ask Allison for one. Even though we will have a glossary of terms at the beginning of the document, it is important to explain some terminology in-text as well, such as fixed-term.
- III. ALA Biennial Report due February 15, 2022 - Barbara will solicit input from the faculty. Africa questioned the need for the Biennial Report since we are doing a self-study, but Kaye explained that it's on a rotating schedule. Barbara mentioned that she submitted the special report on finances and attrition and retention that was requested based on the ALA Statistical Trends report from December 2020.
- IV. Employer Survey – Barbara said the 2021 summary is in Teams. The survey is complete and closed. The last survey was in 2018. Barbara will take the latest survey data and add it to the summary chart that is currently in the 2018 survey report. The faculty will review the survey to see if there are actions that need to be taken. As Karen O'Brien reminded her, the standards specify to include any actions taken as a result of analysis or evaluation. Barbara mentioned, per Kawanna's suggestion, that the next surveys will need revision. Kawanna emphasized that the current format doesn't completely capture the information we need.
- V. Advising Week, October 25-29
 - a. Laura will email advisors the list of Degree Works plans this Friday.
 - b. On Monday, 10/18/21 Laura will email MLS students to review their plan of study and contact their advisor to make changes.

- c. Admissions – Have admitted 10 students for Spring 2022, one declined.
 - i. Radius – at last count we have 42 applicants in Radius. 6 applicants should be completing their application any day. Laura contacts applicants each Friday to encourage them to complete their application.
- VI. Attrition/Retention – ways to retain students and track students who drop out of program - Barbara & Laura - The at
 - i. Laura developed a survey for withdrawn students at https://ecu.az1.qualtrics.com/jfe/form/SV_06zMICTG8bY8ejA and asked if we need to submit an IRB. Kawanna indicated that IRB approval would be needed because at that point, they are no longer ECU students. Rita, Africa, Kawanna, and Barbara made suggestions regarding survey content.
- VII. Recruitment schedule for fall - ECU Graduate Admissions Fair (in-person): 10/19 (Rita)

Barbara will search Handshake for other recruitment fairs. There was a time lag because of the creation of an IDP Handshake account. By that point, the HBCU recruitment fair had sold out. Kawanna said that the registration did look different for registration for an individual vs. a program. Barbara will investigate to see if an individual registration is possible.
- VIII. Past conferences - ALISE; NCSLMA - We had a virtual presence at NCSLMA because the conference was all virtual.
- IX. Upcoming conferences - AASL; NCLA - Rita is going to AASL. NCLA – Kaye is presenting; Kawanna is presenting and going to NCLA to receive the RemCo Road Builders award; Barbara is attending. The program has a virtual booth at NCLA.
- X. MLS Advisory Board update - Barbara shared that the board is finalized. She will poll the members to set up a meeting date and asked the faculty to recommend items for the agenda.
- XI. Adjunct spotlight - Barbara would like to do a spotlight of our adjuncts on Facebook and Twitter. Laura said this could be a good task for the graduate assistant. Kawanna asked if there is a directory of adjuncts on our website. Barbara stated that this information was added in August 2021.

Committee Reports

Curriculum Committee -

Dr. Bright is drafting the rationale document for Curriculog to remove LIBS 6133/6135/or 6137 as a required course for the Public Library concentration at the September 27, 2021 department meeting.

Dr. Bright has submitted the completed package reflecting changes to pre-requisites, recommended pre-requisites, and co-requisites and changes to the catalog course description for LIBS 6137. She has submitted in Curriculog. Courses marked as required for licensure will be reviewed by the COE Council for Educator Preparation next week. Dr. Hands will attend this

meeting. Dr. Hands contacted the ALA student chapter president to consider collaborating on a webinar on health sciences information services. The committee discussed adding the existing special topics archives course LIBS 6903 Special Topics: Introduction to Archives and Records Management as a permanent course (elective).

Assessment Committee - Kaye, Al, & Barbara - This committee met on September 28 to discuss the portfolio process. This is a beginning discussion that will continue. Three suggestions thus far: 1) Retain Taskstream due to 60% satisfaction from the survey. The program has an infrastructure in place, but the process needs adjustment. If a student doesn't meet proficiency on the artifact, then the instructor needs to have the student resubmit the artifact until it meets proficiency. 2) Implement a beginning and ending reflection – the comments on the survey that were most concerning were dealing with the Reflection. Barbara shared that the program used to have students write an initial impressions essay and then at the end of the program final impressions essay to allow for deeper reflection. The student's advisor could oversee this. 3) The whole reflection process in general needs to be more engaging. The committee needs to further discuss details and possibly include virtual interactions. By tying this part of the process to the advisor, it removes the burden of the portfolio review on any one person. The committee would like feedback and then they will discuss this further. Africa said that one of the reflection questions deals with broader application of the artifact to the larger field of librarianship should be kept. Africa added that the question about objectives and standards is cumbersome in Taskstream because some of the standard links in Taskstream are dates. Africa suggested that we have central location on our website for the objectives and standards and direct the students there. Africa added that the portfolio process needs to be tied to graduation in order for students to graduate. Rita asked is there a time in the program when these objectives and standards are discussed and revisited. Barbara said in 6010 they introduced to the standards. Africa suggested that they be required to discuss one specific set of standards such as AAS) and then one other standard and apply them. Barbara asked for input on the beginning and ending impressions. Rita suggested using their admission application SOP as their beginning impression of the field and reflecting on that for the final impressions at the end. Rita suggested letting them do it in writing or an audio/visual presentation with a time limit. Africa asked how this duplicates what is done in the internship. Kaye said the internship reflection doesn't encompass the whole program. Africa pointed out that we need to consider timing because not all faculty are available in the summer.

Admissions Committee - Laura shared that the committee met and discussed new processes to improve the process. When a weak SOP is submitted then send it back to the applicant. The idea of having students submit a video where they address something different than the SOP. Africa suggested a flexible application, letting them choose written SOP or a video. Africa also stated that this is a process that can be tried and changed. Africa asked if the Grad School has a tutoring program.

Search Committee - Africa & Kawanna - Africa shared that applications are being submitted. The committee will meet on Monday to have a first look at the application.

COE Library Committee – Laura asked the faculty to think of resources they need from Joyner and she will share this information to see if they can be obtained.

Meeting adjourned at approximately 2:30.

Minutes respectfully submitted by Laura Mangum.