University of Oklahoma
School of Library and Information Studies
Undergraduate Studies Committee Meeting Minutes
Monday, October 17, 2011

Committee Members
Present:
   June Abbas, Norman Faculty (chair)
   Ellen Rubenstein, Norman Faculty
   Stacy Zemke, Norman Faculty, B AIS Coordinator
   Tommy Snead, Norman Faculty
   Elisabeth Wright, Norman Student

Meeting called to order at 10:00 a.m. by Chair, Dr. Abbas

Approval of Minutes
❖ Minutes approved unanimously

Approval of Agenda
❖ Agenda was approved unanimously.

Priorities for Charge Items:

Committee Charges 1-4: Standing Charges

❖ Discussion: Low to medium priority. If we want to add courses or change curriculum, committee needs to approve by Feb. so it can go to the curriculum committee and then to faculty vote by May. Charge #3: nothing online currently in Info & Society area. History of Info & Technology has been reconfigured into a new dept.- this is a possibility for courses but could also impact Dual Degree with History of Science and could potentially take students away from the Undergrad degree program. Data Visualization course in Computer Science- open to undergrads? Possibility for tech area?
❖ Action: Stacy- gather list of potential courses for Nov. meeting

Committee Charge 5- Marketing and Recruitment Plan

❖ Discussion: Admissions committee started working on this in the spring and it is a charge for that committee again this semester- Susan is chair of that committee. The committees should combine efforts. The committee will need addresses, etc for the high school level. The charge is listed as a high to medium and priority. The committee needs to decide the level of
commitment: What can be done quickly? What are long-term goals? Is there a need for an ad hoc committee?

- **Action**: Dr. Snead will send Excel spreadsheet from Admissions Committee
- **Action**: Dr. Rubenstein will find out printing/advertising prices
- **Action**: Professor Zemke will get outline of what has been done in the past
- **Action**: Placed on November agenda

**Committee Charge 6- Employer and Alumni Surveys**

- **Discussion**: Should a question about interest in post-bacc. be added to the survey? A description would be needed. The BAIS is tech focused and students are usually focused on certification. The survey is only sent every 3 years.
- **Action**: Professor Zemke will e-mail survey URL and everyone will decide whether question should be added
- **Action**: Professor Zemke will work with Janie and Career Services to compile list
- **Action**: Placed on November agenda (prioritize over courses)
- **Action**: Mid to late January goal- send out letter or e-mail, then see if second round is needed based on response rate

**Committee Charge 7- Explore Subject-targeted Sections of LIS 1013**

- **Action**: Start with reaching out to departments to see if they’re interested.
- **Action**: Get more background from Dr. Brown.
- **Action**: Change to low priority
- **Action**: By the end of the year- come up with a recommendation (rather than actual plan of action). Dr. Rubenstein will help.

**Committee Charge 8- Internship Evaluation Forms**

- **Discussion**: There was concern about lack of signature on online forms- but this is not an issue for internships because of required final meeting. OU does support the form function but does not put the info into any kind of database. Feedback on the form itself may be useful.
- **Action**: Look at this again in the spring- low priority

**Committee Charge 9- BAIS Minor**

- **Discussion**: DONE- just waiting to see if it’s approved (Dec/Jan). Keep in mind for marketing and for BAIS major course management
Committee Charge 10- LIS 3003 as Requirement or IT Elective

- **Discussion:** Students have to take 6 LIS courses. In the IT area, there are not a lot of courses offered and nothing online. 3003 could be a way to offer something in IT that is available on a regular basis. Employers would probably expect that course. Consider moving 3003 to elective for the sake of students not going into IT. There are really two issues: a curriculum issue (what do we want to ensure that all students get?) and an administrative issue (making sure there’s always something available in the IT area). Any changes would have to be done by Feb/Mar- this would mean adding or finding a course, change to the major and course approval. If 3003 is replaced in the core with project management or information architecture, Dr. Snead, Dr. Martens, and Professor Zemke would be potential resources to teach those courses. The course would need to be slashlisted. The IT management course could also potentially be built out into a project management focus.
  - **Action:** Placed on January agenda
  - **Action:** Placed at medium to high priority (needs to be resolved)

Committee Charge 11- Student Manual

- **Discussion:** Student reps need to review manual.
  - **Action:** Put on March agenda
  - **Action:** Professor Zemke will coordinate with John and Amanda

Committee Charge 12- Explore Post-baccalaureate options

- **Discussion:** Where would these courses fit? 4000 or 5000 level? Use existing courses and slashlist. Use old list of Advanced Certification courses as a jumping-off point. Funding from Tulsa is another impetus. Is there a need for an ad hoc committee?
  - **Action:** Dr. Abbas will coordinate with Dr. VanFleet
  - **Action:** Discuss in November how to move forward
  - **Action:** Dr. Snead will look at other programs around campus