## Agenda

### School of Library and Information Studies

**Faculty Meeting Agenda**

**November 7th, 2011, 11:30 to 1:00 pm**

**OU SLIS Conference Room (Norman) and Video (Tulsa)**

A. Approval of the SLIS Faculty Meeting Minutes, September 12th, 2011 (forthcoming)

B. Announcements:

   I. Calendar
      a. The OU SLIS 2011-12 Faculty Meetings will take place from 11:30 to 1:00 in the SLIS Conference Room on 12/5, 2/6, 3/5, 4/9, and 5/7.
      b. November 14th Brown Bag:
         - Todd Fuller, Associate Director for Research Development “How the CRPDE might assist faculty in Library and Information Studies with our research program efforts”
      c. *Save the dates*
         - Coffee with OU Libraries Dean & Faculty, 11/14, 9:30 to 10:30, Bizzell 339
         - New Comps Orientation, 11/29, 7:15 to 8:15 pm, location TBA
         - A&S Holiday Open House, 12/1, 4 to 6, Ellison Hall
      d. HLC-NCA Self Study, 3/5/11 to 3/7/11
      e. BAIS approved as a Minor

   II. Arts & Sciences Information
      a. Teach Grant Program:
         - [http://www.ou.edu/content/education/announcements/teach-grant-program.html](http://www.ou.edu/content/education/announcements/teach-grant-program.html)
      b. Faculty Productivity Discussion:
         - “Back in the Classroom” by Robin Wilson (attached)
         - “Canadian universities must reform or perish,” The Globe and Mail, 10/10/11 (attached)
         - “Top 10 Reasons Oklahoma Regents Should Cut, Not Raise, Tuition” by Brandon Dutcher and Jonathan Small (attached)
         - “Oklahoma lawmaker critical of higher education spending,” Associated Press, 9/28/2011 (attached)

   III. OLISSA
      a. OU SLIS Student Logo Contest
         - Three faculty volunteers for jury panel

C. Action Items:

   a. Draft Policy on Workload for Graduate Assistants (attached)
D. Discussion Items:
   I. Tackling Reaccreditation
      a. Mission, Goals & Objectives (attached)
      b. Curriculum
      c. Students

II. Brown Bag Topics

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

### Additional Information

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Members present: Abbas, Brown, Burke, Kim, Latrobe, Martens, Rubenstein, Snead, Taylor, Van Fleet, White, Zemke

Members absent:  

Additional attendees: Zimmerman, Ryan

### Minutes

**Item**: approval of minutes of October 3, 2011 Faculty Meeting  
**Name**: Dr. Brown

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**Item**: Announcements  
**Name**: Dr. Brown

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| SLISEBRATION will be on April 21, 2012. Location to be announced. |

| There are three applicants for the search. |

| Next month the ALISE meeting in January will be discussed. |

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**Item: Arts and Sciences Information**  **Name: Drs. Brown and Van Fleet**

Discussion: Dr. Van Fleet discussed the CAS Executive Board meeting. She sent to faculty a response from the Executive Board regarding GA teaching load. There was also a lot of discussion about the faculty teaching load with concerns expressed that independent study and doctoral advisement were not included in the larger discussion about faculty load. The committee also discussed releases from teaching and research. The executive board communicated to the Dean that faculty are feeling concerned about this.

Three SLIS faculty will attend the SLIS advisory board meeting to talk about research, teaching, service.

Drs. Van Fleet and Brown felt that the SLIS policy on GA workload is ready to be put forward to the dean.

Conclusions: The SLIS policy on GA workload was approved.

Action items:  
Person responsible:  
Deadline:  

**Item: OLISSA**  **Name: Ms. Zimmerman**

Discussion: The 3 SLIS logo submissions will be given to other students to work on further. OLISSA will discuss this (what to put on a t-shirt) at their next meeting on November 17th. They will also make plans for a party in December.

Conclusions:  
Action items:  
Person responsible:  
Deadline:  

**Item: Tackling Reaccreditation**  **Name: Dr. Brown**

Discussion: SLIS will be visited by a COA team in 2014. Discussion of the School’s philosophy will continue.

Conclusions:  
Action items:  
Person responsible:  
Deadline:  

**Item: Policy on GA Workloads**  **Name: Dr. Brown**

Discussion: approved earlier in the meeting

Conclusions:  
Action items:  
Person responsible:  
Deadline:  

**Item: Brown Bag Topics**  **Name: Dr. Brown**

Discussion: Todd Fuller will come for next one. Dr. Brown asked faculty to suggest topics/speakers for a December Brown Bag. What about asking someone to discuss qualitative research software? College of Education has been looking into this. Dr. Brown will invite someone to come to a brown bag to talk about this.

Dean Bell will attend the February faculty meeting to discuss the state of the college.

Conclusions:  
Action items:  
Person responsible:  
Deadline:  


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<th><strong>Item:</strong> Graduate Studies</th>
<th><strong>Name:</strong> Dr. Taylor</th>
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<td>Discussion: Dr. Taylor will distribute the latest draft of the new comp exam handbook to faculty to review before distributing to students.</td>
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<th><strong>Item:</strong> Admissions</th>
<th><strong>Name:</strong> Dr. Burke</th>
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<td>Discussion: Admissions Committee is charged with exploring more avenues for recruiting students at both sites. Faculty discussed how to move forward as it affects entire faculty? When students are recommended for admission, they receive two letters and an e-mail. It has been suggested that new students receive a phone call in addition to the letters/e-mails. Should admissions committee members do additional follow-up? Faculty discussed why admitted students do not matriculate. Perhaps some accept graduate assistantships that are offered sooner than those offered by SLIS. Should students recommended for admission also be asked whether or not they plan to enroll, and if not, why? SLIS will no longer attend the grad school fair at OU. Alumni or librarians could be asked to participate in formal recruiting efforts. What about recruiting minority students? Alumni and advisory board are told that they are SLIS’s best recruiters. Alumni can be asked to bring potential students to meetings, etc. Dr. Burke asked a librarian-alum if she had ideas for recruiting. She said she felt morally irresponsible to recruit because she knew alums who had not found jobs. Alumni will continue to be spotlighted on the SLIS website. Dr. Brown informed faculty about GREM, the graduate enrollment management assistance offered through the graduate college. Clay Wesley from the graduate college will come to departments to discuss recruitment assistance to departments. Dr. Brown will invite him to come for a Brown Bag. Angela Stark will be taking photographs on Wednesday, November 9th, of students and any faculty who want new pictures for the website.</td>
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**Item: Miscellaneous Discussion**  
**Name: Faculty**

**Discussion:** Dr. Brown was asked about the status of the “Draft Policy on Use of Faculty Development Funds” put forth by Committee A for discussion during the October SLIS Faculty Meeting. Dr. Brown’s request during the November 7th, 2011 Committee A meeting that the policy be tabled was approved and therefore did not appear on the SLIS November 7, 2011 Faculty Meeting Agenda.

Faculty discussed the origin of the Faculty Development funds. Dr. Swisher established the funding ($500 per professor) to help SLIS faculty members attend professional and academic conferences. Dr. Latrobe increased the award to $1200 per faculty member per year.

Faculty also discussed past use of the SLIS Faculty Development Funds. Recently the funds have been used to purchase laptops and other items for research (software, books). Faculty asked for clarification about current SLIS practice. Dr. Brown expressed maintaining the original spirit of using the funds to further the research mission of the School through support of faculty travel.

Faculty may apply for Items for teaching through the College of Arts and Sciences Information Technology (CAS IT) Committee’s Faculty Funding Instructional Technology Grants (http://cas.ou.edu/casit-grants). Other items for teaching (books, software, media) may be purchased through SLIS if funds are available.

SLIS is much further ahead of the rest of the university on online presence.

President Boren will give a press conference today on research at O.U.

Departmental research liaisons have been tasked with listing faculty research areas in their departments and to list in a more detailed manner the research being conducted in those areas. Dr. Abbas listed research related to core courses and looked at faculty websites to find more details on the research. This will be used to inform those outside of campus of possible research collaborations – others off-campus locally and globally. Attempts are being made to create a better online presence. There will be some visualization of information to identify research areas across campus.

Research grant programs/guidelines from VPR office are changing.

Web space at OU: Faculty who have older web pages can switch over to a different server(portfolio). There was a push for everyone to do this. Both are available, but the portfolio has more space and is more flexible. This could be useful for faculty coming up for tenure in the future to use for posting tenure/promotion documents. A student is exploring using this for her portfolio.

O.U. has an iTunes University presence and Dr. Brown will talk to someone about use of this resource.

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**Conclusions:**

**Action Items:**

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<th>Dr. Brown will look for most current document specifying use of the faculty development funds and their origin.</th>
<th>Person responsible:</th>
<th>Dr. Brown</th>
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<td>A list of links to internal funding sources will developed, distributed, and posted on the SLIS server.</td>
<td>Dr. Brown</td>
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<td>Faculty may contact Dr. Abbas if they have any questions/concerns about the changing research grant programs/guidelines.</td>
<td>Dr. Abbas</td>
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**Deadline:**
**Item: Adjournment**

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**Dropbox - Using Turnitin's GradeMark markup tool**

**What is GradeMark for TurnItIn?** GradeMark is a paperless grading tool that allows instructor to read, markup, and leave feedback on student papers within the D2L dropbox. TurnItIn originality checking allows instructors to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases.

To use GradeMark/TurnItIn, the dropbox submission must be in one of the following: MS Word (doc./docx) WordPerfect, PostScript, Adobe PDF, HTML, RTF, or Plain Text and no larger than 20MB in size.

**Enable GradeMark/TurnItIn for a Dropbox Assignment**

1. Log into OU D2L and go to your course.
2. Click Dropbox in the course navigation bar.
3. Create a new folder by clicking on “New Folder” or select an existing dropbox folder and click “Edit Folder”.
4. Under Properties, check “Plagiarism Detection: Enable for this Folder”.
5. Click save.

**Marking Up Dropbox Submissions using GradeMark:**

Once a paper has gone through the Originality checking, you will be able to then view the paper and use the GradeMark feature to leave feedback for the student. **NOTE:** Once you have done this, it will take up to 40 minutes for the paper to come back and be visible to the student.

1. Go to the Dropbox and click on the folder for the assignment you want to look at.
2. Under each student name, you will see the submitted paper(s) with the originality report findings. To open a report, click on the colored part of the report icon.
3. To use GradeMark, click on the "Leave Feedback" to the right of the students name and then click on the Markup Icon. A new window will open.
4. Now that you're on the Turnitin site, you can click anywhere in the paper to add a comment. For more information about the GradeMark process, review the GradeMark portions of the Turnitin Instructor Manual found attached to this article. (the main TII-Grademark PDF contains most of the information needed to use GradeMark, the other two files are about comments -- there may be things you come across in the instructors that pertain ONLY to using GM through the TII website and not the D2L integration.).
5. Once you have made your comments to the student, you simply come back to the D2L site. The GM page is saving as you go so there is no global Save button.
Once you are done with feedback, the student can come back to the course in about 40 minutes to view the feedback. They will go to Dropbox and click the View Feedback button on that particular dropbox item. They will then click the same Markup icon you used in order to view their marked up paper. This will open in a new window for them.