University of Oklahoma  
School of Library and Information Studies  
Curriculum Committee Meeting Minutes  
Monday, October 18, 2010

Meeting Locations  
Norman: SLIS Conference Room  
Tulsa: Room 1J10

Committee Members  
Present:  
Betsy Martens, Tulsa  
Yong-Mi Kim, Norman  
Connie Van Fleet, Norman  
Gwendolyn Gillson, Norman

Not present:  
Stacy Zemke  
Suzanne Rooker

Others Present:  
Emrys Moreau, Tulsa (recorder on behalf of Dr. Martens)

Proceedings

· Meeting called to order at 2:00 p.m. by Chair, Dr. Martens.

· Meeting notes from September 20, 2010:  
- Dr. Martens noted that Dr. Van Fleet has submitted revisions to the previous meeting notes. Per Dr. Van Fleet, there are three minor suggestions for clarification.  
- Dr. Martens motioned to approve the minutes with anticipated revisions, and the committee agreed. Motion passed. Dr. Martens will send out the minutes as soon as they are revised to include Dr. Van Fleet’s suggestions.

· Clarification on committee members:  
- Dr. Martens clarified that Emrys Moreau will not actually be a committee member, but will attend in her role as recorder on behalf of Dr. Martens. Dr. Martens also pointed out that Emrys Moreau is on Dr. Brown’s Student Advisory Council, so she is a very active participant in committee work in any event.

· Curriculum committee D2L site:  
- Dr. Martens has enabled access to the curriculum committee on D2L, and materials from 2008 have been deleted so the materials online are solely for 2010. Dr. Van Fleet has not tried to access the committee material on D2L yet, but will advise Dr. Martens if she is unable to do so.
· One-page course summaries for Fall 2010 and Spring 2011 offerings:
  - Priority item from previous committee meeting.
  - Dr. Martens has checked with Jennifer and items previously missing (including materials from Dr. Kim and Professor Zemke) are now online.
  - One-page summaries are on the SLIS servers but not the graduate site yet. Dr. Martens will communicate with Professor Zemke about moving them to the graduate site.
  - Dr. Martens advised that all committee members should look at the undergraduate site and advise of any suggestions that should be passed along to Professor Zemke.

· Program planning guides:
  - The program planning guides are available as a .pdf on the website. A 5033 student observed that on the guide for archives digital collections is not listed as a recommended course. The print version correctly lists digital collections, however.
  - Dr. Van Fleet noted that version control is a particular concern and should be investigated.
  - Dr. Martens advised that as the chair, they will work with Jenifer Fryar (if Jennifer is the correct person) to ensure the most current versions of the program guides are all online.
  - Ms. Gillson stated that there are some courses in the graduate catalog that are not listed in the SLIS catalog, and some program guides list classes that are not on the current rotation schedule. Many students believe the program guides list requirements, so they panic if the listed classes are not currently available.
  - Dr. Kim clarified that the discrepancies are due to changes, but in the process of changing communication must be maintained. Information must be useful and transparent to students, and if there are changes then how to communicate those changes to students must be addressed. Students are confused because materials have no resemblance due to changes.
  - Dr. Van Fleet recommended a caveat on materials that the information was correct at the time of printing along with a note that curriculum is constantly being revised and the most recent versions of materials may be found online. These notations should be added to emails when sent out. Also, program guides should state that some courses are only suggestions and not requirements.
  - Dr. Martens advised that caveat language is not currently on the form, and thanked the Ms. Gillson for bringing the view of the students to the committee.

· Decoupling the SLIS orientation from LIS 5033:
  - Priority item from previous committee meeting, and main topic for the current meeting.
  - Dr. Martens provided committee members with a copy of the proposed meet-up plan from Dr. Brown, which was based on a meeting with Dr. Snead, other faculty, and students. There are questions as to whether anything is missing from the proposal.

Faculty travel to orientation
- Dr. Kim stated a preference for both Tulsa and Norman faculty travelling to provide face-to-face meetings with students as meeting via video. There are only two faculty members in Tulsa, so the Tulsa students will be able to meet those two face-to-face, but Norman students cannot.
Dr. Martens confirmed that the results of the student survey do not show any students chose video link aspects as valuable, but face-to-face time with faculty and fellow students were considered valuable.

Dr. Van Fleet noted that funds may not be available for travel in each year, so perhaps language could be added that faculty travel will be available if funds are available. As it is, the director and some Norman faculty will be able to meet the Tulsa students face-to-face as there is support for the director to include some Norman faculty in their travel. However, Tulsa faculty may not be funded to travel to meet Norman students.

**Video link/recordings and face-to-face meetings**

- Dr. Van Fleet asked if the intention of the meet-up is to not have a video link, which Dr. Martens affirmed. Therefore, meetings will all be face-to-face.

- Dr. Martens added that another issue is the question of whether there is value in students meeting not only faculty face-to-face, but other students from other campuses.

- Dr. Van Fleet asked what student-to-student interaction there has been in orientation previously, and Ms. Gillmore answered there was none in Norman from Tulsa students during her orientation, but believes it to be very important. Ms. Gillmore said it would be nice to meet each other prior to graduation rather than just knowing each other as names on a discussion board. Dr. Martens said that Tulsa students did not receive any more interaction from Norman students than Norman students received from the Tulsa students, however since they are working together in classes it would be nice for them to meet each other.

- Dr. Van Fleet suggested that a way could be figured out so students meet via video link. Dr. Martens agreed that video links could be worked on, especially in light of Dr. Brown’s question of how technology could be used in orientation (i.e. taping for later playing). As it stands, the technology used does not offer much of an individualized orientation. Dr. Van Fleet said that if the purpose of the meeting is to let students interact, then video should be used to allow them to interact in structured meetings. Dr. Martens added that because many technologies can be used professionally, they may be modeled and the curriculum committee can make that suggestion.

- Dr. Van Fleet inquired about what will be videotaped as looking at videos online does not support building community. Dr. Martens agreed that clarification should be sought on what portions of the meet-up will be videotaped and the archiving system for it.

- Dr. Kim said that videotaping the meet-up would be helpful because students are overloaded during orientation day. If all the information were on video, students could revisit it later.

- Dr. Martens addressed the fact that in the survey much was said about socialization, yet when meeting a person for the first time it might be better to have things to talk about (especially if the person is not outgoing). These things are Dr. Van Fleet’s expertise, such as professional aspects, future challenges in the field, and are reasons to have dialogue among students and not just from faculty to students.

- Ms. Gillson mentioned that discussing the end-of-program options and class schedules was helpful in their orientation. Dr. Martens said that could be included in the professional advice as certain end-of-program options are more beneficial for certain professions. Such information could be part of a guided discussion.
- Dr. Van Fleet said she has thought on the video aspect, and has decided that if students do not attend the orientation then they have missed out. Dr. Martens agreed and added that the emphasis is on the carrot rather than the stick, so if people fail to attend and miss a discussion group by Dr. Van Fleet on intellectual freedom in Oklahoma, they will have missed out on all the benefits of the gathering. Connections at the meet-up can be formal and informal, and once connections are made they can be continued over cookies and punch. It would be ideal if everyone left the meet-up believing they made the right decision to enroll in the SLIS program.

- Dr. Martens asked what would make people more comfortable without taking away the content. Ms. Gillson answered that interacting and not listening to people for four hours would foster encouragement for people to attend. Dr. Van Fleet noted that moving towards more interaction may cause some students to believe that all classes will be discussions, and that what used to be a full day will now be a day and a half, therefore some content is important. Dr. Kim agreed with Dr. Van Fleet on this point.

**Participation of undergraduates, alumni and professionals**

- Dr. Van Fleet asked for clarification on whether the orientation will be open to undergraduates. Dr. Kim and Dr. Martens both suggested inviting undergraduates so that everyone in the program can be welcomed by the department.

- Dr. Martens advised that the meet-up would be good for current students to re-meet faculty.

- Dr. Kim asked if the meet-up would be open to alumni, and Dr. Van Fleet responded it should be open to anyone who wants to attend.

- Dr. Martens suggested the professionals in the community be invited. Tom Rink was mentioned as an alum who often attends SLIS events and is a wonderful asset to the school.- Dr. Van Fleet noted that not all parts of the orientation meet-up will be meaningful to those who are not incoming students. It appears that after the break would be the best time to open it up to others.

**Impact on 5033**

- Dr. Martens specified that the interest in having a good orientation is separate but equal to having a good 5033 class. The meet-up orientation should complement 5033 and not take up class time.

**Survey**

- Dr. Martens stated that 66% of the respondents were based on the Norman campus and the earliest orientation a respondent had was in Fall 2009, so the replies are from recent students.

- Dr. Van Fleet advised that the results of any survey should be made public, and also whether the results have an influence.

**Conclusions**

- Dr. Martens asked the committee if it was time to make recommendations or if members needed more time to mull over considerations.

- Dr. Kim reiterated concerns about the Tulsa faculty not being able to meet students face-to-face without travel time allotted.
- Dr. Martens expressed concern over the number of students at the Tulsa meeting as there’s not an idea on enrollment yet.
- Dr. Van Fleet asked if the committee can move ahead with the meet-up and if it will be scheduled for the Spring 2011 semester. Dr. Martens responded that the notes will be consulted to ensure recommendations were captured, and that recommendations will be taken to either Dr. Brown or the faculty meeting. Dr. Van Fleet stated the recommendation should come from the curriculum committee, but Dr. Brown should be advised on the opinion of the committee prior.
- Dr. Martens added that the meet-up could be a pilot in Spring of 2011, and the original orientation could return in Fall 2011 if the meet-up does not work out as intended.
- Dr. Van Fleet closed stated the committee will have a motion for the faculty.

- Meeting adjourned at 3:03 p.m., motioned by Dr. Martens and seconded by Dr. Van Fleet and Dr. Kim

- Minutes submitted by Emrys Moreau, Secretary