UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES
COMMITTEE CHARGE 2008/2009

ADMISSIONS AND FINANCIAL AID

The Admissions and Financial Aid Committee is a standing committee of the School of Library and Information Studies. The Admissions and Financial Aid 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 financial aid 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:

• 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

• oversight of the School’s policies and procedures related to financial aid:

  (1) review of policies and procedures related to financial aid 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 aid 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 financial award; review of applications, identification of financial award recipients, and oversight
of the notification and confirmation processes for aid.

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

For 2008/2009, the Admissions and Financial Aid Committee is specifically requested to accomplish the following while seeking advice from faculty and students.

• Design and implement a detailed system that tracks admission and matriculation on both a semester and annual basis. Analyze the matriculation/admission ratio for 2007-2008 and 2008-2009. Provide recommendations for procedures to gather information on why admitted students do not matriculate and for appropriate changes needed to increase yield.

• Examine current criteria and procedures for admission of students to the graduate program and make any needed recommendations for change relative to enhancing the diversity of the student body.

• Analyze student success in end of program assessment against variables considered in the admissions process.