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

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

Approval of Minutes
❖ Minutes have not yet been sent out. Approval was deferred until members had a chance to review them.

Approval of Agenda
❖ Agenda was approved unanimously.

Review and Discuss Slate of Potential Courses to Add to BAIS
❖ Information and Enterprise
  ➢ CAS 3033 - Managing the Nonprofit Organization
     ■ Discussion: Will the prereq be an issue? Nonprofit management minor students would have to take something else.
     ■ Action: Investigate further
  ➢ HR 3203 - Introduction to Organizational Studies
     ■ Discussion: HR may be dropping the prereq for this course. An advantage is that it is an online course. A potential issue is that there has been an enrollment spike in this department, so sometimes students have trouble getting in.
     ■ Action: Investigate further
  ➢ HSCI 3483 - Technology, Politics and International Development
     ■ Discussion: How close is this course to 2003?
     ■ Action: Investigate further
  ➢ HSCI 3533 - Science and Global Politics in the Modern Era: Cross-Cultural Perspectives
     ■ Discussion: There is some concern about potential overlap with 2003, but it could add a lot
     ■ Action: Investigate further
  ➢ IAS 3053 - Globalization
     ■ Discussion: Another class could cover it better. Again, there is potential overlap with 2003, but it comes from a different perspective.
- **Action**: Investigate further
  
  - **LS 3233- Legal Environment of Business**
    - **Discussion**: Some concern about students being able to get into a Price College class.
    - **Action**: Investigate further
  
  - **MGT 3013- Principles of Organization and Management**
    - **Discussion**: The only comparable class currently offered is IT Management (4223), but this course is broader.
    - **Action**: Investigate further
  
  - **PHI 3273- Ethics and Business**
    - **Discussion**: This course is currently in Information and Society, but perhaps it should be moved to this category.
    - **Action**: Investigate further
  
  - **PSC 3133- Politics and Public Administration**
    - **Discussion**: There is some concern about overlap with 2003. Mixed feelings were expressed about this course, but it is offered more regularly than PSC 4193.
    - **Action**: Investigate further; perhaps pick between this one and PSC 4193
  
  - **PSC 4193- The Profession of Public Management**
    - **Discussion**: This course is irregularly offered.
    - **Action**: Investigate further; perhaps pick between this one and PSC 3133
  
  - **WS 3233- Women Creating Social Change**
    - **Discussion**: Professor Zemke was attracted to the last sentence of the course description. Committee members wondered if they were pulling one class out of the larger women’s studies context.
    - **Action**: Remove from list

  - **Interpersonal Communication**
    - **COMM 2423- Gender and Communication**
      - **Discussion**: This course is irregularly offered. Also, concern was expressed about being very Communications heavy in elective options, especially since there are few online Communications course options
      - **Action**: Investigate further
    
    - **COMM 3223- Small Group Communication**
      - **Discussion**: Dr. Abbas wondered about the potential for CSCW-related courses
      - **Action**: Investigate further
    
    - **HR 3043- Interpersonal Skills & Group Dynamics**
      - **Discussion**: A disadvantage is that there is a prerequisite, but an advantage is that it is online
      - **Action**: Investigate further
    
    - **WS 3443- Gender and Interpersonal Communication**
      - **Discussion**: Committee members wondered about the difference between this course and COMM 2423 above. It is offered more often. Committee members also wondered whether male students would be comfortable taking a Women’s Studies course.
      - **Action**: Investigate further

  - **Organizational Communication**
- BC 2813- Business Writing
  - **Discussion:** This course has been a standing substitution and has been approved by this committee before.
  - **Action:** Investigate further
- HR 3213- Interpersonal Skills in the Workplace
  - **Discussion:** It is an online option, but is offered irregularly.
  - **Action:** Investigate further
- IPE 3093- Cultures in the Global Workplace
  - **Discussion:** This course is different than any others offered. Dr. Snead liked that it focuses on the Pacific Rim and Central/South America as an alternative to European markets.
  - **Action:** Investigate further

- **Leadership**
  - CAS 2043- Introduction to Leadership
    - **Action:** Investigate further
  - IE- Enterprise Engineering
    - **Discussion:** This is an industrial engineering course. Perhaps it would fit better in the IT category. Dr. Rubenstein wondered if non-engineering students would understand this. Dr. Snead mentioned that this area is becoming increasingly popular.
    - **Action:** Investigate further
  - LSAL 3113 (Leadership in Organization) and 3153 (Ethics in Leadership)
    - **Discussion:** These courses are part of the College of Outreach, which has previously been an issue that has kept them from being added. But they are online and available often.
    - **Action:** Investigate further

- **Information and Society**
  - Nothing has been taught online in this category in the past two years.
  - Existing course- PHI 3273- Ethics and Business
    - **Action:** Move to Information and Enterprise category
  - AFAM 2913- Perspectives on the Digital Divide: Theory and Application
    - **Discussion:** This course is taught by Charles Bender, who has taught IS courses before. There could be some overlap with 2003.
    - **Action:** Investigate further
  - ART 3673- History of Visual Communication
    - **Discussion:** Could be too focused on history
    - **Action:** Investigate further
  - ART 4963- Museum Studies
    - **Discussion:** This would be a very focused option. It could be of interest to graduate students too, especially those interested in archives.
    - **Action:** Investigate further; perhaps pass on to Dr. White
  - HR 3413- Cultural Awareness in Human Relations
    - **Discussion:** This course seems very similar to the HR course in the interpersonal communications category. It is often offered online.
    - **Action:** Investigate further
SOC 3803- Inequality in a Global Perspective
  - **Discussion:** This course has a prereq and is offered irregularly. Also, it may be better suited to the Information and Enterprise category.
  - **Action:** Investigate further

COMM 2413- Media Literacy
  - **Discussion:** Potential problems are that it is offered irregularly and is only a 2000-level course.
  - **Action:** Investigate further; perhaps choose either this one or COMM 3643

COMM 3643- Media and Society
  - **Action:** Investigate further; perhaps choose either this one or COMM 2413

COMM 4613- Global Communication Networks
  - **Discussion:** Offered irregularly
  - **Action:** Investigate further

HSCI 3493- History of Media
  - **Discussion:** Is this course too similar to 2003?
  - **Action:** Investigate further

LIS 4303- Children’s Literature
  - **Discussion:** The advantages are that it is offered every semester and is offered online, but does it fit within this category?
  - **Action:** Investigate further

LTRS 3903- First Freedoms
  - **Action:** Investigate further

Information Technology

Existing courses
  - **Discussion:** KM 4990 (4673) on line 8 of the spreadsheet is dead. LIS 4773 (Data Mining) has never actually been offered, and LIS 4683 (Database Design) and LIS 4990 (Networks and Information Management Systems) have never actually been taught.
  - **Action:** Remove KM 4990 (4673) and LIS 4773, but leave LIS 4683 and LIS 4990 for now.

ARCH 1012- Computers in Architecture
  - **Action:** Investigate further

ARCH 4013- Workplace CAD
  - **Action:** Investigate further

COMM 3653- Computer Mediated Communication
  - **Discussion:** This would be good for IS students to know about.
  - **Action:** Investigate further

EIPT 3011- Productivity Tools for Education
  - **Discussion:** Would take away from the LIS Information Technology course
  - **Action:** Remove from list

END 1511- Studies in Visual Acuity
  - **Discussion:** Potential problem is that it is only a 1000-level course
  - **Action:** Investigate further

GIS 2013- Introduction to Geoinformatics
- **Action:** Investigate further
- **GIS 4353- Survey of Geospatial Information Technologies**
  - **Discussion:** This course looks better than GIS 2013 (above)
  - **Action:** Investigate further
- **GIS 4453- GIS Spatial Analysis**
  - **Discussion:** This course has a prereq. Also, Dr. Snead wanted to make sure students would have access to the GIS software if they were to take any of these GIS courses.
  - **Action:** Investigate further
- **HSCI 2333- Inventing the Modern World**
  - **Discussion:** Some concern about overlap with 2003
  - **Action:** Investigate further
- **JMC 3813- Typology and Design**
  - **Discussion:** There is a lab as part of the course. How strong is the tie to IT?
  - **Action:** Investigate further
- **JMC 2683- Survey of Electronic Media**
  - **Discussion:** Would this fit better in the Information and Society category? Would it overlap with 2003?
  - **Action:** Investigate further
- **JMC 4103- Mass Communication Technology**
  - **Discussion:** Again, would this fit better in the Information and Society category?
  - **Action:** Investigate further
- **MUTK 4133- Digital Signal Processing**
  - **Discussion:** This seems too specialized. It could be offered as an individual substitution for students with interest in this area.
  - **Action:** Remove from list
- **PSY 2503- Computing for Behavioral Sciences**
  - **Discussion:** This course seems to be basically a PASCAL course, which is not really a marketable skill anymore.
  - **Action:** Investigate further
- **Technical Writing**
  - **Existing course- ENGL 3153- Technical Writing**
    - **Discussion:** Offered every semester and offered online, but students don’t always get a lot out of it
    - **Action:** Investigate further
  - **Existing course- ENGL 3183- Authoring in the Information Age**
    - **Discussion:** Almost never offered anymore
    - **Action:** Remove from list?
  - **ENGL 3263 and ENGL 3173**
    - **Discussion:** Both have 12 hours of English as prereqs.
    - **Action:** Perhaps pick one of these
  - **BC 2813- Business Writing**
Review charge item 5 and documents provided by Snead

**Discussion:** The recruiting spreadsheet was designed with the expectation that there would not be a lot of travel, but rather a good list of places to send out brochures and other materials—such as university career placement centers. The MLIS brochure was e-mailed out so that this committee could consider updating the undergrad brochure and making a new brochure for the IS minor. Dr. Snead stated that Dean Bell is pushing marketing more since the summer, so there is increased need for a marketing strategy. Professor Zemke mentioned that it would be nice to have a brochure by the Major/Minor Fair in February.

**Action:** Dr. Abbas will talk to the Admissions Committee and Graduate Studies Committee about what they are doing about this charge.

**Action:** Professor Zemke will send out what has been done before for undergraduate recruiting.

**Action:** Placed on January agenda.

**Review of Employer and Alumni surveys and determine if question about post-bacc should be included**

**Discussion:** The links to the surveys should now be fixed. These surveys have never been done before, so the committee will need to figure out how to proceed and how to find the right people.

**Action:** Committee members will review the surveys online and discuss via email.

**Action:** Placed on January agenda if the committee decides to add the question.

**Other Business**

**Sooner Saturday and Major/Minor Fair**

**Discussion:** Professor Zemke attended Sooner Saturday this past Saturday. From 8-10 a.m., there were tables set up in the Union, and then in the afternoon students could visit with individual departments. The next big recruiting event will be the Major/Minor Fair in February, which is organized by University College.

**Action:** Plan to market the IS minor at the Major/Minor Fair

**Advising Process**

**Discussion:** Dr. Snead brought up a desire to improve faculty members’ understanding of the advising process for undergrads. Currently, Professor Zemke meets with all new IS students and
then tries to match them with the right faculty member. Dr. Snead expressed a fear of misdirecting an advisee. Professor Zemke stated that it is the student’s job to know what they need to graduate. The committee discussed the possibility of a Brown Bag session on the topic to take place before enrollment in the spring.

- **Action:** Placed on January agenda.

**Next Meeting:** January 23, 2012 at 10:00-11:00 in SLIS conference room

- The committee agreed to not schedule a December meeting, but to continue to do work online.