Minutes of the Planning Meeting  
Department of Library Science  
29 October 2012  
1:30-3:30 p.m., 218A Ragsdale

Present: Drs. Yontz, Dotson, Harer, Munde, A. Jones, Valentine (via Skype), Sua, Marson, J. Jones

There was discussion regarding the timeline for completing the ALA Plan and some confusion regarding the March 2013 date mentioned in the minutes of the 24 September planning meeting. After discussion, the following timeline was confirmed:

Initial draft: 25 March 2013 to editors  
Edited draft: 29 April 2013 to faculty for further review  
Final draft to Consultant June Lester: late May 2013  
Final report to ALA COA O’Brien and ERP Chair Lillard: June 17

The minutes of the 24 September planning meeting were approved (Yontz, Valentine).

Harer will have a rearranged meeting with O’Brien and Lillard on Thursday, 1 November.

Munde passed out minutes of the MLS Program Advisory Board meeting on Saturday, 20 October. She mentioned that several people are interested in proofing the ALA Plan but no one volunteered for Standard III: Faculty. Harer will contact Rita Van Duinen at Central Carolina Community College to ask for her help with Standard III.

There was a lengthy discussion about how to proceed, whether to set up a Blackboard site by ALA Standard, cut-off date for statistics provided in the final report. It was decided that all writers will send materials to other writers: for example, if the Standard II team has information on curriculum it will send this to Harer for Standard II. The cutoff date for statistics is December 2012.

Munde mentioned that the Employer/Alumni survey will be ready to distribute in January 2013.

There was much discussion about how to proceed with the following basic guidelines agreed upon:

- Start with the information in the Candidacy report.
- Rewriting should include updating statistics.
- Don’t start all over with writing. The Candidacy report version for each Standard has already been approved.
- In the Plan for Presentation there are evidences (suggested by the accreditation planning team) to be supplied to support the report on each of the ALA Standards. This Plan has already been sent on to COA and ERP Chair Lillard. They will expect us to incorporate these evidences into our final report, either in a table, chart, etc. or in an appendix.
• Make sure that these evidences are thoroughly explained in the final report: what the evidences are, how they prove what we want them to prove, etc.
• Make sure we know where all evidences physically reside, i.e. in a table, etc. in the text of the report or in an appendix.

It was agreed that we should keep these drafts and later final report in a Blackboard site for ALA Accreditation.

The meeting adjourned at 3:11 p.m.