

Minutes
OUSLIS Alumni Association Board Meeting
September 12, 2006, 2:00 P.M.
School of Library and Information Studies Conference Room

Members present: Sharon Bish, Ona Britton, Susan Burke, Shari Clifton, Jan Davis, Nelson Dent, Gwen Dobbs, Kathy Latrobe, Carolyn Mahin, Marilyn Moore, Cathy Van Hoy
Guests present: Stacy Zemke, Yong-Mi Kim (briefly)

OUSLIS Alumni Association Web Site

Stacy Zemke will be updating the OUSLIS Alumni Association web pages. She had some questions about the board's desires for the pages. This also generated discussion about the best way to keep alumni informed (newsletter, wiki, blog, website). As the Association now has a person who can update the website, the general consensus was to use this site as the main source of information dissemination. Following are some of the ideas generated from the discussion about the webpages:

- Continue a page with the information on Committees: Honors & Awards Committee, Nominating Committee, Student Paper Award Committee
- Ask for volunteers to be column editors, but have one main "newsletter" editor
- Send out a call to all alumni for help—Julie Liggan from Atlanta is willing to contribute
- Ideas for columns: "Faculty Updates", "Student Updates", "Alumni Updates", "Great New Fun Reads", "Executive Board Profiles"
- Columns could be updated at various times throughout the year
- Goal for the site should be to make it informative yet manageable
- Archive older information when it is replaced by current information
- Nelson Dent volunteered to gather information, edit it, and assist with getting it up on the Web
- Nelson will also be column editor for "Alumni News"
- Stacy was asked to give the board members some guidelines about what can be sent to her for the website (size/type of picture files, etc.)
- Faculty members could seek out current students (perhaps someone from the Student Association) for "Student" column
- Dr. Latrobe volunteered to be editor for the "OUSLIS School Issues" column
- Need to have a PDF and Word file for those who wish to join the Association or donate to the Association
- Link to OU's Foundation
- Faculty will contribute news for the "Faculty" column
- Postcards about website to alumni? Decided against this as need to get content on Web first and info about website can go in spring mailing to all alumni.
- Online directory of SLIS students? Ona will review the OU Alumni Directory site to see if there is a way to search for SLIS graduates.
- Gwen: Outstanding Alumnus and Student paper application forms are ready to be mounted on the website
- Should there be a SLIS Alumni email so submissions can be submitted to this email. This would mean someone (possibly secretary) would have to get access permission to be able to

check this email. The good thing would be that this address would not change from year to year as different board members are assigned to the Awards Committees.

- Stacy commented that the website is on a non-secure server.
- Ideas for the website: message from the president, executive committee profiles, bylaws, committee information, events (SLISEbration), board minutes
- Stacy reviewed information of board members present so she can post to the website
- Past alumni award winners would be good to post to website. Shari suggested a profile of each winner—perhaps Marty Thompson would write.
- Message from President on main page instead of the outdated info that has been there

To summarize the content for the webpages (with Stacy devising the best format):

- Join (forms in PDF and Word)
- Executive Board profiles
- Executive Board minutes
- Message from the president
- By-Laws
- Committees (include forms for submitting nominations for awards)
- Events (SLISEbration)
- Columns for news from or about Alumni (Nelson Dent), Faculty (faculty will submit to who?), Students (OLISSA member), School (Kathy Latrobe)
- Nelson will be general editor to work with Stacy

To garner information about alumni, the board agreed to ask six basic questions. Nelson volunteered to gather some questions and email them to the board to solidify.

Committees

- The board agreed that March 1st would be a good deadline for the Outstanding Alumni Award application.
- The spring mailing to SLIS graduates could include nominee forms
- Shari agreed to chair the Outstanding Alumni Committee. Dr. Latrobe gave Shari information about one alumnus that has been nominated already.
- Gwen will chair the Student Paper Committee and the Nominating Committee

Report from the School

- Dr. Latrobe introduced the newest SLIS faculty member, Yong-Mi Kim. She has a Ph.D. in Public Administration from Florida Atlantic University and a Ph.D. in MIS from the University of Oklahoma. She became Assistant Professor for the Department in January 2006.
- The year is off to a good start with all three degrees (MLIS,MSKM,BAIS)
- The third and final cohort resulting from the grant (need info on grant?) is beginning this fall.
- ALA Accreditation documentation is going on a website that will be available for the Accreditation Review Committee after October 19th.
- About 300 pieces of evidence will be posted to website.
- Final program presentation due in January 2007
- Accreditation site visit scheduled for Feb 26th and 27th.

Approval of minutes

The board reviewed the written minutes. Ona moved to approve the minutes with corrections. Jan seconded the motion and the motion carried.

Treasurer's Report

Cathy Van Hoy gave the treasurer's report. The Association has \$3,318.89 in its account. Kathy will update the member list and send it to the secretary.

Other business

Question: Does the Alumni Association encompass graduates of all programs from the School of Library and Information Studies? Answer: Yes

Next meeting

The next meeting is scheduled for January 9, 2007, same location.

The agenda will include the spring mailing to the alumni, the bylaws, and "Where is our Constitution?".

Meeting adjourned at 3:55 P.M.

Respectively submitted,
Marilyn Moore