SLIS Curriculum Committee 2009 – 2010  
September 3, 2009  
Minutes

Present: Kathy Latrobe (Director, ex-officio), Betsy Martens, Chrissy Shackle (MLIS/Tulsa Student Representative), Connie Van Fleet (Chair), Kelvin White

Items distributed: Agenda  
Final Report, 2008 – 2009 Curriculum Committee (pp. 2 – 5)  
Charge to the 2009 – 2010 Curriculum Committee (p. 6)  
Status of Program Planning Guides (p. 7)  
Course Rotation Schedule (pp. 8 – 9)

Request for nomination of student members
Van Fleet reported she had not received names of student representatives from Committee A and pointed out that the Curriculum Committee includes 3 graduate student representatives, with at least one from each site and one from each SLIS graduate program. She welcomed Chrissy Shackle and noted that she fulfills the Tulsa and MLIS requirements. Van Fleet asked the committee to be thinking of possible nominees to facilitate the work of Committee A in filling student representative slots.

Review charge for shared understanding of responsibilities
1. **Design and implement a coordinated mechanism that will provide faculty members ongoing information regarding the content and expectations of upcoming courses.**
   
   Discussion: This item refers to making information available for advising and student program planning.

2. **Develop and implement an evaluation and feedback mechanism for new courses.**
   
   Discussion: Clear; no discussion.

3. **Explore development of courses, course components, or other learning structures that provide opportunities for hands-on utilization and real world applications of technology for both MSKM and MLIS programs.**
   
   Discussion: There was some feeling that this charge was a reaction to the CDRP recommendation regarding technology offerings. It was noted that the CDRP findings were dated and that the Committee might best fulfill this responsibility by following Dean Bell’s suggestion that the School document and synthesize reporting of existing activities that address some recommendations. The Committee expressed reluctance to intervene in specific courses, as components internal to courses are the right and responsibility of faculty and will document rather than develop activity at this level while reviewing offerings at the course level. The Committee will focus on gathering information, examining current practice, organizing, reporting, and publicizing opportunities for hands-on utilization and real world applications of technology. The Committee also noted that this charge should not be limited to exploration of electronic or digital technologies.

4. **Analyze data from end-of-program assessments provided by the Graduate Studies Committee for possible curriculum implications.**
   
   Discussion: Members of the previous year’s committee reported that this data was not received from the Graduate Studies Committee. All agreed that regular analysis of the assessments was important in closing the evaluation cycle.
5. **Review the course descriptions and course numbers for level three courses, revise as needed, and submit through the university approval processes.**

   Discussion: This review seems important and should include contextual factors such as history of course offering and expertise of new faculty. The extremely short deadline for current year submissions (normally October 2, but September 18 this year as work is being done on CIS) and its impact on the Committee’s plan of work were noted. Later in the meeting, Dr. Latrobe asked the committee to add evaluation of all 5990 courses to determine which should become permanently numbered courses and, where appropriate, revise as needed, and submit for through SLIS faculty university approval processes.

6. **Complete the revision and development of program planning guides.**

   Discussion: Six of the program planning guides were submitted and approved by faculty last spring. The Children and Youth Services Program Planning Guide and the School Library Media Specialist Program Planning Guides have been completed and are posted on the SLIS website, but have not been formally approved by faculty. The Information Technology Program Planning Guide will need attention this year.

**Other items/old business**

Status of LIS5561/LIS5562 Information Systems, Sources, and Services for Specific Communities. Dr. Latrobe reported that this item was currently in the review process and that she needed to check on its status. The current Curriculum Committee has no responsibility.

Status of LIS5603: Information Systems and Networks (name change; appearance on rotation schedule). The change of the name to Information and Communication Technologies and new syllabus were approved by SLIS faculty last spring and these changes will be submitted through the university approval processes when the SLIS office has completed the paperwork (per Dr. Latrobe). The current Curriculum Committee has no responsibility.

Certificate program. The Curriculum Committee has no charge related to developing a new or revising the current certificate program. Consideration of a certificate program will be undertaken in the context of strategic planning.
Plan of Work (Priority order)

1. Program Planning Guides
   September 11: Submit Curriculum Committee recommendation re: two planning guides to faculty for approval.
   Review and submit for faculty approval at the September 11 faculty meeting the Children and Youth Services Program Planning Guide and the School Library Media Specialist Program Planning Guides.
   September 17: Develop strategy for developing the Information Technology Program Planning Guide at the September 17 Curriculum Committee meeting.

2. Charges 1 (a coordinated mechanism that will provide faculty members ongoing information regarding the content and expectations of upcoming courses) and 3 (document opportunities for hands-on utilization and real world applications of technology for both MSKM and MLIS programs). The Committee decided to work on these concurrently, beginning with a single strategy: making available one page summaries of courses on the web. These summaries, completed by individual instructors, will contain basic information (see Simmons College SLIS website for model) as well as expectations and course components that provide opportunities for hands-on utilization and real world applications of technology of all sorts.
   September 11: White will develop draft template for course summaries.
   September 17: Committee members will discuss, revise, and finalize template and develop process for distribution, return, processing, organization, and presentation of results.

3. Develop and implement an evaluation and feedback mechanism for new courses.
   Prioritized after items 1 and 2 above.

4. Analyze data from end-of-program assessments provided by the Graduate Studies Committee for possible curriculum implications.
   October 1: Van Fleet contact Graduate Studies Committee re: availability of data; report to Curriculum Committee.

5. Review the course descriptions and course numbers for level three courses, revise as needed, and submit through the university approval processes.
   September 7: Add to this charge review and evaluation of all 5990 courses to determine which should become permanently numbered courses. Where appropriate, revise as needed, and submit through the university approval processes.
   Spring 2010 semester: Begin work, starting with review of 5990 courses.

Schedule of meetings
Van Fleet noted that Martens (submission of promotion and tenure dossier) and Shackle (submission and defense of Master’s portfolio) will have greater time constraints in the Spring semester than during the current semester and suggested frontloading work. The Committee will work continually via e-mail and meet every other Thursday, 10:00 – 12:00 via videoconference during Fall 2009, with the intent of changing to monthly meetings in the spring. Van Fleet will provide a fall meeting schedule noting any conflicts and ask the office to reserve rooms.
### Action Item List

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<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Create meeting schedule; distribute; reserve rooms</td>
<td>Van Fleet</td>
<td>9.04.09</td>
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<tr>
<td>Add review of LIS5990 courses to charge; report to faculty</td>
<td>Van Fleet</td>
<td>9.09.09</td>
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<tr>
<td>Review Children and Youth Services Planning Guide and School Library Media Specialist Planning Guide and return comments and/or approval to submit to faculty with recommendation for approval to Van Fleet</td>
<td>All committee members</td>
<td>9.07.09</td>
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<tr>
<td>Place approval of guides on agenda for 9.11.09 faculty meeting; distribute copies or link to faculty</td>
<td>Van Fleet</td>
<td>9.09.09</td>
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<tr>
<td>Add review of LIS5990 courses to charge; report to faculty</td>
<td>Van Fleet</td>
<td>9.09.09</td>
</tr>
<tr>
<td>Develop 1 page course summary template with categories for expectations and technology applications components; distribute to committee</td>
<td>White</td>
<td>9.11.09</td>
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<tr>
<td>Review course summary template; send comments</td>
<td>All members</td>
<td>9.15.09</td>
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#### September 17 meeting

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<th>Item</th>
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<tbody>
<tr>
<td>Finalize course summary template; plan for distribution</td>
<td>All members</td>
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<tr>
<td>Develop strategy for development/revision of Information Technology Program Planning Guide</td>
<td>All members</td>
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