Present: Dr. Susan Burke, Faculty  
Dr. Kyungwon Koh, Faculty  
Ms. Maggie Ryan, Staff

1. Committee met to discuss end of year actions and to recap what the committee had worked on during the 2012-13 academic year.

2. Various documents were accessed to gather information: the original committee charge from the director for 2012-13, the committee meeting minutes from September 2013, the committee handbook, the 2010 committee report on admissions data.

3. The committee decided to move forward with the review of the committee handbook using the 2006 document with 2008 markup. The committee will meet in two weeks on April 22 to discuss proposed handbook changes.

4. For the April faculty meeting Burke will write the end of the year report on the committee with suggestions for next year’s committee work.
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:

2. 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
3. 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.

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.

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.

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