UNIVERSITY OF OKLAHOMA  
SCHOOL OF LIBRARY AND INFORMATION STUDIES  
ADMISSIONS and SCHOLARSHIPS COMMITTEE  

MINUTES  
September 10, 2012

Present:  Dr. Susan Burke, Faculty  
Dr. Kyungwon Koh, Faculty  
Ms. Maggie Ryan, Staff  
Ms. Zoe Chick, Student  
Dr. Connie Van Fleet, Faculty and Chair

1. Welcome and Introductions  
Van Fleet welcomed members of the committee, who introduced themselves.

2. Review of Committee Standing Charge  
The Committee reviewed the standing charge (attached), with specific discussions related to:

   a. Composition of membership: The standing charge indicates Admissions and Scholarship Committee membership as follows: Membership: 2 SLIS faculty members, SLIS Coordinator of Student Services, 1 SLIS graduate student. Three faculty members (Burke, Koh, and Van Fleet) are currently appointed to the Committee.  
      
      Action: Van Fleet will bring this to the Director’s attention.

   b. Admissions and Scholarships Committee Handbook: Ms. Ryan confirmed that the latest version of the Committee Handbook dates from 2008 and is available on the survey.  
      
      Action: Van Fleet will send copies of the handbook to members, as many have had difficulty accessing the server and student members have no access privileges. (Members may access the handbook through the SLIS server if desired.)  
      
      Action: All members will review the handbook for clarity and currency by the October 15 Admissions and Scholarships Committee meeting.

3. Review of Committee Charges 2012 - 2013  
The Committee reviewed the draft Committee Charges for the 2012 – 2013 academic year and created a plan of work.

   1.a. Review policies and procedures for calendar year 2012/13 that includes:  
      Assessment, understanding, and use/usefulness of the new GRE scoring system  
      The Committee discussed the new GRE scoring system (0 – 170 scores and percentile ranking). Van Fleet suggested reviewing other LIS Schools admissions requirements and Dr. Burke reported that previous Admissions and Scholarships Committees had
created reports assessing the value of the GRE and GPAs in predicting student success.

*Action:* The Committee accepts this charge.

*Action:* The Committee has placed this item on its agenda for the January and February meetings.

*Action:* Van Fleet will locate previous Admissions and Scholarships reports on server and e-mail copies prior to the December meeting.

1.b. Discuss OU’s graduate college policy of accepting the last six months undergraduate GPA average OR the cumulative undergraduate GPA for admittance to the SLIS program

Ms. Ryan provided a memo from the OU Graduate College outlining the changes in policy. There will be a newly created Office of Graduate Admissions. In addition, the memo indicates a transition from a calculated 3.0 GPA of the last 60 credit hours of coursework to a 3.0 cumulative GPA on the last degree-conferring transcript. There was some discussion of the new requirements, and some confusion about implications for the SLIS procedure re: graduate hours.

*Action:* The Committee accepts this charge.

*Action:* The Committee will review the impact on SLIS policy and procedure and recommend changes to be incorporated into the Admissions and Scholarships Committee Handbook at the October 15 meeting.

2. Continue to explore methods for recruitment of students at both sites by looking at how other LIS Schools recruit students, investigating a “grow your own” or “librarian for a day” program for high school and undergraduate students, compiling lists of innovative and interesting careers of MLIS graduates.

The Committee focused on a discussion of recruitment in an era of slow job growth in the profession and suggested that we should review placement data and areas of job growth before beginning recruitment activities.

*Action:* The Committee accepts this charge.

*Action:* The Committee placed discussion and planning for this charge on the December agenda.

*Action:* Ms. Ryan will send 2001 – 2011 placement data from the alumni survey prior to the December meeting.

*Action:* Van Fleet will locate the *Library Journal* annual Placement and Salary Survey data and send to members prior to the December meeting.

3. Continue to explore methods to encourage and increase enrollment of accepted diverse and exceptional applicants. For example: telephoning about acceptance (work with Director); expediting acceptance; personalized acceptance letters that include details about scholarship opportunities (e.g. ALA’s Spectrum); graduate assistantships, and financial aid; telephone calls and emails from current students and alumni, the director, and faculty members.

*Action:* The Committee accepts this charge.

*Action:* The Committee placed discussion and planning for this charge on the November agenda.
4. Work with the Graduate Studies Committee to continue the exploration of methods to retain students. For example: promote scholarship opportunities, graduate assistantships, and financial aid; telephone calls; and emails from the director and faculty members.

The Committee discussed this charge and concluded that retention was primarily the responsibility of the Graduate Studies Committee, although there are some areas (such as promotion of scholarships) in which the committee can provide support.

Action: Van Fleet will contact the Graduate Studies Committee chair (Yong-Mi Kim) to inform her of the support role the Admissions and Scholarship Committee will play.

5. Work with Zemke and Brown to inventory materials needed for the Program Presentation.

Action: The Committee accepts this charge.

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<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Due</th>
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<tbody>
<tr>
<td>Contact director re: committee membership</td>
<td>Van Fleet</td>
<td>September 30</td>
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<tr>
<td>Send copies of handbook to Committee members</td>
<td>Van Fleet</td>
<td>October 12</td>
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<tr>
<td>Review handbook</td>
<td>All members</td>
<td>October 15</td>
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<td>Send previous reports re: value of GREs and GPAs in predicting outcomes</td>
<td>Van Fleet</td>
<td>December 1</td>
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<tr>
<td>Review Graduate College changes and impact on current policies &amp; handbook</td>
<td>All members</td>
<td>October 15</td>
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<tr>
<td>Send alumni placement data</td>
<td>Ms. Ryan</td>
<td>December 1</td>
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<tr>
<td>Send LJ Placement and Salaries data</td>
<td>Van Fleet</td>
<td>December 1</td>
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<tr>
<td>Inform Grad Studies chair re: charge 4</td>
<td>Van Fleet</td>
<td>October 15</td>
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The Admissions and Scholarships Committee is a standing committee of the School of Library and Information Studies. The Admissions and Scholarships Committee serves in an advisory capacity for matters pertaining to the administration of the application and admissions process for the two master’s degree programs of the School, the MLIS and MSKM, and for matters pertaining to the policies and procedures for scholarships offered by the School. In addition, it makes recommendations to the Director and the faculty relative to the consideration of new policy and to the interpretation and implementation of existing policies.

In particular, the Committee is charged with the following:

6. oversight of the School’s policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies:
   1. review of policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies and recommendation of revisions to such policies and procedures;
   2. regular review of applications for admission or readmission to the School’s graduate programs in accordance with established admissions policies and procedures and recommendations regarding admission or readmission based on such review;
   3. oversight of generation of regular reports to the faculty providing summary data regarding admissions activities and oversight of the generation of reports for use in informing prospective and current students and alumni of the nature of the student body

7. oversight of the School’s policies and procedures related to scholarships:
   1. review of policies and procedures related to scholarships and recommendation of revisions to such policies and procedures;
   2. annual examination of endowed financial award accounts; determination, based on the criteria established for each account, of the numbers and amounts of awards to be made for the following year; and recommendations regarding transfers between the principal and expendable accounts for endowed accounts;
   3. annual review and updating of the announcement and application for scholarships; review of applications, identification of scholarship recipients, and oversight of the notification and confirmation processes for scholarships.

Membership: 2 SLIS faculty members, SLIS Coordinator of Student Services, 1 SLIS graduate student

For 2012-13, the Admissions and Scholarship Committee is specifically requested to accomplish the following while seeking advice from faculty and students.

1. Review policies and procedures for calendar year 2012/13 that includes:
   • Assessment, understanding, and use/usefulness of the new GRE scoring system; and
• Discuss OU’s graduate college policy of accepting the last six months undergraduate GPA average OR the cumulative undergraduate GPA for admittance to the SLIS program

2. Continue to explore methods for recruitment of students at both sites by looking at how other LIS Schools recruit students, investigating a “grow your own” or “librarian for a day” program for high school and undergraduate students, compiling lists of innovative and interesting careers of MLIS graduates.

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