University of Oklahoma
School of Library and Information Studies
Undergraduate Studies Committee Meeting Minutes
Monday, March 26, 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 February meeting were approved unanimously.

Approval of Agenda
❖ Agenda was approved unanimously.

Update on BAIS proposal put forward to Curriculum Committee
❖ The proposal was reviewed by the Curriculum Committee (CC) on 3/11/2012. All items were approved to go forward to the SLIS Faculty, however, the CC requested that Drs. Abbas and Snead review the syllabi for the courses they were submitting for slashlisting and update them to change language that was out of date or too library-centered. Abbas and Snead will send revised documents to UGS and CC for review later this week.

Update on outstanding Charge items (#s 5, 6, 7, 8, and 12)
❖ Item #5: Work with SLIS Director to develop marketing and recruitment plan for BAIS

The UGS discussed this item and also reviewed what was being done by the Admissions Committee. The following suggestions were made:
   o UGS and SLIS determine the recruitment goals for the BAIS. Do we want to grow this program into a large program or maintain current/similar enrollment?
   o Update the current BAIS brochure to include the new Minor. Make the brochure smaller, more flexible so it can be used in multiple contexts for marketing.
   o Develop a separate brochure for the Minor.
   o Add in QR codes to both brochures.
   o More marketing for both programs can be done on the website.
   o SLIS form an ad hoc committee for recruitment of all programs.

❖ Item #6: Alumni surveys
Ms. Zemke presented the results of the BAIS Alumni surveys and asked for questions, ideas on what to do with the data. UGS agreed to discuss more at April meeting. Discussion ensued related to how to administer the Employer Survey. Discussion included: need to determine approach for which organizations to target. Concerns that we want to be able to conduct the survey with employers we know employ our students but without biasing the employer to responding with that/those employees in mind. Should we target specific professional organizations as participants?

Also discussed were the need to create a LinkedIn group for BAIS alumni and a D2L site for BAIS students to serve as a framework for curriculum development/portfolio building.

- Item #7: Subject targeted sections of LIS1013
  Ms. Zemke reported that when she talked to other units on campus there was little interest in having a subject targeted LIS 1013. We will suggest that this issue be reviewed in a few years.

- Item #8: Develop interactive/online forms for Internship
  This was considered a low priority by the committee. Ms. Zemke noted that it is part of the learning experience for the student to take this form to the Internship supervisor to have it completed and that the forms are working fine as is.

- Item #12: Post baccalaureate certificate
  The committee has discussed this issue throughout the year. This item was considered a low priority item of the UGS in 2011/2012. Dr. Snead would still like to pursue this later and said he would review other OU programs with certificates and contact them for more information on the viability of their certificate program. The suggestion was also made to review the progress and enrollment of the new Minor in a year or two and determine if the Minor can be used as a certificate.

**Request by Dr. Abbas to move the next meeting to April 30, 2012 at 10-11.**
  - The request was approved unanimously.

**Action Item**
  - Dr. Abbas will develop a draft of the UGS Final Report and distribute to the committee for review at next month’s meeting. She suggested that any ideas for charge items be sent to her via email.

  - Meeting adjourned at 11:15 a.m.

  - Next Meeting: April 30, 2012