

**Department of Library Science**  
**Faculty Meeting of August 22, 2011, 1:30pm**

Attending: Kaye Dotson, Jami Jones, Barbara Marson, Larry Boyer, John Harer, Patrick Valentine, Al Jones, Karen Mathis, Gail Munde, Linda Patriarca

Absent: Elaine Yontz, Ruth Clark

Per the faculty's discussion with Dean Patriarca last summer, Patriarca introduced Dean Boyer as interim co-chair of DLS, engaged to assist Yontz by assuming some operational and administrative duties during the fall 2011 semester. Boyer will attend and conduct regular faculty meetings and planning meetings, and attend the COE Advisory Council meetings. Yontz will be working on a grant development project.

Dean Patriarca noted that Beth Briggs had been hired into a temporary position by the College beginning September 1. Briggs' duties will include College Webmaster and activities related to COE faculty development.

Dean Patriarca briefed the faculty on the UNC GA and ECU processes for program prioritization. Each department chair was asked to prepare a self-study and submit it by August 15 to a University-wide committee as the first step in the process. Although DLS faculty members were asked for their input, they had not seen a copy of the completed report for the department. It was suggested that they receive a copy of the report and include review and discussion as an agenda item for the September faculty meeting.

When asked about the department's two vacant faculty positions, Dean Patriarca responded that not enough was known about future circumstances at the department, College and University levels to determine the eventual status of the positions. She speculated that Larry White's former position could be returned to the department if the program moved to ALA candidacy and was justified by enrollment increases, but was not in a position to make recommendations upward at this time.

Harer agreed to send the "white paper" report he had written and previously submitted to Yontz to all attending this meeting. Drawing on current research and library literature, the paper outlines scenarios for the future of the profession and provides workforce projections for librarians nationally and with the State of North Carolina.

The faculty meeting schedule was finalized for academic year. Regular faculty meetings will be held on the second Tuesdays of the months when class is in session, and faculty planning meetings will be held on the fourth Tuesdays of the months when class is in session. Because today's meeting was held on the fourth Monday of the month, the August planning meeting will be held Wednesday, August 24. All meetings will be from 1:30-3:30 in 125 Umstead. Please note that Harer will need to leave meetings early during the fall semester to teach a class in Speight.

<b>Regular Faculty Meetings</b>	<b>Faculty Planning Meetings</b>
September 13	August 24
October 18 (after fall break)	September 27
November 8	October 25
December 13	November 22
January 10	January 24
February 14	February 28
March 13	March 27
April 10	April 24

Travel funding will be available in the amount of \$1,250 for qualified (presentation or service) faculty travel, i.e. \$1,000 for out-of-state, \$250 for in-state, or \$1,250 split between two out-of-state trips). Travel for authorized administrative purposes is available aside from the \$1,250 cap. Travel forms are now online (for both authorization and claim), and self-initiated requests for authorization for *all* travel should be entered into the system. Even when travel has been informally approved, faculty should not pay registration, make hotel reservations or purchase airline tickets until travel has been approved in the system. Requests should be made no later than three weeks in advance of trips. Faculty should send Karen Mathis their projected travel plans for the year.

Please send Karen Mathis syllabi for courses you are teaching this fall, and post (or replace the existing posting) in the LS Advising Center on Blackboard.

Marson will send a blank Standards Alignment Workform to faculty. Each faculty member should please complete the workform for the courses(s) for which s/he serves as lead instructor. These will be used to code TaskStream artifacts and to analyze coverage of standards across the entire program.

A list of potential stakeholder representatives who might serve on a DLS Advisory Board was distributed and several means of including stakeholders in planning and decision-making were discussed, including a student assessment day (where all current students would be invited to campus as focus group participants), and strong student representation on an Advisory Board. Dean Boyer and Mathis will draft an invitation to solicit current students as participants on an Advisory Board. Dean Boyer authorized the faculty to move forward by whatever means necessary to include stakeholders in program planning and decision-making. Harer noted that Theresa Muse (current student and Joyner Library employee) would serve as the student advisor to the DLS Curriculum Committee for the coming year. Valentine was authorized to contact stakeholders about the open meeting policy decided upon at the April 2011 faculty meeting.

Harer distributed the final draft of a student opinion of curriculum survey, and the draft was approved.

Mathis provided the below enrollment update and comparison:

Fall 2010	Fall 2011
Headcount: 282	Headcount: 207
SCH production: 1,894	SCH production (estimated): 1,396
New admissions: 38	New admissions: 28

Department and College committee assignments were made as follows:

Department Committees	College Committees
PAT: Marson (chair) Munde, Valentine	Advisory Board: Jones, A (one year)
Tenure: Harer (chair) All faculty with tenure	CTE: Jones, J (one year)
Promotion: All faculty at higher rank	Diversity: Dotson (year two of two)
Personnel: Jones, J; Jones, A; Harer, Munde	Curriculum: Harer (year two of two)
Curriculum: Harer (chair), Valentine, Jones, J; Mathis	Technology: Marson (year one of two)
Assessment: Munde, Marson	Planning: Valentine (year two of two)
Web/Technology: Marson	Code: Jones, A (year one of two)
Admissions and Scholarship Committees: TBD as needed	Research: Munde (year two of two)
	Libraries: Marson (year one of two)

An updated task and progress list for additions/corrections to the COA application was distributed. Al Jones inquired about the status of the required section on “detailed plans for developing the Program Presentation and preparing for the comprehensive review” (ALA Committee on Accreditation, *Accreditation Process Policies & Procedures*, 2<sup>nd</sup> ed. [Chicago: ALA/COA, 2006], 1.7.4(b), and other required documentation (the letters and waiver). He asked if Yontz were preparing these documents. Munde agreed to inquire.

The meeting concluded at 3:30.

## MINUTES

Department of Library Science

September 13, 2011

Speight Room 225

1:30 – 3:08 p.m.

**PRESENT:**

Drs. Al Jones, John Harer, Gail Munde, Patrick Valentine, Kaye Dotson, Larry Boyer, Elaine Yontz, Beth Strecker (by distance through Skype), also present Karen Mathis

**ABSENT:** Drs. Jami Jones and Barbara Marson

**HANDOUTS:**

- Agenda
- Minutes from 8/22/2011 Meeting
- Recruiting Plan
- Portfolio Documents

The meeting was called to order at 1:30 by Dr. Yontz.

Dr. Yontz asked for all to introduce themselves as this was the first time Dr. Beth Strecker may have seen each of the faculty in person. Dr. Strecker, an adjunct, was attending the meeting virtually via Skype.

**OLD BUSINESS**

- Dr. Boyer, as facilitator, asked if there were any corrections or revisions to the Minutes of the August 22nd meeting. Dr. Harer made a motion to accept the Minutes with revisions; Dr. Valentine seconded the motion. The motion was carried by acclamation.

**Program Prioritization Committee**

- Dr. Yontz updated the faculty on PPC information shared at the Advisory Council. The Board of Governors will be taking a close look at all programs. Dr. Yontz asked if we as a group wanted to meet with the Dean about our perspectives on program prioritation. Discussion followed. Faculty agreed that input on the issue would be helpful and Dr. Yontz agreed to seek a time for the Department of Library Science faculty to meet with the Dean. Dr. Munde asked for names of PPC committee members and Dr. Boyer shared: Ron Mitchelson, Sylvia Brown, Mike Dorsey, Mary Anna Walker, Marilyn Shearer
- Dr. Yontz shared a Recruiting Plan and led a discussion on possible reasons for the drop in enrollment. Various possibilities were suggested.
- Dr. Yontz reported that everyone should update vita information so that an up-to-date chart of research publications could be accessed
- Dr. Yontz asked that all faculty submit a list of office hours. Full-time faculty must keep at least 5 office hours weekly, in order to be available to staff, students, and colleagues. Part-time faculty must keep at least 2.5 hours. Questions ensued as to home office staff. The suggestion was made that Jami Jones and Barbara Marson might be able to have the office vacated by Beth Briggs and Dr. Pantelidis. Dr. Valentine suggested that Dr. Clark could have Dr. White's recently vacated desk.
- Dr. Barbara Marson sent in documents to explain certain portfolio requirements: Initial Impressions Essay, Final Impressions Essay, and Personal Philosophy Statement. The final essay and Personal Philosophy statements will be completed in LIBS 6991 for the Internship Portfolio and used also in the program portfolio.

Dr. Marson provided an email handout about Taskstream, Sets, and the Departmental Website. Updates on advances and changes in each of these areas were shared through her email:

- 1) TASKSTREAM: Students who have entered the program this fall will begin using TaskStream as their portfolio rather than SETS. Even though we have the artifact assignment and rubrics in TS for the Tier 1 courses, we haven't yet inputted the accompanying standards. This is where the Standards Alignment Bridge comes into play. If you'll recall, we agreed to develop one for each course. In the LS Faculty is a new content area called Assessment, with a folder for the Standard Alignment Bridges. The blank work form is available in this area as well. We need to get the Tier 1 forms posted as soon as possible.
- 2) 2) SETS: All other MLS students are still using SETS as their portfolio. The PAT has begun the process for the 18-hour reviews this fall, and will soon begin with the final review process. I'll let you know what students are up for final reviews and what the deadline is for the posting of their artifacts.
- 3) DEPARTMENTAL WEBSITE: Changes that Karen and Dr. Marson will be working on:
  - 1) Add Admissions by Exception policy. (Recommended by Lester)
  - 2) Add syllabi for non-core courses. (Recommended by Lester)
  - 3) Update departmental history section to match the ALA report. (Al Jones)
  - 4) Add a tab for DLS committee information. (Harer)

- 3) COURSE SYLLABI: Barbara Marson created folders (under Teaching Documents) for syllabi and she will need the course syllabi for non-core courses.
- Dr. J. Harer said the Curriculum Survey is in Qualtrics and is ready to deploy.
  - Dr. Yontz shared that Dr. V. Mott is waiting until 9-14 for final revisions to our ALA application
  - Dr. Harer gave an update on the efforts to increase stakeholder involvement. Dr. Strecker was present today supporting our efforts.

The meeting was adjourned at 3:08 p.m.

#### **MINUTES**

Department of Library Science

October 18, 2011

Joyner 2306

1:30 p.m. – 3:30 p.m.

#### **PRESENT:**

Drs. Larry Boyer, Kaye Dotson, John Harer, Al Jones, Jami Jones, Barbara Marson, Gail Munde, Patrick Valentine, and Elaine Yontz; Karen Mathis.

#### **HANDOUTS:**

- Agenda
- Minutes from September 13, 2011 meeting

The meeting was called to order at 1:30 p.m. by Dr. Boyer.

#### **CORRECTIONS TO THE SEPTEMBER 13 MINUTES:**

Corrections were made to the minutes of the September 13 meeting. Dr. Munde asked for clarification about the need for students to upload their Initial Impression Essay, Final Impressions Essay, and Personal Philosophy Statement to Task Stream. Since the Initial Essay is assessed in LIBS 6010 and the Final Impression Essay and Personal Philosophy Statement are assessed in LIBS 6991 it is not necessary to have these documents uploaded to Task Stream. Dr. Munde made a motion that these essays **not** be uploaded to Task Stream. The motion passed unanimously by voice vote.

## **NEW BUSINESS:**

### ***KAREN MATHIS' RETIREMENT***

- Karen Mathis, the Department's Administrative Support Specialist, is retiring effective February 1, 2012. Barbara Little, the Executive Assistant to Dean Patriarca, will ask the Dean about granting a temporary position until an individual can be hired. Ms. Mathis and Dr. Yontz will capture the entirety of the former's work duties in priority order for the development of a job description for this SPA position.

Significant discussion ensued about advising and counseling. At the present time Ms. Mathis spends considerable time (approximately 75 percent of her time) counseling students on more routine matters; however, the faculty considers Ms. Mathis' personal touch to be a significant plus that distinguishes us from other library science programs.

Dr. Munde suggested that each faculty member devote time during their scheduled office hours to answer questions. Furthermore, it was suggested that Dr. Valentine advise students in lieu of college service since he is moving to Spartanburg, SC.

No decision was made, but Dr. Yontz said that consistency must continue. Ms. Mathis commented that once the curriculum has gone through the curriculum change process and the tier structure is clearly identified in the graduate course catalog then students can register themselves, and will not need as much registration guidance.

### ***RECRUITMENT***

- Recruitment of students is important. The following information about recruitment was shared and discussed:
  - ECU's Graduate School and Professional Fair will be held October 20. Information about the Department will be available at the COE table.
  - International possibilities were discussed. Dr. Harer has worked as a school librarian in Germany. Dr. Marson has arranged for a student working at a school in Turkey to talk to her class as well as the ALA Student Chapter.
  - The Department had a significant presence at NCLA and NCSLMA by sponsoring booths and participating in the library school reception at NCLA. Dr. Yontz mentioned that continuing this presence is important.
  - Dr. Etta Baldwin, an adjunct and Media Supervisor for Robeson County, NC, has arranged a fair in Robeson County on October 25, 2011 to recruit school librarians for projected openings in that county. Dr. Marson will represent the Department at this recruitment fair.
  - Dr. Harer discussed an IMLS grant idea to partner with COLRS graduates to hold recruitment fairs throughout the state. Dr. Harer met with Dr. Zambone, Interim Associate Dean for Grants and Funded Research and Director of Research Management, to discuss support (e.g., grant writing) for this grant since time is of the essence. Dr. Harer will contact Dr. Cherry of the IMLS with questions pertaining to the grant.
  - Ms. Mathis reminded faculty that last year the Department participated at a well-organized recruitment fair, ENCAA - Eastern NC Career Alliance

- MALIA (Mid Atlantic Library Alliance) - a multi-state networking alliance - might be another recruitment possibility.
- Dr. Munde suggested that the Department might want to recruit military wives into the program.

#### **COMMITTEE REPORTS**

- Dr. Harer reminded faculty of the upcoming curriculum planning meeting on October 24, 2011 from 9 a.m. to noon in Umstead 125. Faculty is requested to email their course syllabi to others prior to this meeting.
- Dr. Harer's Qualtrics survey on the curriculum has been deployed and 37 responses received.
- Dr. Harer reported that the department's curriculum committee met on October 4. Two students, P.J. Frick and Tavia Clark, were in attendance. Ms. Frick attended virtually. At the next meeting the curriculum will be examined more closely.

#### **TRIP REPORTS**

- Dr. Dotson attended presented at NCLA and NCSLMA. She reported that approximately 12 to 13 of our graduates presented at NCSLMA.
- Dr. Marson who also attended the above conferences was honored to meet Scooter Hayes, a former student and creator of the Dewey Decimal Rap that went viral on YouTube.

#### **ADJOURNEMENT:**

The Meeting was adjourned at 3:20 per Dr. Yontz's motion that was seconded by Dr. Marson.