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

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

Others Present:
Kelvin White
Emrys Moreau, Tulsa (as GA recording minutes on behalf of Dr. Martens)

Absent:
Suzanne Rooker

Proceedings

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

· Previous Business:
- Meeting notes: The November 11, 2010 notes were approved by Dr. Martens.

· Proposed Archival Representation and Use Course:
- Dr. White presented information on the archives program, which he has worked on with Dr. Brown to streamline as to not have too many courses. He asked to whom he should send the final document and Dr. Martens advised this should be sent to her so the curriculum committee can see it before the faculty committee.
- There are 18 total hours of archives-related courses, including 5423 (archives), 5663 (preservation), 5253 (principles should be transferable to archives), and – if approved – 5990 (Dr. Brown had requested Dr. Martens and Dr. Abbas work together to include the digital aspects of records in 5990).
- Dr. Van Fleet asked Dr. White if it would be useful to create a table of SAA requirements to be available on the server as that might mean less paperwork when presenting to the faculty. Dr. White agreed to create the table.
- Dr. White reviewed the proposed arrangements and descriptions. The required 5043 organization course falls under content management and 5423 meets the requirement for the archives course.
- Dr. White has spoken to Jennifer Day and she is willing to work on Saturdays in order to provide hands-on experience to archives students. A large percentage of face-to-face time is not required for this course. The first semester Jennifer Day is available to teach will be Spring 2012.
- Dr. Martens asked for clarification regarding that the course is technically online, but students will be expected to visit the history center on Saturdays for hands-on work. Dr. White confirmed this, and added that Jennifer Day wants to allot two-to-three Saturdays for the hands-on work. He also specified that Jennifer Day will be paid for her time, and a face-to-face course would cost too much so it must be mainly web-based.
- Professor Zemke asked how many of these courses would be offered, and Dr. Van Fleet answered there would be only one course offered by the Norman campus.
- Dr. White stated that most universities have one or two archival faculty members at most, so they must rely on adjunct faculty to teach. Dr. Martens asked how Preservation is currently taught and Dr. White replied it is face-to-face, but must remain face-to-face. Dr. Martens said there is therefore a precedent for using adjunct faculty. Dr. Van Fleet said there is a difference as there were once funds to support adjunct faculty and now there are not. She then asked Dr. White how Preservation would be offered now that funds are depleted, and he responded that according to Dr. Brown, Preservation would be paid for next semester. He explained that making Preservation a faculty-taught class would be problematic because it needs to be taught by a specialist. Dr. Martens added that last year she specifically asked Dr. Brown about restrictive constraints regarding unfunded administrative mandates, which is not the curriculum committee’s area, and she stated she is willing to bring this forward for further discussion.
- As a Tulsa-based faculty member advising local students, Dr. Kim presented concerns that the course is only offered to Norman-based students. She asked Dr. White if the course will be Norman-based due to the Saturday hands-on work. Dr. White responded that it is currently offered to Norman-based students only because of the archives focus, and that if it is offered to Tulsa-based students then there will be an obligation to arrange things specifically for Tulsa-based students. Dr. Kim agreed on the practicality, but said has students who would be willing to drive to Norman for the Saturday work and therefore wanted to clarify information about the Saturday requirements. Dr. White said the length of time for the Saturday work depends on how Jennifer Day wants to set things up. He added that once a successful model course is established in Norman, it might be implemented in Tulsa as it’s only a matter of him visiting Tulsa and building relationships with archival institutions. However, that may create too many complications as 5423 is also Norman-only and initially is was decided to be consistent with offering one program at a time on the campuses.
- Dr. Kim inquired about the proposal listing a 75% weight for a final paper, a heavy weight yet there’s no description for the paper. Dr. White responded that it is just a sample syllabus based on what Dr. Lester mentioned during the last process to have some breakdown, and the actual breakdown will be dependent upon Jennifer Day’s wishes because she will be the instructor.
- Dr. Van Fleet mentioned that Professor Zemke has been in meetings this year and may have some advice on this matter. Professor Zemke said there has been a high level of fastidiousness on things like due dates. Dr. Van Fleet advised that with that knowledge, it would be good to have a description listed for the final paper seeing as how it is such a high percentage of the overall grade.
- Dr. Martens advised that the reading list should be cut down as it would be doubtful students would read all currently listed. Dr. Van Fleet suggested listing the readings as “possible readings,” and Professor Zemke suggested listing them as “any of these texts.”
- Dr. Martens brought up course fees as another potential issue. Dr. White said that the fees text in the course syllabus was copied from a leftover course and was remaining there for now. Professor Zemke recommended that if the course would ever be taught with a lab set up on-campus that fees might be delved into at that time, and that Dr. White may want to build fees in otherwise there will be no fees at all.
- Dr. Van Fleet suggested rephrasing 8A to say this course is grounded in professional practice and there are several certified archivists associated, plus clarify that the course was developed in conjunction with Jennifer Day. Professor Zemke suggested adding that Dr. White could also teach the course.
- Dr. Martens asked how often the course would be offered. Dr. White replied it would be offered every-other-year once the numbers can sustain it because theoretically, new students should be able to enter the program and graduate within two years. The archives course currently has 23 students, so Dr. White’s estimate on the number of students to enroll in the course is approximately 15.
- Dr. Van Fleet recommended that “permission of instructor” be included in the course description so prerequisites could be waived on a case-by-case basis. She also recommended that frequency (odd spring semesters) be listed.
- Dr. White stated the intended sequence would be Preservation and then this new course, so the pre-requirements would be 5033, 5043 and 5423.
- Dr. Van Fleet suggested adding the title of cultural heritage so the course could be included as part of the school’s strategic direction.
- Dr. White thanked the committee and took leave.
- Dr. Van Fleet requested the committee approve the archives class in principle so those votes could be presented at next week’s meeting. All agreed.

**Proposed BAIS Minor:**
- Professor Zemke presented background information on the newly proposed BAIS minor. It has been discussed for some time because undergraduate students are required to take a minimum of 48 hours of upper division work at OU, so there is often space left in program plans where additional credits are needed. This would be an opportunity to gain enrollment and get students in to the LIS program. The minor could supplement the undergraduate program as well as get the student started on the MLIS degree. Minors must be at least 15 hours, so an 18 hour minor would mean a student would take four courses in LIS and then select two courses from different areas. The BAIS minor would be similar to the current Medieval Studies minor.
- Dr. Martens inquired as to where the minor program’s students would come from. Professor Zemke replied that SLIS could market to business or foreign language majors, or history majors as they are encouraged to have a minor. Professor Zemke suggested that SLIS market the minor as important to anyone who needs to understand information or work in the information society, such as business or journalism majors. Dr. Martens agreed that these were good ideas, and that LIS classes are useful to students in other fields, Dr. Martens added that a minor would look better on a fledgling resume than just electives.

- Dr. Zemke noted that the SLIS IT classes are not attracting enough students. Dr. Kim stated that a minor is a winning idea because some classes, such as database design, may attract enough students to fill the class and therefore existing SLIS students will benefit.

- Dr. Martens asked for the opinion of the committee’s student member. Ms. Gillson stated as an undergraduate she took classes just because the classes looked interesting, and she would not take classes with titles more appropriate for computer science majors. Because of the class titles, Ms. Gillson doubts SLIS could draw interest from a large population of students. Professor Zemke said that revisions of class titles could be added to the list of next year’s issues, but it is a year-long process that cannot be accomplished now as the committee needs to approve the structure and get things going.

- Dr. Martens asked the committee if they were in agreement that the BAIS minor is a good idea. All approved, and Dr. Van Fleet agreed to present it on behalf of the curriculum committee.

- Dr. Martens asked the committee if any further work should be done to the proposal document. Dr. Kim suggested having permanent numbers for the courses, and Professor Zemke replied that all course numbers that can be changed will be before the document is submitted. Dr. Van Fleet reminded Professor Zemke that the minor caps needed to be fixed, and Professor Zemke assured that would be done. Dr. Martens requested a copy of the corrected document from Professor Zemke.

· Meeting adjourned at 3:00 p.m., motioned by Dr. Martens and seconded by all

· Minutes submitted by Emrys Moreau