COMMITTEE CHARGE
GRADUATE STUDIES

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 students (1 from Norman and 1 from Tulsa)

COMMITTEE MEMBERS Fall 2012 – Spring 2013
Chair: Dr. Yong-Mi Kim
Members: Dr. Rhonda Taylor (Fall and Spring), Betsy Martens (Spring), Connie Van Fleet (Fall)
Students: Lori Lindsey (Tulsa), Amanda Barringer (Norman)
Minute taker: Ann Marie Schneider

COMMITTEE ACTIVITY RELATED TO THE CHARGE, 2012-2013

1. Continue review of EPA guidelines
GSC examined and analyzed students’ feedbacks on comps. Based on the review, GSC discovered that some wording in the EPA guidelines about the comprehensive examination confounded students. As such, GSC made that language clearer and the clarification was approved by the faculty.

2. Continue consideration of evaluation processes for EPA experiences and the program

Dr. Martens reviewed and analyzed the student comps answers from the spring and the fall of 2012. Because the outcomes of the analysis were expected to enhance SLIS instruction, Dr. Martens discussed her findings with the SLIS faculty at a brown bag meeting in April, and forwarded faculty comments to Dr. Brown for consideration as possible future Curriculum or Graduate Studies committee charges.

3. Create an advising guide for faculty and student use including instructions for students seeking School Library certification

This item has been transferred to the Curriculum Committee as it was more relevant to that committee’s work.

4. Explore revising SLIS’s policy on MLIS paid internships

Under item 9, students were not allowed to take a paid internship. The spirit of the policy was that if students were paid for their internships, they might end up performing tasks quite remote from the original educational purposes. The faculty discovered that, as a result of this policy, our students had to forego many good opportunities because some excellent companies will not use students as interns unless they can pay them. As such, GSC modified this policy and the faculty approved the modification.

5. Work with Director on policies and procedures for internships at a distance

Under item 6, the internship supervising faculty must visit the student intern site at a minimum of one time; however, as increasing number of students take internships outside of Oklahoma and with the advanced communication technology, GSC members agreed that integrating emerging communication technologies into the face-to-face site visit requirement is timely. As such, GSC proposed to integrate various communication technologies to the site visit requirement in order to offer flexibility for the students who may not otherwise take internships outside OK and for faculty so that they do not need to travel a long distance. The modification was approved by the faculty.

6. 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

GSC had conducted considerable research on this issue; however, due to possible student privacy issues, GSC decided not to propose recommendations.
7. **Work with Zemke and Brown to inventory materials needed for the Program Presentation**

This charge will carry over as necessary into the summer and fall of 2013.

Other duties - GSC faculty members approved one student’s petition regarding a course.

- The Committee solicited questions from the faculty for the fall and spring comprehensive examinations from which the exam questions were selected by the faculty. The exam is currently a take-home 4-day examination with a single question.

- The Committee also compiled all take-home exam questions.

- The Committee made recommendations to the Director regarding the following student appeals:
  
  One course substitution (the student had one master’s degree from another institution and wanted to use the credits from the required research method class for other courses). GSC supports the student’s petition and recommended to the Director.

Additionally,

- The Committee analyzed reasons why students become inactive between 2006 and 2011. The outcome of the analysis was discussed at a faculty meeting.

**RECOMMENDATIONS FOR GSC 2013-2014**

For 2013-2014, the GSC recommends that the following tasks be completed:

- Explore ways to improve feedback on comps and portfolio experience.
- Work with OLISSA to communicate comps-related questions from students. Although information is available, students are not necessarily utilizing it.