School of Library and Information Studies  
Faculty Meeting Agenda  
May 7th, 11:30 to 1:00 pm  
OU SLIS Conference Room (Norman) and Video (Tulsa)

A. Approval of the SLIS Faculty Meeting Minutes, April 9, 2012 (email attachment)

B. Calendar
   a. April 30th: ALA COA Reminder Letter
   b. May 12th: A&S Convocation, 10 a.m., Lloyd Noble Center
   c. June 30th: OU SLIS Alumni Paper Competition Deadline
   d. August 9th: Summer Session 2013 Schedule
   e. August 16th: SLIS Planning Day

C. Discussion Items

D. Action Items
   a. New Committee A Member 2012-14 Vote

E. Reports
   a. Ad Hoc PhD
   b. Admissions
   c. Committee A
   d. Curriculum
   e. Graduate Studies
   f. OLISSA
   g. Undergraduate Studies
   h. Search
   i. Aspire 2020 Liaison

F. 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
Corrections to May SLIS Faculty Meeting minutes

I have a few content revisions to the minutes from the May faculty meeting.

Connie Van Fleet

Item: Approval of the SLIS Faculty Meeting Minutes, April 9, 2012

“The May minutes currently read: Slash-listing LIS 5523/4523 is approved (this change has gone forward).” The parenthetical note should be deleted, as this was not an action taken in the April meeting. I guess it could be included in brackets with a note that this was an action subsequent to the meeting, but it doesn’t really belong as
a correction to the minutes. That is, only actions that took place in April should be included as part of the April minutes, regardless of subsequent actions related to the original action.

**Item: Approval of the SLIS Faculty Meeting Minutes, April 9, 2012**

The May minutes currently read: “The proposal to remove MATH 2123 Calculus II for Business as a major support requirement for the BAIS was tabled until the September 2012 SLIS faculty meeting.”

This is incorrect. At the April meeting, we made the decision to table the proposal until May. In May, we made the decision to table until September. Therefore, the revision to the April minutes should read:

“She proposal to remove MATH 2123 Calculus II for Business as a major support requirement for the BAIS was tabled until the May 2012 SLIS faculty meeting.”

**Item: Action: New Committee A Member 2012-2014 Vote Name: Dr. Brown**

The May minutes currently read: “Ballots were distributed. Ballots will be counted by Jenifer Fryar. Drs. Kim and Martens will submit their votes to Ms. Fryar via e-mail. Dr. Brown will announce the outcome later today.”

The minutes are incomplete on this item. The names on the ballot are not included. This version of the minutes does not include Dr. Latrobe’s comments re: the ALA Committee on Accreditation examining the membership of Committee A and the need to distribute membership on the Committee A as broadly as possible among tenured faculty, nor does it include a note that Dr. Latrobe distributed a marked list of faculty names, status, and previous Committee A service. These actions are part of the proceedings and should be included.

**Addenda:**

The document summarizing proposed changes to the BAIS was attached. This document was distributed at the April meeting along with other pertinent documents including the BAIS category descriptions and course list, not at the May meeting.

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**Minutes**

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**Minutes**
**Item:** Approval of the SLIS Faculty Meeting  
**Name:** Dr. Van Fleet  
**Minutes, April 9, 2012**

**Discussion:** The April 9, 2012 faculty meeting minutes are incorrect. Changes to the BAIS degree that were brought to the April 9th faculty meeting were approved at that meeting.

The approved changes are:

Move LIS 3003 Object Oriented Information Systems from Information Studies required courses to the information technology category was approved (the effect of moving this course to the information technology category will be monitored).

Move LIS 4223 Information Technology Management leadership category to the information studies required courses category.

The updated BAIS course list was approved.

Slash-listing LIS 5523/4523 is approved (this change has gone forward).

The request to slash-list (and change the title) of Government Information (formerly Government Publications) will go forward in the fall. Changes to this course that were requested earlier this year should be fully approved by fall. Faculty approved the use of a fluid checksheet for BAIS. This change was previously approved and must be included with the next BAIS program modification proposal.

The proposal to remove MATH 2123 Calculus II for Business as a major support requirement for the BAIS was tabled until the September 2012 SLIS faculty meeting. The motion to approved the minutes of the April meeting as revised was approved (11 votes in favor; one abstention).

**Conclusions:**

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**Item:** Calendar  
**Name:** Dr. Brown

**Discussion:**

April 30th: ALA COA Reminder Letter. The letter has been received and the process will move forward.

Saturday, May 12th: A&S Convocation, 10 a.m., Lloyd Noble Center. Lyssa Prince (BAIS graduate) will carry the SLIS banner. Drs. Taylor and Snead will marshal.

June 30th: OU SLIS Alumni Paper Competition Deadline. Faculty can encourage students to submit outstanding papers they submitted in classes.

August 9th: Summer Session 2013 Schedule due.

August 16th: SLIS Planning Day

**Conclusions:**

| Action items: | Person responsible: | Deadline: |
New Committee A

**Member 2012-2014 Vote**

Ballots were distributed. Ballots will be counted by Jenifer Fryar. Drs. Kim and Martens will submit their votes to Ms. Fryar via e-mail. Dr. Brown will announce the outcome later today.

**Conclusions:**
Action items: | Person responsible: | Deadline:
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**Item: MATH 2123 Vote**

**Name: Dr. Van Fleet**

**Discussion:** Faculty voted earlier to table this vote until the September 2012 meeting.

**Conclusions:**
Action items: | Person responsible: | Deadline:
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**Item: Reports (listed below)**

**Name (see each report)**

**Ad Hoc PhD, Dr. White**

The committee got through several of the charges. They spent a lot of time looking at ways to encourage funded research and how to provide funding to students (funding potential in general for faculty and students). They will send out some raw data from a survey they conducted. It showed that there is a high demand for Ph.D. LIS programs at the local level. They net with about 14 potential students, who understood the importance of research. It is interesting to see different research strands. The committee also looked at what faculty reported as their areas of research interest. They will provide recommendations for branding for an OU SLIS Ph.D. program. Some potential areas are KM, archives, information behavior, information organization and structures, information in society. The committee will continue to discuss what would make an OU SLIS Ph.D. program different/unique. Drs. Kim and Snead have identified some sources of funding and this exploration will continue. Faculty discussed potential funding sources including the Pioneer Library System Foundation and IMLS.

**Admissions and Scholarships Committee, Dr. Snead**

Regular committee charges were completed. Scholarship and GA offers went out within a week after the application deadline. The committee’s report is copied below.

**Committee A, Dr. Brown**

The committee’s report was distributed to faculty. Dr. Kim’s tenure recommendation is now with the Regents. Dr. Snead’s 3rd year review was completed. Progress toward tenure was done for Drs. White, Snead, and Rubenstein. Annual faculty evaluations were completed. The committee work on streamlining the SLIS tenure and promotion documents. Next year’s committee A will continue with this.

The Dean has asked SLIS to revise guidelines for reassigning faculty when courses don’t make. SLIS has a policy that may need to be reviewed.

Family Medical Leave policies need to be reviewed and brought to faculty for discussion next year.

Dr. Abbas’ promotion to full professor will be done next year.

No third year reviews next year.

**Curriculum Committee, Dr. Van Fleet**

The committee had 16 charges, some of which overlapped with those of the undergraduate studies committee. This led the committee to make larger decisions. Changes to the MLIS curriculum were approved. Program planning guides were revised in the fall of 2011 to reflect the changed program that began in fall 2011 (addition of 5063 as a core requirement and deletion of the information technology guided elective category). These will need to be revised again to reflect the latest curriculum revision.

Charges were suggested for 2012-2013. Dr. Van Fleet thanked all the members of the curriculum committee.
Graduate Studies, Dr Taylor
A draft of this committee’s report was sent before the faculty meeting in April. The committee mainly worked on the take-home comp exam process. The committee also worked on appeals and end of program assessment options within SLIS. These efforts are ongoing.

OLISSA, Ms. Zimmermann
Ms. Zimmermann announced that the final project in Jennifer Day’s class was very good. Students learned a great deal about archiving documents.

A student who didn’t pass the comprehensive exam was unhappy with the notification. Ms. Zimmerman said that student wanted clarification on the exam question. Would it be possible to send comments to students immediately? The e-mail notification is immediate so students can know their results. Compiling useful comments takes some time. Students receive comments as soon as they can be compiled. She said another student thought the exam was straightforward.

OLISSA also obtained books for Vietnam Vets and Children’s Hospital. There was not a large crowd of children for students to read to because that event was on a Saturday. Six SLIS students participated.

She announced new officers for 2012-2013:
President- Sean O’Brien & Co-President (till December) Sara Pyle
VP (Tulsa)- Karen Harmon
Secretary - Zoe Chick
Treasurer – Briann Zimmermann
And two Senators till December, new ones will be needed for Spring ’13....
Alexis Michelle Beaman & Desiree Sotomayor

Dr. Brown thanked Ms. Zimmerman for her service as president of OLISSA this year.

Undergraduate Studies, Dr. Abbas
The committee had 12 charges. Several things were reported on the curriculum committee report. The course categories were reviewed. Some courses were moved around, which took a lot of the committee’s time. The committee will continue to monitor the list of courses, but feel it is now in a maintenance mode, and should be stable for at least a couple of years.

The committee recommended that a charge for next year be to review the description for the organizational communication category. The committee suggested that charges that were not completed this year be on the list of charges for next year, including recruitment. The final report will be submitted after Dr. Abbas completes the final edits.

The communications courses have been somewhat problematical. Ms. Zemke or Dr. Brown should be informed of any problems students have with taking communications courses.

Procedural question: Could some suggested changes from undergrad studies go directly to faculty for consideration? Changes need to be done on a case by case basis. The chair of the undergraduate studies committee needs to communicate with the chair of the curriculum committee to determine what needs to be further approved by the curriculum committee.

An employers’ survey was not conducted because the committee was not sure how to best implement the survey; they didn’t want employers to feel that they were being critiqued or that their employees were being critiqued. Dr. Abbas asked faculty for suggestions on who to send the survey to. The advisory board could make some suggestions, or perhaps they would be better at suggesting prospective employers.

Search Committee, Dr. Brown
The committee completed their work. Dr. Kyungwon Koh has been hired. Dr. Brown thanked Dr. Van Fleet and Dr. Taylor for their work on the committee.
Dr. Brown reviewed office assignments for next year.

Aspire 2020 Liaison, Dr. Abbas
They had a meeting last week. Dr. Abbas reviewed the highlights. Faculty reviewed a list of National Research Council Categorization of Major Awards.

**Item: New Business Name: Faculty**

**Discussion:** Faculty talked about their summer plans.

Meeting adjourned at 12:59.

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**Conclusions:**

**Action items:**

**Person responsible:**

**Deadline:**
The Undergraduate Studies Committee respectfully submits this summary of the proposed changes to the BAIS Program for review of the Curriculum Committee. Following are the changes being proposed.

1. Over the course of the 2012 Spring semester the UGC reviewed the current course offerings of the BAIS and are suggesting the following changes:

   - Move LIS 3003 Object-Oriented Information Systems from the Information Studies Required courses category to the Information Technology category.
   - Move LIS 4223 Information Technology Management from the Leadership category to the Information Studies Required courses category.

2. After thorough review by the UGC of undergraduate course syllabi from other programs (COMM, HR, HSC, LSAL, etc.) we are suggesting the addition of new courses to the current course categories, and also suggesting that some courses be moved from the category they are currently listed under and placed under a more appropriate category.

   Please see attached document BAIS Updated Course List sent via email for list of proposed additions/changes.

3. We are also proposing the following graduate level courses be slashlisted as undergraduate level courses.
   - LIS 5223 Online Information Retrieval
   - LIS 5143 Government Publications

4. Previously SLIS faculty approved a proposal submitted by the UGS to change the process for updating the BAIS Checksheet when course categories or courses changed. UGS proposed the use of a fluid Checksheet that would not require continuous revision and the need for SLIS to complete a Program Change Request with the College and University every time we wanted to add or remove a course option in a specific subject area. Instead we would maintain a list of courses in the SLIS and would keep it updated. This request was turned down by the provost committee in 2009. We are now proposing that we submit this proposal again. It would be a Program Change that would have to go through the College and University approval process.
5. We are proposing the removal of MATH 2123 Calculus II for Business, Life and Social Sciences from the Major Support Requirements category. The IS degree is a BA and not a Bachelors of Science degree. Calculus I for Business, Life and Social Sciences covers "...differentiation and integration of polynomial, exponential and logarithmic functions." Calculus II for Business, Life and Social Sciences covers "...simple differential equations; partial derivatives; double integrals, probability. This is above the needs of our students for working in information environments. They will cover probability in their statistics required courses. Removing this course will not significantly change the structure of the degree and the course is a Support Requirement, not a Major Requirement, so we do not have to add any additional required hours for the students. Removal of this course will also allow BAIS students to fulfill the 3 credit hours previously met by this course with another course more relevant to the BAIS program goals.
Admissions and Scholarships Committee  
School of Library and Information Studies  
University of Oklahoma  

Committee Actions 2011-2012 Academic Year  

May 2, 2012

Membership: 2 SLIS faculty members (3 fall 2011), SLIS Coordinator of Student Services, 1 SLIS graduate student

Standing Charges:

Oversight of the School’s policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies

Reviewed admissions policies with no new recommendations for 2011/12 student admissions; however, the committee recommends a review of policies and procedures for calendar year 2012/13 that includes:

- Assessment, understanding, and use/usefulness of the new GRE scoring system; and
- Discuss OU’s graduate college policy of accepting the last six months undergraduate GPA average OR the cumulative undergraduate GPA for admittance to the SLIS program

The committee also conducted ongoing reviews of potential student application files.

Oversight of the School’s policies and procedures related to financial awards

The committee reviewed financial awards policies and procedures and determined that the review of applications and the identification and notification of financial award recipients should occur as early as possible in the process. The committee met the Monday following the Friday availability of the awards list to review and select award recipients.

Additional Charges:

1. Explore methods for recruitment of students at both sites by looking at how other LIS Schools recruit students, investigating a “grown your own” or “librarian for a day” program for high school and undergraduate students, compiling lists of innovative and interesting careers of MLIS graduates.

This charge is partially addressed. The committee created a Norman campus SLIS flier to promote our graduate program. OLISSA volunteers planned to post the fliers on bulletin boards around the OU campus; however, there were not enough volunteers to complete the process. The committee recommends that we continue with this process and post the fliers around the Norman campus in the fall. Marty Thompson did have his students post the flyers around the Health Sciences Center spring 2012.

The committee also updated the contact list for recruitment materials created in 2010/11 to include state library association functions. The committee provided recommendations that the front office mail fliers to Oklahoma libraries and colleges and to neighboring state libraries and colleges with
a focus on Arkansas, Colorado, and New Mexico (no accredited library schools in these states). The committee also recommended that the school distribute the fliers when convenient at state library association and other library events, particularly when the school has a booth at an event.

2. **Continue to explore methods to encourage and increase enrollment of accepted diverse and exceptional applicants.** For example: telephoning about acceptance (work with Director); expediting acceptance; personalized acceptance letters that include details about scholarship opportunities (eg. ALA’s Spectrum); graduate assistantships, and financial aid; telephone calls and emails from current students and alumni, the director, and faculty members.

   This charge is still in the discussion phase as a number of suggestions and issues need to be considered before recommendations can be formulated for faculty discussion.

3. **Continue to explore methods to retain students.** For example: promote scholarship opportunities, graduate assistantships, and financial aid; telephone calls; and emails from the director and faculty members.

   This charge is partially addressed. The committee discussed this charge and identified that our department already does a good job of promoting scholarship opportunities and graduate assistantships through notifying current students of scholarship and GA opportunities.

   The committee also recognized that selecting and announcing scholarship awards and GA positions as early in a semester as possible has the potential to increase student retention rates. In response to this discussion, the committee moved the spring 2012 discussion and award meeting for scholarship review and awards to the earliest day possible following the release of the scholarship list and applicants.
The Graduate Studies Committee is a standing committee of the School of Library and Information Studies. The Graduate Studies Committee serves in an advisory capacity for matters pertaining to the administration of the MLIS and makes recommendations to the Director and the faculty relative to the consideration of new policy and to the interpretation and implementation of existing policies. In particular, the Committee is charged with the following:

- oversight of the School’s summative academic evaluation options:
  1. conduct the comprehensive examination, serve as the official comprehensive examination committee for the purpose of certifying results, ongoing review and revision of the comprehensive examination handbook, and aggregated analysis of results of the examination results for use in program improvement and planning
  2. oversight of the portfolio process, including establishing deadlines for portfolio submission and presentation, ongoing review and revision of the portfolio handbook, assessment of the efficacy of the portfolio process as an end of program assessment
  3. oversight of the thesis process, including ongoing review and revision of the thesis handbook

- monitoring of the School’s retention policies, hearing of appeals to retention requirements, and recommendations to the Director for exceptions
- consideration of petitions for waiver of program requirements and recommendations to the Director for waivers
- monitoring of the School’s end of program assessment process and ongoing assessment of the systematic use of the assessment data for program improvement and planning

- Membership: 3 SLIS faculty members, 2 SLIS graduate student (1 from Norman and 1 from Tulsa)

For 2011-2012, the Graduate Studies Committee is specifically requested to accomplish the following while seeking advice from faculty and students.

1. Work with the SLIS office to implement the new process for the comprehensive examination
2. Work with the Director to create an updated orientation video for the new comprehensive examination
3. Continue to investigate possibilities for providing end of program assessment orientation presentations online.
4. Work with the Curriculum Committee to monitor the directions that the College/University is moving to provide lectures online (including iTunes University) and any additional teaching-related activities that could be provided online by SLIS faculty.
5. Continue to work with the Director to purchase the technologies needed to capture and make available online End of Program Assessment orientation sessions and related materials (e.g., sample portfolios)
6. Continue to review and update End of Program Assessment option handbooks (Comprehensive Exams, Portfolios, and Thesis handbooks)—the 2009-10 Curriculum Committee discovered that they are in need of some minor updates.
7. Continue to investigate ways to use the data from the Data Gathering forms to inform SLIS End of Program Assessment options and curriculum planning activities.
8. Provide additional data from end-of-program assessments to the Curriculum Committee for possible curriculum implications (in 2009-10 the Curriculum Committee looked at the response rates and numbers of assessments and felt that this data would not necessarily be representative)

SUMMARY OF 2011-2012

MEMBERS
Chair: Rhonda Harris Taylor
Rhonda Taylor, Chair
Kathy Latrobe, Member
Susan Burke, Member (Fall)
Betsy Martens, Member (Spring)
Meg Wilson (Norman student)
Jennifer Tatum (Tulsa Student)

ACTIONS

--Continued implementation from 010-011 of the new, take-home comprehensive exam format, including an approved-by-faculty version for distribution to students of guidelines (including FAQs, the gathering of which is ongoing), an orientation for students about the new format (November 29), the mounting on the School Web site of materials from the orientation, and the implementation of this option for Spring 2012.

--Handled student petitions regarding academics, including a request for a transfer and a request for a conditional admission exemption for dropping a course (which turned out not to be relevant since the course was dropped prior to the deadline for the record of a drop).

--In discussion about evaluation processes for the EPA experiences, including new comps, as well as program feedback from exit interviews, etc.

NEXT YEAR’s CHARGES

To consider:

--Continued review of EPA guidelines

--Continue consideration of evaluation processes for EPA experiences and the program
UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES
UNDERGRADUATE STUDIES COMMITTEE CHARGE 2011-2012

Annual Report, 2011-2012
Membership:
June Abbas, Associate Professor - Chair
Ellen Rubenstein, Assistant Professor
John Tommy Snead, Assistant Professor
Stacy Zenke, Instructor
Amanda Barringer, Student Representative
John Hoffman, Student Representative

For 2011/2012, the Undergraduate Studies Committee was specifically requested to accomplish the following:
1. Focus on searching for and focus on courses to build the Information Technology Category and specifically look into computer courses in Architecture, VisComm courses for non-majors in Fine Art.
2. Focus on the review of courses within each Major Requirement Category for needed additions or removals with special consideration of online options and the School’s vision for the BAIS online delivery and specifically addressing the Communication Department’s dwindling offerings online especially in the Information and Society content area (see #3 below)
3. Continue to review any LIS graduate courses that could be slashlisted and used within any Major Requirement category (see #2 above)
4. Continue the ongoing review of new courses added in the College for use in any Major Requirement category

These four charges were grouped together and addressed by UGS as explained here.

The UGS reviewed the current BAIS Requirements form and course offerings, as well as syllabi gathered from multiple departments (Business Administration Communication, Computer Science, History of Science, Human Resources, Letters, Liberal Studies, Management, Political Science, Visual Communication). As a result, we submitted a proposal for changes to the BAIS program to the Curriculum Committee on 3/11/2012. The Curriculum Committee approved and forwarded the suggested changes to the Faculty for consideration.

Faculty approved additions/reassignments of BAIS courses during the April 9th SLIS Faculty meeting, with the exception of the removal of MATH 2123 (see item #9 below). A summary of the changes follows. See also the Summary of Proposed Changes to BAIS Program (attached).

1. Moved LIS 4223 Information Technology Management from the Leadership category to the BAIS Core.
2. Added 5 new courses to the Information and Enterprise area.
3. Added 7 new courses to the Interpersonal Communication area.
4. Added 1 new course to the Organizational Communication area.
5. Added 5 new courses to the Leadership area.
6. Added 6 new courses (one slashlisted LIS course: LIS 4143 Government Information) to the Information in Society area.
7. Added 4 new courses (one slashlisted LIS course: LIS 4523 Online Information Retrieval) to the Information Technology area.
8. Added 1 new course to the Technical Writing area.
9. Proposed the removal of MATH 2123 Calculus II for Business, Life and Social Sciences from the Major Support Requirements. This proposal was discussed at the April 9th Faculty meeting but due to time constraints, it was decided to vote on this during the September Faculty meeting.

5. Continue to work with SLIS Director to develop and implement a marketing and recruitment plan for the BAIS program

The UGS discussed this item in committee and also reviewed what was being done by the Admissions Committee. This was considered an ongoing priority item of the UGS in 2011/2012 but we suggest the following:

- UGS and SLIS determine the recruitment goals for the BAIS. Do we want to grow this program into a large program or maintain current/similar enrollment?
• Update the current BAIS brochure to include the new Minor. Make the brochure smaller, more flexible so it can be used in multiple contexts for marketing.
• Develop a separate brochure for the Minor.
• Add in QR codes to both brochures.
• More marketing for both programs can be done on the website.
• SLIS form an ad hoc committee for recruitment of all programs.

We suggest that this item be added to the charges of the 2012/2013 Committee.

6. Work with the Director to conduct Employer and Alumni surveys

Both surveys were reviewed by UGS. Invitations to complete the Alumni survey were distributed via mail, email, and social media (SLIS Facebook page). A total of 58 mail invitations were sent and 15 email invitations. A total of 11 surveys were completed.

UGS discussed the results of the surveys and recommend the following:
• Survey will be edited to include a question related to "how they found out about the survey" so we can target specific communication channels in the future for inviting participants to take the survey
• Invitations to complete the survey will be sent out again during the Summer 2012
• A LinkedIn group of alumni will be created during the Summer 2012 and the invitation will be posted to the group space
• The UGS will review the results in the Fall 2012 for program planning purposes

The Employer Survey was not conducted this year. The UGS developed a list of issues to consider going forward:

• Develop approach for determining which organizations to target. Concerns were that we want to be able to conduct the survey with employers we know employ our students but without biasing the employer to responding with that/those employees in mind.
• Should we target specific professional organizations as participants?

We suggest that this item be added to the charges of the 2012/2013 Committee.

7. Continue to explore the development of subject targeted sections of LIS1013

This item was low priority for the UGS. It was determined by the UGS that there is little interest in this item at OU and therefore it might not be a viable option currently. We suggest revisiting this item in a few years.

8. Review the Internship Evaluation Forms and work with the Director to create interactive and online forms

This item was of low priority. UGS felt that the forms are working as is and that an online option is not needed. It is part of the student learning experience to have Internship students responsible for providing the form to the Internship supervisor and having it completed.

9. Continue the development of a BAIS minor by reviewing courses for inclusion in course roster for the minor

The Minor was approved by the CAS and the University. The new Minor will begin in June 2012. UGS will update the Minor checksheet of class options to reflect changes made to the Major checksheet.

10. Continue consideration of the placement of the LIS 3003 Object-Oriented Programming course in the requirements:
• Consider the effect on students of moving 3003 to the IT electives category (i.e. loss of information about the process and language of programming)
• Replace in the BAIS core with:
11. Continue reviewing and updating the BAIS Student Manual, with special consideration of online students

The BAIS Student Manual was revised by Ms. Zemke. UGS approved all changes and suggested that a section on the new Minor be added later. This document is considered a living document and will continue to be revised as needed.

12. Work with Curriculum Committee to explore the options and market for a post-baccalaureate in an area related to Library and Information Studies

The UGS discussed this item in committee and also reviewed what was being done by the Admissions and Graduate Studies committees. This was considered a low priority item of the UGS in 2011/2012 but we suggest the following:

- Review the progress and enrollment of the new Minor in a year or two and determine if the Minor can be used as a certificate.
- Review other OU programs with certificates and contact them for more information on the viability of their certificate program.

We suggest that this item be added to the charges of the 2012/2013 Committee if the Director thinks it is important to pursue.

Additional Activities to be Completed

1. SLIS faculty approved a proposal submitted by the UGS in the April 2012 Faculty Meeting to change the process for updating the BAIS Major and Minor Checksheets when course categories or courses changed. UGS proposed the use of a flexible Checksheet that would not require continuous revision and the need for SLIS to complete a Program Change Request with the College and University every time we wanted to add or remove a course option in a specific subject area. Instead we would maintain a list of courses in the SLIS office and would keep it updated. This request was turned down by the provost committee in 2009. UGS will submit this proposal again in October 2012. It is considered a Program Change that will need to go through the College and University approval process.

2. Complete the Course Proposal forms for the SLIS slashlisted courses (LIS 4143 Government Information and LIS 4523 Online Information Retrieval) for submission to the CAS and University in October 2012.

Suggested Charge Items 2012/2013

For next year, the committee suggests the following items be addressed:

1. Continue to work with SLIS Director to develop and implement a marketing and recruitment plan for the BAIS program. See item #5 for suggestions for the UGS to consider.
2. Work with the Director to conduct Employer and Alumni surveys and determine how results will be used for program planning. See item #6 for suggestions for the UGS to consider.

3. Work with Curriculum Committee to explore the options and market for a post-baccalaureate in an area related to Library and Information Studies

4. Determine ways to get undergraduate students more involved in the UGS.

5. Explore ideas for outreach to the BAIS alumni and employers. Develop a social networking presence for BAIS alumni. UGS suggests that a LinkedIn group be established for BAIS alumni.

6. Develop official policies for updating and maintaining the course options listing that will be kept in the SLIS office if the flexible Checksheet format is approved.

7. Review the Organizational Communication category description and develop a description and slate of courses that better suits SLIS's expectations for this category.