Department of Library Science  
College of Education  
Minutes of the April 24, 2012, Planning Meeting

Members present: Kaye Dotson, John Harer, Al Jones, Jami Jones, Barbara Marson, Gail Munde, Patrick Valentine, Elaine Yontz

1. Barbara led the first discussion to finish the planning meeting work on the students standard on March 27. Suggested topics were the following:  
   a. Blackboard orientation site  
   b. Recruitment  
   c. Advising
2. Advising: John reviewed plan for increasing recruitment activities, including more print and electronic advertising, meetings with school media coordinators in the state
3. The non-degree status issue was discussed.  
   a. Jami suggested we ensure that students become independent and take on their responsibilities for registration  
   b. Barbara suggested each faculty member put a statement in their syllabus regarding self-registration and the Blackboard orientation site.  
   c. There was a discussion on who would do the licensure forms process needed by graduating students
4. Barbara reported on admissions data: 42 new students have been admitted for summer/Fall  
   a. There are 37 final portfolio reviews of new admissions  
   b. 16/17% are conditional. John and Elaine reviewed the conditional admissions criteria with the group  
   c. Gail asked how many we have denied. Elaine did not have an exact figure but remembered at least one in the past year.  
   d. This brought up a brief discussion of asking students and stakeholders to become members of committees
5. Patrick reported on his road show in Asheville. Two potential students attended, one interested in the school library pathway and one in the public pathway. Patrick also had one student ask about scholarships available and the academic pathway.  
   a. Patrick reminded the group that Kelly Brannock resigned from DPI and that we will need to announce to students, etc, the name of her replacement  
   b. Recruiting suggestions followed:  
      i. Add visits to public library directors of the communities where meetings are held with the school media supervisors.  
      ii. Attend the annual LRA, annual conference of the state’s community colleges. It was suggested we have recruiting visits with community college libraries with at least 3 professional librarians and 10 staff.  
      iii. Register and attend UNC system campus’ career fairs  
      iv. Attend the Joyner Library’s annual SPA conference  
      v. Discussion of paying student memberships in professional associations:  
         1. Patrick mentioned that the Boyce Scholarship (perhaps) requires membership in a professional association
2. Gail suggested it was not a good idea to pay for student professional memberships: costs, logistics; Elaine noted that the program gets credit in accreditation reviews for encouraging students to join professional associations; John suggested receptions for our students at the NCLA and NCSLMA conferences.

6. Barbara reported on work to revise the Web site:
   a. Michael Blake, Joyner Library Web developer who is working with the department at the moment, suggested instead of a “news” link at the top of the page we create a blog with an RSS link.
   b. Also, it was suggested that the Ning site is obsolete and that Facebook would be better.
      i. Patrick indicated that the original decision to go with Ning was for better security, but it was felt that Facebook has improved on that now.
      ii. Patrick said that alumni could use Facebook with greater access.
      iii. Barbara noted we need to add all minutes from all meetings.

7. Blackboard orientation site:
   a. John discussed a tutorial on self-registration, to be created as a Camtasia presentation.
   b. Gail discussed including Task Stream.
   c. Barbara discussed advising issues for the orientation site.
      i. General policies of the Graduate School.
      ii. How to self-register, including “don’ts”.
      iii. Directions to the Graduate School for non-degree students.
   d. Kaye suggested:
      i. How to apply for licensure.
      ii. Announcement of when SETS goes dark.
      iii. How to apply for graduation.
   e. It was noted that all of the above will replace the LSAC site on Blackboard.
   f. Gail noted that a study on Praxis category scores would make a good publication.
   g. There was a general discussion on how to enforce or require students to use the orientation site, possibly a course or a 6010 assignment.

8. Gail gave some information on what we need to do for Standard Three:
   a. Gail will ask for any revisions to our candidacy proposal.
   b. Sample outline of the Program Presentation Plan due in December.
   c. Our chair and the chair of the ERP, Linda Lillard, will have a conversation about the Program Presentation plan in December.
   d. One thing that is needed is to track our graduates with employers; we need to gather this data from every type of employer.
   e. Employers must answer the question: Do our graduates meet program objectives.

The Planning Meeting adjourned at 3:30 p.m.

Respectfully submitted: John B. Harer