UNIVERSITY OF OKLAHOMA  
SCHOOL OF LIBRARY AND INFORMATION STUDIES  
COMMITTEE CHARGE 2010/2011

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 2010/2011, the Admissions and Financial Aid Committee is specifically requested to accomplish the following while seeking advice from faculty and students.
• Explore methods to encourage and increase enrollment of accepted diverse and exceptional applicants. For example: 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.

• Explore methods to retain students. For example: promote scholarship opportunities, graduate assistantships, and financial aid; telephone calls; and emails from the director and faculty members.

• 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, 2008-2009, 2009-2010. Analyze responses to the Survey of Non-Matriculated Students and provide recommendations for appropriate changes needed to increase yield.

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

• Review admissions procedures and forms to determine if and what changes are needed to facilitate applications for and admission to the online master’s degree programs.

• Explore changing the name from Admissions and Financial Aid to Admissions and Scholarships to reflect the activities of the Committee.