School of Library and Information Studies  
Faculty Meeting Agenda  
December 10, 2012, Noon to 1:30 pm  
OU SLIS Conference Room (Norman and Video (Tulsa))

A. Approval of the SLIS Faculty Meeting Minutes, November 11, 2012 (email attachment)

B. Announcements  
   a. FOCUS* funding received for SLISebration, “Celebrating the Story Matrix: Libraries and Writing,” Joy Harjo, April 27, 2013, OU Law Center, Timberdell and Chautauqua  
   b. Program Modifications Status (email attachments)  
   c. December 2012 Convocation, Friday, December 14 @ 6:30 pm, Lloyd Noble Center  
   d. Plan for Program Presentation for CoA, March 24, 2013  
   e. Comps Timetable:  
      i. March 8, 2013: Comps Questions to Dr. Kim  
      ii. March 25, 2013 @ noon to 1:00: All faculty comps discussion  
      iii. April 11 through 15, 2013: Comps  
      iv. April 23, 2013: Individual evaluations due to Maggie  
      v. April 23-30: Reading teams meet  
      vi. April 30 @ noon: Reading team feedback to Maggie  
   f. CoA Review Panel Site Visit, March 10-11, 2014  
   g. Faculty news

C. Discussion items  
   a. SLIS P&T Document Policy & Procedures Update (Committee A)  
      i. Policies  
      ii. Special strength  
      iii. # of publications  
      iv. Additional considerations  
   b. OD&M Courses Fall Offerings

D. Action Items  
   a. Graduate Studies Committee (email attachment):  
      i. Proposed Revisions to the SLIS MLIS Internship Handbook  
         1. Item 6 under the “Policies” section in the handbook  
         2. Item 9 under the “Policies” section in the handbook  
      ii. SLIS’s current policies and procedures regarding academic probation, automatic termination, and withdrawal of graduate students

E. Reports  
   Accreditation  
   Ad Hoc PhD  
   Admissions  
   Aspire 2020 Liaison  
   Committee A  
   Curriculum
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

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<th>Special notes:</th>
<th>Type of meeting:</th>
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**Meeting called by:**

**Additional information:**

- **Members present:** Abbas, Brown, Burke, Kim, Koh, Martens, Rubenstein, Snead, White, Zemke
- **Members absent:** Martens, Taylor, Van Fleet
- **Additional attendees:** O’Brien, Ryan

### Minutes

<table>
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<th><strong>Item:</strong> Approval of the SLIS Faculty Meeting Minutes, November 11, 2012</th>
<th><strong>Name:</strong> Dr. Brown</th>
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**Conclusions:** Approved unanimously.

**Action items:** Send any corrections to Maggie.

**Person responsible:**

**Deadline:**
Item: Announcements  Name: Dr. Brown and Faculty

Discussion:

a. FOCUS* funding received for SLISebration, “Celebrating the Story Matrix: Libraries and Writing,” Joy Harjo, April 27, 2013, OU Law Center, located at Timberdell and Chautauqua

b. Program Modifications Status (email attachments) – These are in the review and approval process. SLIS will need to send list of approved courses for BAIS elective areas under major requirements every four years. Ms. Zemke has written a policy for this process. There has been no response on the request to remove the calculus II course from the BAIS degree.

c. December 2012 Convocation, Friday, December 14 @ 6:30 pm, Lloyd Noble Center. Dr. Snead and Ms. Zemke are marshaling and Tara Davis will carry the banner.

d. Plan for Program Presentation for CoA is due on March 24, 2013

e. Comps Timetable:
   vii. March 8, 2013: Comps Questions to Dr. Kim
   viii. March 25, 2013 @ noon to 1:00: All faculty comps discussion
   ix. April 11 through 15, 2013: Comps
   x. April 23, 2013: Individual evaluations due to Maggie
   xi. April 23-30: Reading teams meet
   xii. April 30 @ noon: Reading team feedback to Maggie

f. CoA Review Panel Site Visit, March 10-11, 2014 –

g. 2013 ALA Student to Staff Award will go to Amanda Barringer

h. OU SLIS Alumni Board met and will change the name of student paper award to the Dr. Frances Laverne Carroll Student Paper Award. Sarah Denton is current awardee. OU SLIS alumni association will partially fund her to attend ALA.

i. Faculty news

Dr. Abbas wrote two chapters in a new book that is now available.

Drs. Burke and Snead wrote an article on end of program assessments, and it has been accepted.

Dr. Koh has had an article published online and she is working on research with other faculty.

Dr. White will be giving a lecture with Michael Buckland in Croatia in the spring.

Rubenstein: presented an ethics workshop at Pioneer as part of their staff development.

Dr. Brown talked to administrators at St. Gregory’s in Shawnee about the future of academic libraries.

Ms. Zemke has been busy with COA with lots of help from Zoe Chick.

Dr. Snead wrote an article on government information that was published online (became available on November 14).

Conclusions:
Action items:  Person responsible:  Deadline:
**Item:** Discussion Item: SLIS P&T  
**Name:** Committee A  
**Policy & Procedures Update**

Discussion:

i. Policies  
ii. Special strengths  
iii. # of publications  
iv. Additional considerations  

Dr. Burke’s GA collected more information on the T&P process at other institutions, and looked at their policies/definitions on special strengths and number of publications. The old policy in SLIS was for each faculty member to publish one per year, which meant a faculty member should have five by the time the faculty member goes up for tenure. SLIS is working toward offering a Ph.D. program, and COA says faculty would need more publications if SLIS offers a Ph.D. program. But they don’t say how many would suffice. How many more would be required from faculty who teach in a Ph.D. program? What about book chapters and books? Not all book chapters are peer-reviewed.  

Conference/professional organizations have varying requirements for conference presentations. There can’t be a metric for quality. The quantity of publications takes a back seat to the overall quality of the publications. There needs to be more research activity overall to support a Ph.D. program. SLIS policy needs to reflect this, and also state that research funding is limited. Committee A must evaluate each faculty member’s research individually. It is difficult to assign a number for each one. The policies of other professional schools at OU and LIS programs at other institutions that do not offer Ph.D. programs were reviewed. Human Relations and Social Work at OU had numerical standards. Of the non-OU programs, only a couple of those had a competence/special strength requirement. It is incumbent on jr. faculty to tow the line and do what is required. Pre-tenure is not the time to do esoteric research. Committee A will continue to discuss the policy. Faculty are not in control of when an article will actually be published. Faculty should inform Committee A and put on their resume information on accepted (but not yet published) publications.

Links for 2012 faculty evaluations from provost’s office will be distributed.

**Conclusions:**

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**Item:** OD&M Courses Fall Offerings  
**Name:** Dr. Brown  
**Discussion:** There are too many management courses. Curriculum committee is working on revamping this group of courses. Special and academic library administration will be merged next fall in order to be able to offer instruction in both areas. Dr. Brown will teach this course in the fall. Dr. Burke will teach evaluation methods and organization in the spring.

**Conclusions:**

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**Item:** Action Items: Graduate Studies Committee (internship policy changes) – sent via email  
**Name:** Dr. Kim  
**Discussion:**

a. Proposed Revisions to the SLIS MLIS Internship Handbook

1. Item 6 under the “Policies” section in the handbook  
2. Item 9 under the “Policies” section in the handbook  

ii. SLIS’s current policies and procedures regarding academic probation, automatic termination, and withdrawal of graduate students

**Conclusions:**

1. Item 6 under the “Policy” section in the handbook

• The current policy
Communication among the intern, the placement supervisor, and the supervising faculty member is vital to the success of the internship. At least one site visit to the internship site is required during the semester. The site visit may be made by the supervising faculty member or another individual designated by the School.

- **The proposed “Policy” section in the handbook**
  Communication among the intern, the placement supervisor, and the supervising faculty member is vital to the success of the internship, and the supervising faculty member assumes leadership for that facilitation. Expectations are that there will be at least one site visit to an internship site during the semester. The site visit may be made by the supervising faculty member or another individual (surrogate) designated by the School. However, if there are distance or other travel constraints, the supervising faculty member may choose to replace the site visit with communication strategies such as phone conversations, video conferences, blogs, etc. These tools, in addition to such approaches as journal entries, etc., are also important communication strategies for all internship experiences, including those with site visits, and should be employed as appropriate.

Faculty unanimously approved this change to item #6 in the internship policies.

2. **Item 9 under the “Policy” section in the handbook**

- **The current policy**
  No financial remuneration for the internship will be received by the student, the placement supervisor, or the institution.
- **The proposed policy**
  Students may receive financial remuneration, but the educational goals of the internship experience must be met. A student’s regular employment cannot be used as a paid internship.

A student may not use paid employment toward meeting internship requirements. Can those students do something separate and/or in addition to their regular employment in order to receive remuneration for the internship? An internship has to be beyond regular work requirements or in addition to what a student is being paid. Dr. Burke suggested wording that could be used. Dr. Kim will incorporate that into the proposed policy for item 9, and faculty will consider that at the faculty meeting in February.

  ii. SLIS’s current policies and procedures regarding academic probation, automatic termination, and withdrawal of graduate students

Faculty can discuss a student’s academic performance with other faculty, but cannot share personal (non-academic) information. Therefore, no recommendation will be proposed on a procedure to share such information. Petitions to the GSC which reveal personal information can be shared and discussed by the committee, excluding the student member. Students can be referred to Goddard or other university offices for counseling/other services.

<p>| Conclusions: | Action items: Faculty unanimously approved this change to item #6 in the internship policies. | Person responsible: | Deadline: |</p>
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<th>Item: Ad Hoc Ph.D.</th>
<th>Name: Dr. White</th>
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<td>Discussion: The committee is looking at possible funding options for a doctoral program.</td>
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<th>Item: Admissions</th>
<th>Name: Dr. Burke</th>
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<td>Discussion: This committee will meet again after the first of the year. Dr. Burke will chair the committee and Dr. Koh will return as a member of the committee.</td>
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<th>Item: Aspire 2020</th>
<th>Name: Dr. Abbas</th>
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<td>Discussion: Funding for the liaisons will be used for other purposes. Dr. Abbas will continue to attend meetings through the rest of this academic year. The unit can then decide whether or not to continue to participate if there is no funding. FTAP funding has been cut, which includes funds to pay for conference attendance. The CAS funding has been drastically cut. Dean Bell is pursuing recovering funds for CAS. Dr. Abbas has appreciated serving as this liaison; she received benefits from doing so.</td>
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<th>Item: Committee A</th>
<th>Name: Drs. Brown and Abbas</th>
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<td>Discussion: The committee will meet on Wednesday of this week, and discuss FARs which are due by midnight on January 28th. They will also talk about T&amp;P policies.</td>
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<th>Item: Curriculum</th>
<th>Name: Dr. Abbas</th>
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<td>Discussion: It was moved and seconded that the name of the School Library Media Administration course be changed to School Library Administration to keep up with current language. Approved unanimously.</td>
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<th>Item: OLISSA</th>
<th>Name: Sean O’Brien and Dr. Snead</th>
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<td>Discussion: OLISSA is going well. They will have end of the semester get together this Friday, December 14th. Students only are invited. Mr O’Brien is unable to serve as OLISSA president in the spring and will find a replacement. He has been talking to some potential candidates. OLISSA needs to apply for student organization funds by February.</td>
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<td>Conclusions:</td>
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<td>Action items: OLISSA needs to apply for student organization funds by February.</td>
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<td>Search</td>
<td>Dr. Brown</td>
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<td>Undergraduate Studies</td>
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GSC proposes to modify the following first two items in the student internship handbook

1. **Item 6 under the “Policy” section in the handbook**

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2. **Item 9 under the “Policy” section in the handbook**

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   - **The proposed policy**
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3. **GSC (Rhonda and I) decides not to propose recommendations below because of the student privacy issue**

   Work with Director to examine SLIS’s current policies and procedures regarding academic probation, automatic termination, and withdrawal of graduate students, and to recommend any systemic informational and assistance enhancements that might further facilitate the provision of relevant resources for the use of potentially at-risk students.