Meeting Minutes, October 14, 2009

Present: Stacy Zemke (Chair), June Abbas, Suliman Hawamdeh, Hanh Nguyen
Absent: John Hoffman

1. Review and adopted Agenda
2. Review and adopted minutes from September 9th meeting
3. Review Information Technology Category description –
   • After discussion the following description and summary was approved.
     - **Information Technology**
       - As members of a connected and technology intensive society, information workers must not only have a solid foundation in current information technology applications, but have the ability to respond to rapid changes in this realm. Evaluating the use of information technology, keeping abreast of new developments as well as applying creative solutions and problem solving for organizations through technology is essential for information professionals.

     - Summary: Understanding of current information technologies as well as developing the skills to evaluate and adapt to future technologies.
4. Identify preliminary areas to look for courses for the new IT Category
   a. Discussed the general outlines of the courses we would look for
      i. Determined that we will consider both upper and lower division courses – we don’t want to close the door on any options at this time.
      ii. Departments/areas to investigate include GIS, Business, Fine Arts, Journalism, Computer Science, Architecture, (Telecom discussed but only graduate courses offered)
      iii. SLIS course discussed as possibilities for this category
         1. **Data Mining** – this course was proposed but never taught, some interested expressed from Susan Burke, though she has not taught the class before; Could reach out to Bill Hanson who created the proposal while an adjunct for SLIS, he is a lecturer in Political Science at OU.
         2. **Knowledge representation** – currently a graduate only course – has not been taught since approx 2004. Zemke and Betsy Martens have expressed interest in teaching the course and would be willing to teach undergrads (per curriculum faculty meeting, 11-5-09). Was not initially taught as a technology focused course, but IT could be easily incorporated (mashups, visualization tools, GIS)
         3. **KM Tools and Technologies** – currently a graduate only course, but Hawamdeh stated that he would consider cross-listing the course.
4. **Introduction to KM** – is an undergraduate course, but as per Hawamdeh, may be better suited to the Leadership or Organizational Communication categories.

5. **Digital Collections** – currently a graduate only course, but Abbas stated that she would be willing to take undergraduates into her course in Fall 2010. Betsy Martens who also teaches this course stated that she would consider taking undergraduates if Abbas’s trial is successful (per curriculum faculty meeting, 11-5-09).

iv. Will begin formal consideration of courses at next meeting

5. **CDRP Report – areas to consider**

   a. **Mentoring of undergraduates**

      i. One outcome of the CDRP was the suggestion to consider mentoring of undergraduate students.

      ii. Hahn recalled his experience as a former engineering student, the program had mentors associated with specific courses. The mentors had completed the course and helped current students to manage the experience and expectations as well as study and answer specific questions about the content. The experience was very valuable to him.

      iii. Zemke will have the capstone class brainstorm about the possibilities for mentors in the BAIS program

   b. **Advising and interacting with undergraduates**

      i. All of the current SLIS faculty have assigned undergraduate advisees. There is always the issue with students not making appointments and just showing up for advising at the last minute. Zemke tends to see these students as they walk-in. We may need to review how students are contacted about their advisors, and how to schedule time to meet with them.

   ii. **Other interaction opportunities discussed**

      1. Guest speakers in class – some facilitation issues since many courses are online. Maybe as we find ways to capture some other presentations (end of program assessment options) we can use this technology for virtual guest speakers in online classes.

      2. Increased teaching of slash-listed courses. As we broaden the school’s offerings in IT focused courses, we may have more faculty teaching undergraduates in slash-listed courses (see above).

      3. Investigate professional organization student chapters – many of our faculty are heavily involved in various professional organizations, they may be willing to facilitate the formation of student chapters for these organizations within SLIS. Organizations to consider
iii. Increasing enrollment in the program
   1. Zemke reported that the school had mailed out letters and fliers to every high school in Oklahoma, advertising the online opportunities for the program. We also mailed informational packets to all Oklahoma Community Colleges as well as 2 community college systems in North Texas (Collin County and Tarrant County).
   2. Abbas suggested reaching out directly to IT focused businesses in the area.
   3. The advisory board was discussed. This board has been little used in the past 5 years, but it is another avenue to consider.

6. New Business
   a. Technical Writing Requirement issues
      i. The English Department has been offering a course for our students to meet their requirement in Technical Writing, ENGL 3183, Authoring in the Information Age. Initially when the BAIS program was designed, ENGL 3153, Technical Writing was an option for students. The English department felt that 3183 was a better option for our students, and was not allowing enrollment of BAIS students into 3153. BUT as of Spring 2010, the English department had dropped the offering of 3183 indefinitely. After conversations between Zemke, the department chair (David Mair) and the advisor for Technical Writing program (Daren Young) it was determined that BAIS students could take 3153 in the Spring of 2010 on a trial basis to determine if they had the technical background and case information/data set needed to complete the assignments the class. 2 Students are currently enrolled for the spring semester in ENGL 3153.
   b. Communication department online classes
      i. Each department controls what courses they offer online, and for the past few semesters has offered few of their courses online (though they had been offered online in the past). The BAIS has many course options in the Major Requirements categories that are taught by the Communication department. The department is currently looking for a new chair. We will continue to monitor the offerings and possibly look for other alternatives for online options in the various categories.

7. Next meeting scheduled for November 17th.