DLS Planning Meeting  
March 27, 2012

Present:  Jami Jones, Al Jones, Gail Munde, Barbara Marson, Kaye Dotson, John Harer, Patrick Valentine (via Skype)

Absent:  Larry Boyer, Elaine Yontz, Ruth Clark (on leave)

The topic of the meeting was COA Standard IV. Students. Agenda items included advising, admissions (update), recruitment, TaskStream and website development.

Harer made brief remarks on year-end equipment purchases, and asked faculty to notify him of individual requirements for equipment and accessories.

Harer opened the agenda, noting that some summer course sections have already been filled and closed. Despite the prior agreement to cap sections at 20 students, some sections were overenrolled by as many as seven. Because Mathis, the former student services manager retired in February, and Miller, her interim replacement will retire May 30, faculty had many questions about enrollment management, including “how will we know when to close one section of a course and open an additional section without an enrollment manager?” After some discussion, faculty agreed that the department would not be able to do without a permanent support staff member to serve, in part, as departmental enrollment manager.

Faculty agreed that they were willing and able to serve in the capacity of advisor, but not to plan or manage departmental schedules and registrations on a daily basis. The following suggestions were made:

1. Request permission to replace the vacant position held by Mathis. Among others, the duties would include oversight of closing and opening sections to accommodate as many students as possible, sending periodic communications to all students, collecting and transmitting licensure packets, and submitting graduate summaries.

2. Admit students for fall and spring semesters only. Do not admit students for summer, and do not offer Tier I courses in the summer.

3. Re-chart rotation schedules for all courses based on fall and spring admission.

4. Require students to self-register

5. Develop a no-credit Blackboard course to provide orientation and enrollment instructions for new students, and require passing a basic knowledge test prior to self-registration.

6. Revise the present Library Science Advising Center, which is available as a no-credit Blackboard course. Complete information on Praxis and licensure should be included, along with information pertinent to DE, academic performance requirements of the Graduate School, and information on TaskStream portfolios. Although it might duplicate
some of the general information found on the department website, it would provide current students with greater detail. Munde volunteered to do this.

7. Develop and publish lists of recommended elective courses for all pathways, especially the school pathway.

8. Arrange a meeting between Miller and the faculty group before she retires so that she can pass along her knowledge and expertise regarding the registration process, how to generate management reports, and answer questions for faculty.

Marson reported that she had arranged a Skype call with Joyner Library’s website developer for Thursday, March 29 to go over changes and additions to the DLS website. She had been collecting updates, but asked all faculty who had suggestions, corrections or additions to notify her.

The meeting was adjourned at 3:15 so that faculty could meet with Louanna Hardee to see their new offices in the Ragsdale building. The agenda items of admissions (update), recruitment, and TaskStream were deferred until the April planning meeting.