University of Oklahoma
School of Library and Information Studies
Curriculum Committee Meeting Minutes
Monday, September 19, 2011

Meeting Locations
Norman: SLIS Conference Room
Tulsa: Dr. Kim’s office

Committee Members
Present:
  June Abbas, Norman Faculty
  Yong Mi Kim, Tulsa Faculty
  Connie Van Fleet, Norman Faculty (Chair)
  Stacy Zemke, Norman Faculty, BAIS Coordinator
  Suzanne Rooker, Norman Student
  Gwendolyn Gillson, Norman Student
  Emrys Moreau, Tulsa Student

Meeting called to order at 1:35 P.M. by Chair, Dr. Van Fleet.

Welcome and Introduction
- During introductions there was some confusion as to whether Dr. Abbas or Professor Zemke was the undergraduate liaison. Dr. Abbas and Professor Zemke agreed to have at least one of them present at every meeting as a representative for undergraduate interests.
- Dr. Van Fleet outlined the agenda for the meeting and stated that the purpose of this meeting was to prioritize and confirm understanding of charges. The committee members were also encouraged to consider what items should be done internally and what items will require outside consultation and information.

Review Charge for Shared Understanding of Responsibilities
- Dr. Van Fleet read the general charge for the Curriculum Committee (hereafter “Committee”) and emphasized the importance of documenting Committee actions. This was highlighted in reference to the 2 year track for accreditation which will require specific goals and objectives along with documentation for assessment purposes. Van Fleet also noted the very high number of charges (16).
- Dr. Abbas informed the Committee that Committee A did not put the charges in any specific order.
- Each charge was read and discussed individually.
Committee Charge 1 Resolve the course prerequisites for slash-listed courses. Currently any undergraduate junior or senior-level student can enroll in a slash-listed course without any prior knowledge or preparation while graduate students must have completed three LIS courses. Is this OK?

For example:

- **LIS 4453/5453, Digital Collections.** The prerequisite for 4453 is listed as junior standing while the listing for 5453 requires three specific LIS (LIS 5033, LIS 5043, LIS 5063) courses for prerequisites.

**Discussion:** All members indicated understanding. Dr. Van Fleet stated that no data gathering would be needed for this charge.

**Action:** Committee members accepted this charge.

Committee Charge 2 Complete revision/review of proposals under development:

- **Information Visualization (to replace Knowledge Representation)**
- **Digital Curation (White) and explore how this course articulates with 4/543 Digital Collections**

**Discussion, Information Visualization:** Professor Zemke stated that Dr. Martens was working on Information Visualization class. Previously Professor Zemke and Dr. Martens conversed and determined that they wanted to focus more on Information Visualization and less on Knowledge Representation. Dr. Abbas noted that the Computer Science department already offers an Information Visualization course and wanted to make sure there will not be a repeat offering. Dr. Kim responded that the Computer Science course is much more programming oriented and less management oriented but Dr. Abbas disagreed. She stated that she understood the Computer Science offering to be focused on representation of knowledge and not simply programming. Professor Zemke said that she and Dr. Martens worked together but eventually all the work on this course was handed over to Dr. Martens.

**Action:** The Committee accepted this charge.

**Action:** Dr. Abbas stated she would try to obtain the syllabus from Chris Weaver in the Computer Science department so the Committee can look at it.

**Discussion, Information Visualization:** Dr. Abbas then stated that she needed to confer with Dr. White about the Digital Curation course. She is unsure whether it is still in development. Dr. Van Fleet asked Dr. Abbas to do background on the Digital Curation course offering. She accepted.

**Action:** The Committee accepted this charge.

**Action:** Dr. Abbas will confer with Dr. White and report to the committee on the current status of the Digital Curation course.
Committee Charge 3 Work with Undergraduate Studies Committee and Director to explore the options and market for post-baccalaureate certificates.

Discussion: Dr. Van Fleet read the charge and stated that this issue comes up periodically and suggested that it be delayed until the spring. Dr. Abbas said it is also in the Undergraduate Studies charge and that delaying until the spring should not cause problems. Professor Zemke stated that if action were to be taken concerning this charge, the faculty would have to vote in April. Dr. Van Fleet asked that the Committee come back to this charge and prioritize later.

Action: The committee accepted this charge.

Committee Charge 4 Explore opportunities to maximize SLIS resource through course compression and deletion*

*For example, but not limited to:
Combining or offering on a rotating versus overlapping sequence:
5513 and 5523 (Information Sources and Services and Online Information Retrieval)
5443 and 5453 (Collection Development and Digital Collections)
Deleting, seeking alternatives on campus, and/or advertising undersubscribed courses:
5413 (Indexing and Abstracting)
5473 (Document and Records Management)
5553 (Competitive Intelligence)
5683 (Database Design for Information Organizations)

Discussion: Dr. Van Fleet read the charge and asked the Committee what they thought the underlying goal was. Ms. Gillson provided the names of the affected courses, as only the numbers were included in the charge to the committee. Dr. Abbas noted that all the courses affected by this charge are only interesting for selected students. Dr. Van Fleet stated that these courses can also be critical to those same students.

Action: The committee accepted this charge.

Committee Charge 5 Review effectiveness and viability of the current course structure:

a. Review the current access to knowledge structures courses for overlap and gaps in coverage
b. Review the current content management courses for overlap and gaps in coverage
c. Review the current organizational development and management courses for overlaps and gaps in coverage with special attention to funding and development (see #6 below)**

**It is recommended that a review of the new module on funding and developing that is currently being worked on by Dr. Kim for incorporation in the KM/LIS 5023 core class be added to the 2011-2012 Committee charge to determine whether this will sufficiently address the need for funding and development content within the curriculum.
Discussion: Dr. Van Fleet read the charge and noted that the sub-charges do not match well with the initial wording of the charge. Professor Zemke asked whether the charge applies to course sections or general categories. Dr. Abbas asked whether the question referred to whether or not course categories are helpful or if it was asking for a review of the structure. Dr. Van Fleet said that the charge was probably meant to interpret whether the current course categories work and whether courses are in the right areas because some of the categories have blended or changed. It will be necessary to look at the whole curricular structure and see what is where and why. The Committee will also need to determine if the categories do not work since courses and categories are constantly under revision.

Action: The Committee accepted this charge, with the understanding that it will need to take a wide view and holistic approach, looking at the course structure in its entirety as well as making minor revisions to courses within categories.

Committee Charge 6 Review the new module on funding and developing that is being developed by Dr. Kim for incorporation in the KM/LIS 5023 core class to determine whether it will sufficiently address the need for funding and development content within the curriculum (see #5c above)**

**It is recommended that a review of the new module on funding and developing that is currently being worked on by Dr. Kim for incorporation in the KM/LIS 5023 core class be added to the 2011-2012 Committee charge to determine whether this will sufficiently address the need for funding and development content within the curriculum.

Discussion: Dr. Kim reported that she is in the process of developing a single module for the 5023 class addressing funding and development. It will cover how funding sources differ among libraries and how to write funding proposals. She stated that a separate class would be necessary to cover any more material than this on these subjects. Dr. Van Fleet said that this issue arose when her Public Library Administration class had little to no training in funding and development. The Committee needs to determine if funding and development are adequately covered in the curriculum and whether it might be necessary to incorporate them into other classes.

Action: The Committee accepted this charge to be completed in conjunction with Charge #5 above.

Committee Charge 7 Work with the Director to establish guidelines for continuous offering of LIS 5990 or 5970 Special Topics Course***

***It is recommended that next year’s Curriculum Committee explore ways in which the 5990 or 5970 designation or another course descriptor could be regularly used for “experimental” and “special topics” to be offered by faculty members who wish to do so on a one-time basis without necessarily being presented as permanent additions to the curriculum and having to go through the entire Curriculum Committee and faculty meeting
approval process. It was noted that the 5990 designation is currently being used primarily as a “container” descriptor for courses that have not yet been assigned their permanent numbers, and that this creates widespread confusion among advisors and students from semester to semester. Currently on the rotation is Rubenstein for Spring 2012 and Brown Summer 2012.

**Discussion:** Dr. Van Fleet read the charge and warned the committee that it is more complicated than it appears. Merely stating that 5990 will be designated for special topics is not enough; something needs to be done to encourage it. Dr. Abbas used the Academic Library Seminars as an excellent example of how 5990 should be utilized. Dr. Van Fleet noted that this charge is tied with charge 4 and that there was the possibility of tension between the two, as charge 4 seems aimed at reducing the number of courses to increase enrollment in those courses and charge 7 seems to want to increase special topics courses, which would dilute enrollment in individual courses. Dr. Abbas and Professor Zemke agreed.

**Action:** The Committee accepted this charge.

**Committee Charge 8** Work with the Director to explore offering the internship as group learning experience and/or practicum with attention to faculty load, site supervisor relationships, and student satisfaction (see #9 below)

**Discussion:** Dr. Van Fleet asked Dr. Abbas, who is a member of Committee A for clarification. Dr. Abbas answered that it has to do with the group learning class happening this semester and how it fits into course loads for faculty. Internships can count for teaching as far as evaluation, but do not affect course loads. It was noted that options for action were limited given the recent teaching load policy approved and disseminated by the College. Dr. Van Fleet and Dr. Abbas agreed that the director should address this issue as well. Dr. Van Fleet said it should be a high priority.

Dr. Abbas asked for further clarification of the charge’s meaning concerning “site supervisor relationships and student satisfaction.” Dr. Van Fleet noted that the entire charge is complex and the Committee should look at all components. Dr. Abbas mentioned that the faculty addressed the issue of internships at a recent faculty retreat. It was suggested that somebody should be in charge of coordinating internships.

Professor Zemke asked how internships differ from directed projects. Dr. Van Fleet responded that directed projects happen when a supervisor (advisor) directs a number of people to work together for one goal while internships are more individual. Ms. Rooker said she decided to do an internship because she understood that directed projects have one goal while internships address a number of problems. Dr. Abbas and Professor Zemke added that developing a database would be an example of a directed project.
Dr. Abbas suggested that the charge was too disjointed to address and that further clarification is needed. Dr. Van Fleet and Professor Zemke agreed.

Dr. Kim stated she believed the issue had to do with trying to coordinate students in various settings. Dr. Van Fleet suggested that the guidelines for internships should be re-evaluated taking into account the increasingly online nature of the program. All present agreed.

Action: Van Fleet will ask Dr. Brown for clarification of the charge.
Action: Van Fleet will suggest to Dr. Brown that the internship guidelines be re-evaluated with an online emphasis, preferably by the Graduate Studies Committee.

Committee Charge 9 Continue to explore development of courses, course components, or other learning structures that provide opportunities for hands-on utilization and real world applications of information and technology through service learning and/or practicum opportunity (see #8 above)

Discussion: Ms. Gillson stated that she believed the charge was meant to explore how to include projects involving real libraries within classes as opposed to purely theoretical applications. Dr. Van Fleet suggested looking through the one page course summaries. Ms. Gillson noted that many of the summaries are still missing. Professor Zemke and Dr. Van Fleet said that the summaries will be good for accreditation.

Action: Van Fleet will solicit one-page course summaries from faculty.
Action: The Committee accepted this charge.

Committee Charge 10 Revise program planning guides to reflect any unaddressed curriculum structural changes and to update the language as per students electing the thesis option

Discussion: Dr. Abbas suggested that it meant to address the clause in the thesis manual that states students may not do a thesis and a directed project. Professor Zemke said that rule had something to do with the MSKM. Dr. Abbas stated that the language should be reviewed, noting that KM is no longer offered. Dr. Van Fleet stated that Program Planning Guides need to be reviewed and the Committee should look at the provisions concerning the thesis option.

Action: The Committee accepted this charge.

Committee Charge 11 Continue to review the pre-requisites and co-requisites structure of the curriculum (Maggie Ryan has drafted)
Discussion: Dr. Van Fleet read the charge and informed the Committee she had asked Dr. Brown about the parenthetical part of this charge. Apparently, the SLIS office completed this over the summer.

Action: This charge will be removed from the Committee charges.
Action: On behalf of the Committee, Van Fleet will request that the completed information to inform the Committee’s actions.

Committee Charge 12 Continue to work with the Graduate Studies Committee to monitor the directions that the College/University is moving to provide lectures online (including iTunes University) and any additional curricular-related activities that could be provided online by SLIS faculty

Discussion: Dr. Van Fleet read the charge and asked if this was pedagogy rather than curriculum. Dr. Abbas stated that iTunes University was an opportunity. Professor Zemke responded that the charge could be a way of monitoring directions the curriculum could go.

Action: Dr. Abbas will speak to Dr. Taylor (Graduate Studies Committee) to determine if both committees need to be working on this charge.

Committee Charge 13 Continue to work with the SLIS Director to purchase the technologies needed to capture and make available online orientation sessions

Discussion: Dr. Abbas noted that the Graduate Studies Committee has been working on this for the past several years. The Committee felt that this charge did not fall within its purview.

Action: The Committee declined this charge.

Committee Charge 14 Identify missing one-page course summaries, and work with the Director and the office to ensure one-page course summaries are submitted

Discussion: Dr. Van Fleet read the charge and Dr. Kim noted that it is important to not only get missing ones, but to make sure the ones available are updated. Dr. Van Fleet pointed out that the policy indicates that this is the responsibility of the SLIS Office.

Action: Van Fleet will remind faculty to submit one-page course summaries.
Action: Van Fleet will locate and revisit the policy on one-page course summaries.
Action: The Committee agreed that one-page course summaries would be used in completing other charges and that the analytical tasks in the this charge were appropriate to the Committee’s work.
Committee Charge 15 *Develop and implement an evaluation and feedback mechanism for new courses (from 2010-11)*

**Discussion:** Dr. Van Fleet stated that SLIS already has course evaluations. Dr. Abbas asked if there were any formal mechanisms for this and whether the Committee should look into formal options. Both Dr. Van Fleet and Professor Zemke agreed that formal options should be explored.

**Action:** The Committee accepted the charge.

Committee Charge 16 *Review catalog course descriptions, especially in regard to projected offerings (Brown has drafted)*

**Discussion:** Van Fleet informed the Committee that she had asked Dr. Brown for clarification on this charge and had been informed that the SLIS office completed this task over the summer. The Committee asked for the completed information to be submitted in order to move forward.

**Action:** Van Fleet will request the completed information from the SLIS Office to support the work of the Committee.

**Action:** The Committee agreed to complete this charge building on the information received from the SLIS Office.

**Prioritization of Charges and Work Plan**

**Discussion:** Dr. Van Fleet asked for committee opinions on prioritizing charges. Dr. Abbas asked if the Director had indicated any prioritization and Dr. Van Fleet responded that she had not. Dr. Van Fleet asked if she could summarize, prioritize, and develop a schedule of plan and work through email and all members agreed.

**Action:** Van Fleet will draft a rough plan of work with priorities for Committee discussion.

**Next Meeting: October 10, 2011, 1:30 – 2:30**

Dr. Abbas indicated that she will not be able to attend the next scheduled meeting and will arrange to attend via Skype.

Meeting adjourned at 2:41 P.M. by Dr. Van Fleet.

Note: The power went out at the Norman site for about a half hour in the middle of the meeting. Speakerphone was used to contact the Tulsa members until power was restored.

Minutes submitted by Gwendolyn Gillson (reformatted with emphasis on action items, cjv)