

## **MLS Program Meeting Minutes November 10, 2021**

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

Absent: Kaye Dotson and Al Jones

Meeting started at 1:05 pm via MS Teams

- I. Approval of October 13 minutes – After corrections, Rita made motion to approve, Africa seconded the motion. The motion passed.
- II. COE enrollment goal of 1% increase – Barbara - We are in good shape for this Fall. We are up 2.5%. Africa pointed out the Provost's newsletter which featured diversity efforts to improve the Graduate School admissions pipeline. Fayetteville State was mentioned in the newsletter. At the next Graduate program directors meeting Barbara will ask about making sure the MLS program is involved in this diversity effort.
- III. Enrollment/Admission Update – Laura & Barbara - Laura reported for Spring 2022 we have admitted 19 students at this point. 15 have registered for classes. In Radius there are 3 applications at 80% complete and 4 applications at 60-70% complete. We have a total of 78 applications in process for Spring 2022. The Graduate School is dedicating some GAs to make personal phone calls to these applicants. Barbara reported on the enrollment numbers for Spring '22 courses.
- IV. Recruitment reports – ECU Graduate School Fairs – on campus & virtual Plans for spring. Barbara reported that we missed the HBCU virtual recruitment due to logistics of setting up the Handshake accounts. At the ECU virtual fair no one attended our sessions. Barbara emailed the two prospects who contacted the department during the event. Rita gave a report of attendance at the face-to-face Graduate School admissions fair. It was agreed that the welcome letter will list only 6010 and 6014 as the first courses to take. Laura suggested doing monthly spotlight virtual sessions for skills that need reinforcement for our students. Barbara suggested we consider this suggestion and discuss it more at the next faculty meeting.
- V. MLS Advisory Board Agenda for December 9<sup>th</sup> - Barbara asked for topics of discussion for the meeting. Laura asked for clarification on the purpose of the advisory board. Barbara shared that the board provides input on curriculum and that a charge for board had been developed and approved by the faculty earlier in the fall. Rita suggested changing the emphasis from us reporting to them, to having the board share more for us. Africa suggested using our surveys (ex. Alumni survey) for topics for the board to discuss. Barbara agreed to poll the faculty on questions and select two or three for board input.
- VI. Report Updates: Self-Study (ongoing) Barbara is close to sending a draft to Rick Anheim, our consultant. Other reports that are due include; ALISE Statistical Report (December 15); Unit Assessment revisions (December 15); ALA Statistical Trends (February 15). Barbara reported that we are not required to submit the Biennial Report after all because of self-study.

VII. Survey for Withdrawn Students – Laura – The survey is complete and passed with the faculty vote. The survey will be housed under Barbara in Qualtrics and Kawanna will be the second investigator. Barbara will submit for IRB approval.

### Committee Reports

Search Committee - Africa, Kawanna, Rita, Kaye – Several interviews are scheduled for week of November 21<sup>st</sup>. Interviewees are from the U.S and include some international. The job postings did get a wide audience.

Admissions – Laura reported that the Graduate School has updated the Fall '22 application with the new standards for the Admissions essay.

-Declining an applicant- It was decided that we will continue to contact applicants who need to submit personal references. Africa suggested putting on our website examples of the different types of reference that are required.

Curriculum –Catalog description change for LIBS 6137. The faculty will be a vote on changing *Introduction to Archives and Records Management* (currently offered as a 6903 Special Topics) from special topics to a permanent course in the MLS curriculum. There are faculty at Joyner Library to teach the course. It was agreed to conduct the vote online since two faculty members are absent from this meeting. The committee is discussing whether or not EDUC 6001 an acceptable replacement for LIBS 6989 when students are under the hardship of completing the 110 hours for 6989. Laura asked if those hours be completed virtually since it's possible to do this in 6991. The committee will investigate this possibility.

Assessment - Barbara presented the suggested changes to the portfolio process from the Assessment Committee. Kawanna shared her process for helping students revise their artifact to meet proficiency before they submit it to Taskstream. Laura shared her process for encouraging students to resubmit their Taskstream reflections to meet proficiency. Laura asked when would the new Pass requirement take effect. Would current students be grandfathered in under the current practice and then enforce the proficiency requirement with Fall '22 incoming students? The assessment committee will meet to make formal recommendations to the MLS faculty and a vote will be conducted on these recommendations.

Meeting adjourned at 3:00pm.

*Minutes respectfully submitted by Laura Mangum.*