Meeting Minutes, September 20, 2010, 11-12 PM

Present: Hallum, West, Abbas, Van Fleet, Zemke

1. Review and adopted of agenda

2. Introductions

3. Discussed and approved committee charge (see attached)

4. CASACAA –
   Introduced, is a College committee of all advisors, shares information on advising and program changes. This committee is the representative for SLIS to CASACAA

5. Program Evaluation
   Introduction of Program Evaluation Instruments including BAIS Annual Survey and Enrollment numbers. Numbers were discussed.

6. Review of VMGO for the program
   This is important because our current evaluation instrument derives from the objectives, we will derive new evaluations from these objectives also.

7. Next meeting scheduled for October 25th at 1:00 p.m.
The Undergraduate Studies Committee is a standing committee of the School of Library and Information Studies. The Undergraduate Studies Committee serves in an advisory capacity for matters pertaining to the administration of the Bachelor of Arts in Information Studies 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:

- maintenance and revision as needed of the policy statement guiding decisions for BAIS program waivers and substitutions
- evaluation of student petitions for waiver or substitution of program requirements and make recommendations to the Director
- maintenance of the undergraduate advising handbook, aligned with the responsibilities of faculty specifically assigned to the BAIS program

Membership: 3 SLIS faculty members, 2 SLIS undergraduate students

For 2010/2011, the Undergraduate Studies Committee is specifically requested to accomplish the following.

- Work with SLIS Director to develop and implement a marketing and recruitment plan for the BAIS program
- Explore the development of subject targeted sections of LIS1013
- Continue to look for courses to build the Information Technology Category
- Review new courses added in the College for use in any Major Requirement category
- Recommend policies and procedures for updating the list of courses for the Major Requirements Categories
- Review the courses within each Major Requirement Category for needed additions or removals
- Conduct Employer and Alumni surveys and Exit Interviews
- Review Internship evaluation forms
- Research an Information Studies Minor
- Review any LIS or KM graduate courses that could be slashlisted and used within any Major Requirement category
- Reconsider placement in the requirements of the LIS 3003 Object-Oriented Programming course:
  - 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:
    - Project Management (focus on programming project management to introduce basics)
    - Information Architecture
• Review/update the BAIS Student Manual, especially considering online students as well as traditional students
• Work with Curriculum Committee to explore the options and market for a post-baccalaureate certificate in KM