University of Oklahoma  
School of Library and Information Studies  
Undergraduate Studies Committee Meeting Minutes  
Monday, January 23, 2012

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

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

Approval of Minutes
  Minutes from the October and November 2011 meetings were approved with no additions or corrections.

Approval of Agenda
  Dr. Snead added an additional item--discussion about post baccalaureate degree to agenda. Agenda, with addition, was approved unanimously.

Discussion on providing a training session on undergraduate advising to SLIS faculty.
Discussion: Dr. Brown and other SLIS faculty have requested a session to learn more about how to advise undergraduates. Ms. Zemke agreed to provide a training session during the Feb. 13, 2012 brown bag session.

Updates on charge items and committee tasks
Discussion: Dr. Abbas asked for an update on outstanding committee tasks from Dr. Snead and Ms. Zemke.
  Dr. Snead provided the Committee with more information on what he learned about the post baccalaureate degree requirements at OU (See discussion reported later in this document).
  Ms. Zemke reported that the syllabi are almost ready for Committee review
  Ms. Zemke also asked the Committee about whether or not we should consider sending a request to have the Checksheet for BAIS format changed.

  Action item: Ms. Zemke will send out the revised format for the Checksheet to the Committee and we will discuss at Feb. meeting.
Discussion on Charge item #5 -- recruiting efforts for BAIS

Discussion: Ms. Zemke explained previous efforts by SLIS to recruit. She also reported that she would be attending the Major/Minors Fair at OU on Feb. 15th. Dr. Rubenstein indicated an interest in attending also.

Discussion on Charge item #10 -- placement of LIS 3003 Object-Oriented Programming course

Discussion: Our charge is to consider whether or not this course should remain a required course for BAIS students or if we should develop another course to replace it (Information Architecture, Project Management). It is currently taught by an adjunct who is no longer employed at OU. A request was made to review enrollment for past few years to determine if only BAIS students are taking the course or if non-BAIS students are also enrolling.

❖ Action item: Ms. Zemke will ask Caitlin to pull up enrollment figures to determine if enrollment is BAIS or other students. Committee will review this information and discuss at Feb. meeting.

Update on fact finding by Dr. Snead related to Charge item #10 -- post bacc at OU

Discussion: Dr. Snead explained how the post baccalaureate degree is used at OU. It is comprised of undergraduate courses and no degree is received. It is primarily a mechanism to increase skills and to make a person more marketable.

❖ Action item: Drs. Abbas and Snead will coordinate with Dr. Van Fleet (Chair of Curriculum Committee) to determine how the two committees can move forward with this charge item.

Other Business

Reminder by Ms. Zemke that she will be sending syllabi to review via email. We will discuss the syllabi of courses to add to the BAIS program during the Feb. meeting. We might also consider extending the meeting until 11:30.

Next Meeting: February 20, 2012 at 10:00-11:00 in SLIS conference room