

MLS Program Faculty Meeting Minutes
August 23, 2022
3:00-4:30 room 130A Ragsdale / Teams

Attendance: Dr. Bright, Dr. Irvin, Laura Mangum, Dr. Mattock, Heather Seibert, Dr. Soulen. Virtual attendance: Dr. Dotson

Meeting began at 3:05 pm.

- I. October Meeting 10/25 falls during ALISE conference – reschedule or virtual – Rescheduled meeting to Oct 18 b/c 10/25 is also Advising Week.
- II. ALA Accreditation Updates
 - a. Mentorship for new faculty is being assigned by the IDP department chair in a more formal manner.
 - b. Self-study is due Sept. 2
 - c. Diversity definition – Dr. Bright recommends using the definition from the COE Diversity Committee. Dr. Irvin suggested reviewing the COE and ECU’s definition and then create our own definition for the vision of the program. The faculty agreed to creating a definition to guide program.
 - d. The faculty decided a retreat is needed in January to discuss insights from Fall semester and prepare for Spring semester.
- III. Committee Assignments, including Search Committee
 - a. Updating the charge for each committee - discuss this at January faculty retreat
 - b. Committees listing
 - i. Curriculum – New assignments = Dr. Soulen-chair, Heather Seibert, Dr. Irvin (addresses changes that need to be made to the curriculum and makes sure it goes through the process and submitted to CurricuLog) - Dr. Bright recommended the reference course needs updating including the description in the Catalog.
 - ii. Admissions – New assignments = Laura Mangum-chair, Dr. Bright, Dr. Mattock,
 1. Scholarship – Dr. Dotson described the committee – serve on the COE scholarship committee, there’s a big meeting in February when you decide on the scholarships for the program, communicate this with Toni, keep the plaques in the hallway updated. Dr. Mattock suggested consolidating Scholarship into Admissions.
 2. Beta Phi Mu – faculty votes on the students who should be invited to join. Last year IDP paid for 3 MLS students to join, 1 from each concentration. Dr. Dotson suggested asking Dr. Crowe to fund membership to Beta Phi Mu for all faculty.
 - a. Laura proposed a vote by the faculty to consolidate Scholarship and Beta Phi Mu into Admissions. Dr. Bright

proposed calling the new committee Admissions, Scholarship, and Awards. Dr. Bright seconded the motion. The motion passed unanimously.

- iii. Assessment – New assignments = Dr. Bright-chair, Dr. Mattock, Dr. Soulen. Dr. Dotson described the committee. Dr. Jones, Dr. Marson, and Dr. Dotson were on the committee. They looked at Taskstream. Assessment also involves the COE assessment such as CAEP report, Unit assessment report, keeps up with the AASL report. Dr. Dotson said the AASL report will fall to Dr. Soulen and Laura Mangum because they are school background.
 - iv. ALA student chapter – Dr. Bright
 - v. Social media – new assignments = Dr. Mattock and Laura Mangum
 - vi. International liaison – not a need at this moment.
 - vii. Communications liaison – was a of program achievements.
 - viii. Search committee – We will have a tenure track search. Dr. Bright and Dr. Mattock will co-chair. Dr. Irvin will also serve on the committee as the public concentration representative.
- IV. Updating the Lead Instructors – The faculty updated the spreadsheet. Dr. Mattock will send a list to the curriculum committee to update the courses we currently teach and eliminate the ones that haven't been taught.
- V. Internal Communication – This is something we can revisit at the January retreat to see what is working and what's not.
- VI. [Faculty Retreat Minutes](#) - approval and clarification – Dr. Bright made the motion to approve the minutes. Heather seconded. The motion passed.
- a. Clarification from the stop, start, keep activity at the retreat
 - i. Clarification of the MLS program objectives.
 - ii. Proposed a social event once a month for MLS faculty.
 - iii. A handbook for new hires for to dos at the beginning of the semester, a list of who know what, list of who is member of which organizations. Could be something to start on Teams.
- VII. Remediation Plan – TABLED until next meeting. Dr. Soulen suggested forming an ad-hoc committee to address this.
- VIII. Other Business
- a. Update – Joyner Library subject librarian for Library Science – Vatoya Gardner
 - b. Dr. Irvin proposed that at each meeting we shared out what we are doing in our courses. It can be called Executive Session.

Meeting adjourned at 4:50 pm.