

MLS Program Meeting Minutes

April 13, 2022
1-2:30 pm via WebEx

Meeting started at 1:02pm

Attendance: Barbara Marson, Rita Soulen, Kawanna Bright, Africa Hands, Laura Mangum

Absent: Kaye Dotson, Al Jones

- I. -Self-study updates
 - Copy editor selected – Gail Munde -retired from MLS program, was lead on presentation with initial accreditation. Her deadline is mid-May. We will submit it on June 5th. It will be submitted in a cloud environment. Barbara may need help with linking documents.
 - External Review Board Site Visit planning- Soulen – Rita met with Allison and Toni last week to see what needs to be done now. A financial statement proposal needs to be put together for what money will be spent on the site visit. Allison stated that for their program site visit they had individual binders on the major courses, programs (ALA Student Chapter), etc. Rita would like some e-posters to have scrolling large monitors in the McClammy Lab and wants input on having printed posters. Barbara suggested a print copy of the self-study for each member of the site team and then a copy for each faculty member. Dates of site visit are Oct 3-5. Allison we will probably have a reception on that Sunday, Oct 2.
- II. Transitions with Lindsay Mattock – meeting in May with Barbara & possibly Allison. Lindsay is now listed as the second contact with ALA. She is CCed on the email communications.
- III. Course Schedules – in flux – Barbara is in communication with Lindsay and Vanessa about the courses they would like to teach. Barbara is also waiting to see what the background and skills will be for the fixed term person who will be hired. Africa suggested Jennifer Daughtry for the advocacy course.
- IV. TargetX and Admissions – Kawanna has had her training.
- V. Recruitment Forums reminder: April 23 at 11 AM (12 signed up); April 25 at 6:30 PM (10 signed up) ; April 27 at 7 PM (5 signed up)
- VI. Withdrawn Students Survey approved – Laura can start using this survey when a student withdraws.

VII. Wake County PL Virtual Recruitment Fair: April 26, 9-12 (Africa, Laura, Barbara)

VII. Unit Assessment Report due by June 15

Recommendation from Assessment Committee for next year. Barbara asked if faculty will be available for communication about the report during the summer. Africa stated she will not be available. Rita will be available through June 17. Kawanna will have limited availability in early June. Laura will be available most of the summer, except first week of July and third week of July. Barbara said we are reviewing 5 outcomes annually for the report rather than 6 outcomes and reporting on 3 biennially. Having an annual report makes it easier to track progress and improvements. Barbara recommends that the Assessment Committee or Team coordinate the report going forward.

IX. COE Graduate Recognition Ceremony May 7 at 9 AM -

X. ALA Student Chapter – Kawanna - Potential Nominees; ENGAGE site – Kawanna will be sending out a call to students and will ask faculty for suggestions. Her plan is to create more of an advisory board to support the president. The Engage site is too cumbersome to be useful as website for the ALA student chapter. Kawanna will explore other ideas for a website such as setting up a Canvas course which officers can manage. Barbara had asked Kristen Martin about creating a landing page on our website; however, Kristen said that would not be possible and suggested the ENGAGE site.

Fixed-term Search Committee – Laura – We have 4 candidates scheduled for phone interviews on April 20th. The position is open until filled so more phone interviews may be scheduled.

Curriculum Committee – 2022 Curriculum Workshop May 3 1:00-3:30 pm – Focus groups will occur without lead instructors or additional faculty during the process so that participants can offer genuine feedback. Kawanna explained that the approach is research-focused and will be led by one or two faculty who will maintain protocols with a focus on the course. This format will be continued with the curriculum workshop reviews in upcoming academic years. A focus group leader will be someone who hasn't taught the course on a regular basis.

Review LIBS 6048, 6991, 6992 prior to meeting

Syllabi and major assignments in Teams folder:

“MLS Curriculum Workshops>MLS Curriculum Workshop 2022”

New Business: Research and Grant Funding @the Community School- Soulen – Establishing library services at the Community School. Rita asked the faculty to think about how we can address the need for library services at the community school, advocate, and bring in our unique talents. She asked to consider how or if the program might have an MLS student or students involved.

Barbara announced that Kaye and Al have been awarded emeritus status, effective fall 2022.

