Agenda

School of Library and Information Studies
Faculty Meeting Agenda
September 12, 2011, 11:30 to 1:00 pm
OU SLIS Conference Room (Norman) and Video (Tulsa)

1. Approval of the SLIS Faculty Meeting Minutes, May 2nd, 2011 (attachment)

2. Announcements:
   A. Calendar
      a. The OU SLIS 2011-12 Faculty Meetings will take place from 11:30 to 1:00 in the SLIS Conference Room on 10/3, 11/7, 12/5, 2/6, 3/5, 4/9, and 5/7.
      b. SLIS Calendar 2011-12 on exchange.ou.edu
      c. SLIS Calendar for September and October (below)
      d. Brown Bag with OUPD, 9/19, noon to 1:30, Room 100
      e. Teaching Scholar’s Initiative on 10/20
      f. Save the date: Coffee with OU Libraries Dean & Faculty, 11/14, 9:30 to 10:30, location TBA

   B. SLIS Committee Membership and Charges

   C. Forms, forms, and more forms
      a. Pre-authorization for university business travel (attachment)
      b. Conflicts of Financial Interest Form
      c. Report and Approval of Proposed Outside Employment

   D. College of Arts and Sciences Policy Changes
      a. Faculty Teaching Load and Release from Teaching (attachment)
         i. UT
      b. Draft Policy on Workload for GTAs (attachment)
         i. SLIS GA Assistant Activity Report Form
         ii. SLIS GA Policies

   E. OU Policy Changes
      a. Withdrawal Policy (attachment)

   F. CAS and OU Teaching Abroad Opportunities
      a. Deadline for CAS 2013 is March 30th, 2012
         i. Contact Karen Elmore (karenelmore@ou.edu)
ii.  http://cas.ou.edu/study-abroad/
   b.  Semester and Year-long Study
      i.  http://www.ou.edu/cis/education_abroad.html

G. Revamped website
   a.  Portfolio video up

H. OU SLIS Student Logo Contest
   a.  Three volunteers for jury panel

I.  Report on Tulsa Fall Faculty Meeting—Professor Kim

3.  Action Items:

4.  Discussion Items:

5.  New business (any matter not known about or that could not have been reasonably foreseen prior to the time the agenda was prepared).

University of Oklahoma
School of Library & Information Studies
September/October 2011 Calendar

September 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>12</td>
<td>10:00 to 11:00</td>
<td>Committee A</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>11:30 to 1:00</td>
<td>Faculty Meeting</td>
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<td>1:30 to 2:30</td>
<td>Admissions Committee</td>
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<td>19</td>
<td>10:30 to 11:30</td>
<td>Graduate Studies Committee</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>noon to 1:30</td>
<td>Brown Bag with OUPD</td>
<td>Room 100</td>
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<td>1:30 to 2:30</td>
<td>Curriculum Committee</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>26</td>
<td>10:00 to 11:00</td>
<td>Undergraduate Studies Committee</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>11:00 to noon</td>
<td>Ad Hoc PhD Committee</td>
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<td>30</td>
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<td>Deadline for nominations for external evaluators from Prof Snead</td>
<td>To Director</td>
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October 2011

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<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tr>
<td>2</td>
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<td>Last day to review Prof Kim’s T&amp;P Dossier</td>
<td>SLIS Office</td>
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<td>3</td>
<td>9:00 to 10:00</td>
<td>T&amp;P Vote—Tenured Faculty Members</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>10:00 to 11:00</td>
<td>Committee A</td>
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<tr>
<td>11:30 to 1:00</td>
<td>Faculty Meeting</td>
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<td>1:30 to 2:30</td>
<td>Admissions Committee</td>
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<td>9 - 12</td>
<td>ASIST</td>
<td>New Orleans</td>
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<td>10:30 to 11:30 Graduate Studies Committee</td>
<td>SLIS Conference Room &amp; Video</td>
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<td>noon to 1:30 Brown Bag with OUPD</td>
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<td>1:30 to 2:30 Curriculum Committee</td>
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<td>17</td>
<td>10:00 to 11:00 Undergraduate Studies Committee</td>
<td>SLIS Conference Room &amp; Video</td>
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<td></td>
<td>11:00 to noon Ad Hoc PhD Committee</td>
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<td>TBA</td>
<td>New Chairs and Director’s Workshop—Director &amp; Committee A</td>
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<td>18</td>
<td>TBA</td>
<td>Ellison Hall</td>
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<td>10</td>
<td>Prof Snead’s Third Year Review Letters and information packets sent to external evaluators</td>
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<td>24</td>
<td>9:00 to 10:00 Tenure Track Faculty Meet with Committee A</td>
<td>SLIS Conference Room</td>
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<td>10:00 to 11:00 Tenure Track Faculty Meet with Committee A</td>
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<td>11:00 to 12:00 Tenure Track Faculty Meet with Committee A</td>
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<td>25</td>
<td>By 5:00 Second Round of Faculty Enrichment Grant Proposals</td>
<td>By email to the Director</td>
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<td>31</td>
<td>By 5:00 OU SLIS Logo Contest Closes</td>
<td>By email to the Director</td>
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**Additional Information**

Special notes:
Meeting called by: 
Type of meeting: 
Additional information: 

**Present:** Abbas, Brown, Burke, Kim, Latrobe, Martens, Rubenstein, Snead, Taylor(?), Van Fleet, White, Zemke  
**Members absent:** None  
**Others Present:** Zimmermann, Ryan

**Minutes**

**Item:** Approval of Minutes of May 2,  
**Name:** Dr. Brown  
2011 Faculty Meeting

**Discussion:**

**Conclusions:**

**Action items:** Approved  
**Person responsible:**  
**Deadline:**
Item: Announcements

Name: Dr. Brown

Discussion:

A. Calendar
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   e. Teaching Scholar’s Initiative on 10/20
   f. Save the date: Coffee with OU Libraries Dean & Faculty, 11/14, 9:30 to 10:30, location TBA

Discussion: Meeting times can be changed; they are not locked in. September 19th Brown Bag will be on safety, and an OU police officer will speak to faculty, graduate assistants, staff, and lab assistants. Everyone is encouraged to attend. Send suggestions to Dr. Brown for next month’s Brown Bag. Dr. Burke is chair of Teaching Scholar’s Initiative. Faculty were encouraged to attend the coffee on November 14th and were asked to send suggestions to Dr. Brown for the Dean of Libraries search committee.

SLIS will do something for Dean Lee at his retirement party.

c. SLIS Committee Membership and Charges

Discussion: Student members are still being sought for SLIS Student Advisory council. Charges will be sent out to committees soon.

C. Forms, forms, and more forms
   a. Pre-authorization for university business travel (attachment)
   b. Conflicts of Financial Interest Form
   c. Report and Approval of Proposed Outside Employment

Dr. Brown distributed information on the forms and explained why they’re needed.

D. College of Arts and Sciences Policy Changes
   a. Faculty Teaching Load and Release from Teaching (attachment)
      i. UT
   b. Draft Policy on Workload for GTAs (attachment)
      i. SLIS GA Assistant Activity Report Form
      ii. SLIS GA Policies

Discussion: The teaching load document is still a draft, but is expected to be approved. Faculty are expected to teach a two-two load unless they buy out via grants, etc. The GA activity form is not liked, but is needed. Faculty were advised to use the activity report form. This will change because faculty can keep a somewhat detailed description of what the GA does/is expected to do. What about grad students grading other students’ work? Peers can’t grade peers’ work. Faculty asked for clarity on this. Balance is delicate between student representation on committees and the depth of their participation. Graduate assistants can help with research and do other things related to the course, but not grade/evaluate their peers’ coursework. Have asked graduate assistants for schedules and to inform the SLIS office when they won’t be in. A SLIS policy on workload for graduate assistants needs to be turned in to the Dean by spring.

E. OU Policy Changes
   b. Withdrawal Policy (attachment)
Undergraduates cannot have more than a total of 5 grades of W.

F. CAS and OU Teaching Abroad Opportunities
   a. Deadline for CAS 2013 is March 30th, 2012
      i. Contact Karen Elmore (karenelmore@ou.edu)
      ii. http://cas.ou.edu/study-abroad/
   b. Semester and Year-long Study
      i. http://www.ou.edu/cis/education_abroad.html

There are some Study Abroad opportunities available. The links for more information are provided. It can be very competitive to get a course approved.

G. Revamped website
   a. Portfolio video up

Faculty looked at the new SLIS website, which is being constructed. The new website URL will be SLIS.ou.edu.

H. OU SLIS Student Logo Contest
   a. Three volunteers for jury panel

There was also a brief discussion of banned books week. OLISSA will sponsor a 1 or 2 day event, depending on how many people volunteer. UPB may kind of co-sponsor the event in the union. OLISSA also plans to do something with SAA for archives week.

I. Report on Tulsa Fall Faculty Meeting—Professor Kim

September 26th – dedication of new library at Schusterman. Time will be announced.

October 25th – traveling exhibit at the Schusterman library

Students have a new limit on the number of prints they can get at the Schusterman library. There are also limits for faculty and staff. The workout room will be closed for two months and a new facility will be opened later.

There has been a little drop in enrollment in Tulsa this fall. There is now a staff member to serve veterans enrolled in Tulsa.

Drs. Kim and Martens report of fall Tulsa meet-up: The Tulsa Meet-up went very well. Stewart Brower gave a good presentation about his professional career. The library conference room was a very good space. Eight students came, a mix of new, current and a prospective. Students would like to meet Dr. Brown and more of the faculty.

Dr. Van Fleet reminded faculty that 2012 OLA conference will be in Norman. The scheduled is being put together. March 28-30 are the conference dates. SLIS is tentatively planning to host a brown bag recruitment event at the conference. The booth will be set up as usual. The Library Education Division will sponsor a showcase of student research.

Dr. Taylor announced she will ask faculty for questions for fall comps. Do faculty have preferences for when they want to meet. September 26th at 9:00 might work. Faculty should submit questions to Dr. Taylor by next Monday, September 19th.

October 24th junior faculty members to meet with committee A:
9:00 Dr. Snead
10:00 Dr. White
11:00 Dr. Rubenstein
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<th>Conclusions:</th>
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<td>Action items:</td>
<td>Person responsible: Deadline:</td>
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