

**Faculty Meeting Minutes**  
**August 30, 2013**

**Present:** Ben Alexander, Roberta Brody, Colleen Cool, Harry Kibirigi, Ping Li, James Marcum, K. B. Ng, Claudia Perry, Walter Valero, Liz Basileo (Acting Coordinator of LMS programs), Deborah Kinirons (LISSA Representative)

**Guest:** Dean **Donald M. Scott**

BRL – Izabella Taler: Absent for vacation.

Meeting started at 12:15 p.m. with lunch provided.

1. Dr. Colleen Cool, as Department Chair, welcomed everyone back and introduced Dean **Donald M. Scott to all present at the meeting.**
2. **All who were present introduced themselves to Dean Donald Scott. Dr. Cool expressed GSLIS's thanks to Division for resuming the faculty search.**
3. **Dean Donald Scott announced the new line of faculty search (in the area of information science) in GSLIS.**
4. **Dean explained the budget situation and enrollment issues in Queens College in general. The income from graduate program enrollments is comparatively better. He made it clear that he is a firm supporter of GSLIS. He and the Dean's office will help GSLIS in the best possible way.**
5. Ms. Deborah Kinirons (LISSA Representative) was informed about **GSLIS's present status in accreditation process, the possible outcomes and decisions from COA. GSLIS is looking forward to the next site visit from COA. The next report will be submitted in October. The report will be based on the solid presentation compiled by Drs. Claudia Perry and Linda Cooper. There will be further discussion at the Retreat. Ms. Kinirons asked whether students can help in any way in this procedure. She was told that she, as president of LISSA, is supposed to be a stakeholder in the program presentation. It was suggested that a timeline of the accreditation process be provided to those who are new.**
6. Ms. Kinirons **was asked to keep the faculty posted of students' concerns and questions. It was explained that we did it fairly by sharing with the students the accreditation status and there has been no hidden agenda. GSLIS is not alone in this situation. Our program is not in a position to shut down. The new line faculty recruitment, etc. are all good signs.**
7. **Dr. Cool explained GSLIS committees' responsibilities. Regarding the planning process, the question is how the data should be used, based on which decisions are to be made. The data should be used as evidence and base for decisions. The description of the committee responsibilities received positive comments.**
8. **In GSLIS, students can take independent study twice to have 6 credits. However, it is not specified as repeatable in our current system. Curriculum Committee may need to follow up on this.**

9. **All the committees are urged to gather and decide on a meeting date before the Retreat. Dr. Brody's calendar posted in the hallway should be very helpful.**
10. **There will be a half-day retreat (11:00 am – 3:00 pm). The date for Retreat is selected: September 13th.**
11. **Dr. Ng shared with the faculty the issues with Q-Portfolio. Details will be discussed at the Assessment Committee meeting.**
12. **Question for discussion regarding the evaluative exams: who to assess? For the evaluative exams conducted at the end of last semester, the second assessor was selected for each exam. [Dr. Kibirige for 700 (The Technology of Information); Dr. Perry for 701 (Fundamentals of Library and Information Science); Dr. Brody for 702 (Information Sources and Service: general); Dr. Ng for 703 (Introduction to Technical Services)]**
13. **Stonybrook, for the first time, does not have enough enrollments to hold any classes for GSLIS.**
14. **Miscellaneous:**
  - a. **A scholarship will be set up under the name of one of our alumni by her husband.**
  - b. **Some of GSLIS awards do not have enough funds.**
  - c. **Update on hiring: The faculty search has been reopened. Three candidates are coming for onsite interview (there may be an additional 4th one). The first candidate can come in the first week of October (October 2nd & 3rd). The 2nd can come in the week of October 14th (October 16th & 17th). The 3rd is to be scheduled on October 30th and 31st or the week after. There will also be a new line of faculty search.**

**Meeting adjourned at 2:05 pm.**

**-- Minutes taken by Dr. Ping Li (with input from Dr. K.B. Ng)**

## Faculty Meeting Minutes

9/26/2013

Present: Alexander, Ng, Cool, Kiberige, Li, Marcum, Perry, Valero. Brody: Excused

- Past minutes approved. Special note of thanks to Ping.
- Cool requested that minutes rotate on an alphabetical order. Alexander taking minutes
- Agenda approved with qualification that teaching technology and curriculum be discussed as one committee.
- **Izabella –**
  - \$2000.00 acquisitions. Due April. First come first served.
  - Library renovation – emphasis on first floor.
  - The Library has posted two internships opportunities. No GSLIS applications. Library will repost in November. Walter offered to post internally as well.
  - Library is searching for web services and electronic resources librarian positions.
- **GSLIS Committees**

Emphasis placed on how Committee's can most effectively contribute to on-going assessment.

- **Committee Reports**

*Planning Committee:*

Standard 1

Have been faulted with a lack of broad and systematic on-going assessment process. What sources of additional evidences can be submitted. At core of stream of evidence is a "Planning

Life Cycle” – all of committee evidences will find places within planning life cycle. Need to stress we have assessed situations and providing evidence for completion (closing the loop).

### *Curriculum and Teaching Technology Committee*

Claudia circulated minutes from dated September 12, 2013.

Primary question: How are we going to evaluate hybrid courses:

From last panel – how does hybrid-teaching fit into overall plan.

Where is our assessment of hybrid teaching fit into assessment plan.

Jim suggested fits into 2.6 and 2.7 – Hybrid course assessment.

Colleen – may ask two of core course professors to develop online versions of two courses. Would offer one course release for planning process.

Walter suggested researching or borrowing modules from continuing ed. to fit into potential for breadth of GSLIS

### *Assessment Committee*

K.B. suggests maintaining e-portfolio for core courses and 709 and observes that this process might provide direct assessment data. But other courses – blackboard or excel used by prof. to determine grades and course scores. Address standard 3.2

Evaluation Exam. Suggested that a reflective essay at end of term might provide better assessment than evaluative exam. In what ways do we want to continue using e-portfolio. Hold off on evaluative exam for this term. Awaiting results of second readers.

A survey of faculty and adjuncts was proposed to determine what kind of development would be most productive. Ben volunteered to send out open call for ideas for preferred forms of faculty development.

(Finalized vote on 791).

*Admissions Committee*

Enrollment data used as assessment 4.3

Ping Lee offered to review standard one by end of next week. (sorry if I missed the context on this – please fill in and I will revise).

*Faculty Candidates Interviews for Young Adult Position*

First faculty interview – Wednesday and Thursday. Research talk on Wednesday at 2:00. And a sample class lecture to students and faculty from 6:10 – 7:10. Followed by small group dinner. From 3:00 – 5:00 individual faculty meetings. Make sure October 2 and 16 clear at 2:00 and 6:10. Thursday lunch at Agora. Dean will meet with candidate in early afternoon Thursday.

*New Line for Information Science.*

- Agreed of importance of discussing and agreeing upon job description.
- Jim suggests emphasize on data analysis.

Colleen – issued a plea for updated Faculty pages.

Ben Alexander taken responsibility for standardizing Digital Preservation Syllabus.

Meeting adjourned 2:00

GSLIS Faculty Meeting Minutes  
10-31-2013

The meeting began at 1:10

Present: R. Brody, C. Cool, H. Kibirige, D. Kinirons, P. Li, J. Marcum, K.B. Ng, C. Perry, J. Quinn, I. Taler, W. Valero

Absent: B. Alexander

1. The minutes of last faculty meeting were amended and approved.
2. The agenda was approved.
3. Rosenthal Library (Izabella Taler)
  - New database list was distributed which included trial databases.
  - The library has a collection of streaming videos with potential usefulness for reference classes
  - A new three-credit General Education course for undergraduates will be offered. It will fulfill the one of the undergraduate writing requirements.
  - There have been some fulfillment difficulties with ALA approval plan books
  - Kelly Blanchard is the electronic resources librarian
  - Web resources librarian Williams is currently on a substitute line. The search is on hold.
  - Rolf Swenson is serving as the Acting College Librarian
4. Accreditation (Colleen Cool)
  - Drs Cool and Ng participated in a conference call with the Office of Accreditation regarding the Plan for the Program Presentation on October 10. At that time, they were asked how often we will be refreshing our planning data. Cool and Ng responded that we will be doing that twice a year.
  - Drs Ng and Cool are creating an online planning group; with planned discussions several times a year.
  - Karen O'Brien, Director of the OA, was said to have remarked "you'll be in good shape if you have to go to pre-candidacy"
  - The Committee on Accreditation will vote on our accreditation status on November 22; after which O'Brien will call Cool.
  - Progress Report is due December 1, 2013. Cool reports asking O'Brien "whether we could submit early." O'Brien is reported to have said "no"
  - Assessment efforts will be assisted by the School of Education. There will be a meeting with the Dean of Education in Associate Provost Schwarz' office.
5. Facilities update (Cool)
  - A meeting was held with William Kehler, Naveed Husain, Sidney Grimes regarding our facilities.

- In this context, a conversation was held about academic departments using the Mac labs in the library. Currently, these labs are booked by the library administration. Husain and Kehler reported to have expressed a desire for these labs to be used more widely. Izabella Taler reminded the group that the labs are used by library faculty for instruction. She suggested that if we would wish to use these labs that we facilitate this by communication between departments -- between the library and the GSLIS – rather than by going through the College.
- A space analysis is underway which would show how our space could look
- We must rid our space of much accumulated materials. The faculty and staff are asked to remove all personal items from the kitchen before November 15. They are further asked to remove all storage boxes from the rooms 257 and 258 no later than December 31, 2013.

#### 6. Records Retention (Cool)

- We are required to keep 2 years of final exams
- 709 papers are not theses and need not be kept. [ NB: 709 projects are capstone projects under NYS law]
- A question was raised as to what we may safely discard. Dr Cool will send us the CUNY retention schedule to aid in this decision-making
- Dr Cool reported that she will inquire about shredding services

#### 7. Faculty observations (Cool)

- A schedule of observers and those they will observe will be posted.
- Dr Cool indicated that “Everyone will observe someone”

#### 8. Faculty Hiring (Cool)

- Update on the resumed search for C&YAS position: Third (final) candidate will be on campus on November 13-14 2013
- Plans for IS position: The Search Committee will meet with OCDP on November 7, 2013 for required briefing and revision, if necessary, of job notice
- Dr Cool hopes to speak to potential candidates informally at the ASIST meeting this coming week
- Some members of the faculty indicated their willingness to attend interviews of potential candidates at ALISE in January 2014

#### 9. AASA Committee (Li)

- Nine applicants for the Wilson Scholarship were received. Four were selected
- Dewey Scholarship applications were reviewed

- Applications for the NY Library Club Award will be sought
- Dr Cool reports that the mission of the Mordane Mallory Scholarship for \$1,000 is restated as follows “for women who promote diversity” and that this committee will add this scholarship to its portfolio

#### 10. Assessment Committee (Ng)

- Dr Ng distributed a list of Fall 2013 syllabi, showing submissions and “partial” submissions – those whose matrix components are missing
- Consideration is being given to a reflective essay as part of or at the conclusion of 709 that would reflect on the program as a whole
- Core course exams still in the formative stage... Hopes were expressed that these can evolve to be evaluative exams of content knowledge but the pathway is not well determined. It was suggested that the faculty “put off the decision” about how to proceed on this matter and that the Committee “bring up with the Education Department [presumably members of the Education Division is meant here] how to assess core courses”.
- Prof Valero will give Dr Ng the final reports as completed by the site supervisors from Spring 2013 for the first round of analysis
- Dr Ng asked that we pass along to him any information about student accomplishments outside of the GSLIS or in connection with work that was originally performed for a GSLIS course.

#### 11. Curriculum & Teaching Technology Committee (Perry)

- Dr Perry distributed Curriculum Committee minutes. They were reviewed and discussed. Some slight changes were suggested and she will provide an updated version of them.
- For WYSE Consortium, it was suggested that advanced courses might be more appealing

#### 12. Faculty Development (Brody)

- Committee proposes that a “survey” of faculty needs be developed from the informal session which was held in September

#### 13. Planning

- It was recognized that the matters discussed at the beginning of the meeting under “new business” comprised most of the report and developments for the Planning Committee



#### 14. Publications & External Communication (Marcum)

- Dr Marcum suggested that the newsletter which we were unable to distribute in the Spring semester be updated.
- Dr Brody indicated that she had sent a list of items that were stale to the faculty in September.

#### 15. Student Association (Kinirons)

- NCLA is looking for Vice Chair of RASD Division
- Students would like to have more information on civil service requirements for the three NYC library systems, Westchester, Nassau, and Suffolk.
- Students will work with Dr Brody to arrange speakers for March Curriculum Space

Future meeting dates:

Curriculum Meeting: Thursday 11/21 at 11:00 AM

Faculty Meeting: Thursday 11/21 at 1:00 PM

P&B Meeting: Tuesday 11/26 time undecided

Meeting was adjourned at 3:10 PM

## GSLIS FACULTY MEETING AGENDA AND MINUTES

Date: 11/21/2013

The meeting began at 1:00

Present: B. Alexander, R. Brody, C. Cool, H. Kibirige, P. Li, J. Marcum, K.B. Ng, C. Perry,

- I Minutes from 10/31/2013 was approved.
- II About COA  
Decision on appeal – 11/22/2013  
Progress Report due 12/01/2013 – Committee inputs due by 11/24/2013  
ALISE Statistical Report submitted
- III Committee Reports  
Assessment committee, Curriculum committee and Academic standing committee have submitted their reports to the chair.
- IV Nominations for staff awards  
GSLIS would nominate Bridget for the award.
- V Faculty Search Update  
Information Science position – posted and advertised  
Youth position –Faculty Rankings of top tier candidates
- VI Facilities Renovation – update on Kitchen, Lounge and Front Office
- VII Puppy Room for students during finals week  
SAA members came and discussed the arrangement.
- VIII Old Business  
CUNY Records Retention Policy  
<http://www.qc.cuny.edu/about/administration/InstitutionalAdvancement/Pages/records.aspx>

Meeting ended at 2:50 pm

Minutes (corrected 2/27/14)

Faculty Meeting

January 30, 2014

The meeting started at 12:30 p.m. All fulltime faculty plus our BRL rep were present

#### Budget

CUNY has an \$8 million budget deficit largely due to low enrollments across the colleges. Through the use of all available resources, this deficit has been reduced somewhat, to a remaining \$2 million. A hiring freeze has been imposed effective January 10<sup>th</sup>, 2014. This impacts our current search for an assistant Professor in professor, but the Assistant Professor position in Youth is secure since an offer was made and a signed letter of agreement was received by the candidate before the hiring freeze.

#### Faculty searches

Information Science: 12 people were interviewed at ALISE before the hiring freeze was announced. over 40 applications for this position have been submitted to CUNYFirst. Faculty members who interviewed applicants at ALISE reported a good number of seemingly qualified persons.

Assistant Professor – Youth: The first-ranked person declined the youth position so the 2<sup>nd</sup> ranked person was offered, and accepted it.

#### COA

While the November 22 decision was in our favor, a progress report is due March 1. Two consultants who are former COA members, Dan O'Connor and Phil Mulvaney have been hired as consultants.

#### BRL

Mike Miller from the library faculty has had his leave extended as acting chief librarian at Bronx CC.

Kelly Blanchatt who is temporarily managing resources is still a substitute; a permanent position was not approved.

The problem of ALA approval books has been solved.

Reservable media scape rooms for group projects are available on the Level 3. Groups need to sign up for time slots.

A list of new databases was distributed.

There is no money in the budget for anything new and a 25% cut in journal subscriptions may have to be taken next budget year.

#### Stony Brook

GSLIS courses were cancelled last semester because of COA decision, but with more parttime jobs available, there are now 12 in 700 and 6 in 701. SB is looking into adding 15-credit graduate certificates, for example, in digital librarianship and collaborative teaching.

#### New Social Science Dean

Len Rodberg was introduced. He said there would be no budget cuts in the spring. The issue was next year's budget. Enrollment overall is down 6-7% and mostly affects faculty searches. The GSLIS is under budget, having not spent all of our adjunct budget.

#### COA

Consultants hired and have sent feedback on proposed plan. They feel our objectives do not match at the various levels. Changes in QC institutional goals are very different. The dean mentioned that QC's Strategic Goals translated into programs. A discussion of revised goals and ways to assess our 4 objectives followed.

#### Committee Reports

##### Assessment

KB is collecting student accomplishments. Please send any to him.

Everyone is using learning outcomes on syllabi. Please send all assignments and grades for all last semester classes to KB

##### Curriculum and Educational Technology

Claudia Perry presented revised ePortfolio requirements which now need to go to the Graduate Curriculum Committee, etc. for approval since this will be required for graduation. The Faculty has approved them.

##### Admission and Academic Standing

Ping Li reported that they were reviewing scholarship and award recipients. Work was continuing.

##### Special Events

Ben Alexander asked for suggestions for special events.

#### Publications and PR

Jim said we needed a newsletter this spring. The last one was put on hold when the COA decision came down.

#### LISSA

The students are upset over Walter Valero's resignation and agreed to remove slanderous remarks about a faculty member from the LISSA facebook page.

#### Miscellaneous

Harry Kibirige attended a presentation about the WISE Consortia at ALISE and pointed out that WISE classes were filled from all over the world.

The meeting adjourned at 2 p.m.

Submitted by  
Mary K. Chelton

## **Minutes**

### **Faculty Meeting**

**February 27, 2014**

Meeting was called to order at 12.25p.m.

**Present:** Ben Alexander, Roberta Brody, Mary K. Chelton, Colleen Cool, K.B Eng, Harry Kibirige, Ping Li, James Marcum, Claudia Perry and Izabella Taler.

### **BRL (Library)**

Professor Isabella Taler will go on sabbatical next year for one year. No official person has been appointed, but Simone is likely to deal with GSLIS matters. She had attended the PSC/CUNY Chapter meeting the previous week and advised that regarding benefits Mr. Herst Co-coordinator of benefits at PSC/CUNY is a great asset for retirement, travia, sabbatical & etc. Chelton, requested her for tools library bibliographers use for collection development.

### **Chairs Report**

The three, Cool, Perry and Eng had been working hard and made good progress on COA progress Report. Every committee had to go through the COA Standards and be responsible for the relevant segment for Program Presentation.

The alumni mailing went out in January with an appeal for financial support. Two ways of reaching alumni were suggested:

1. Put up a form to collect data on alumni
2. Make an interactive form to record alumni accomplishments.

As a result of the letter sent out in January, the school had received eight gifts and the total contribution was \$700.00.

The Alumni Office has been requested to provide labels to enable GSLIS to send out post cards and request students to join GLISSCOMM, a new listserv. Perry reminded the faculty that there had been a prior case when a student was a persistent abuser of a now defunct student listserv.

The Chair mentioned that our **Mission, Goals, and Objectives** will have to be modified. There was some confusion with what the consultants had advised the department to do. There was a written confirmation on that from the COA Office. It was also confirmed that GSLIS must use the 2008 COA Standard for the Program Presentation.

### **Committee Reports**

#### Admissions and Academic Standing

Had not met and had nothing to report.

#### Curriculum & Assessment Jt. Meeting:

A motion to change the language on ePortfolio was passed. Li's 702 will be used as a pilot to check the effectiveness of the Assessor (K.B.) to verify whether students had deposited their work in the matrix. Cool, mentioned a review of other LIS program' use of ePortfolios. It appeared as if most use it as end of program assessment. She contacted Dean Bodner, whether we need the approval of GCC to use it in a similar manner. Chelton suggested assessing the Youth Certificate Program by contacting graduates to see how they feel about its effectiveness. \

#### Faculty Development Committee:

Brody suggested that the committee's name be changed to Professional Development Committee. It had no meeting and nothing to report

#### Publications Committee.

Had not met, but Chelton said that the GSLIS Gazette had been compiled and will consult with Marcum on how to continue the processing.

#### Special Events Committee

Had nothing to report.

#### **Other Business**

#### Recruiting

Cool mentioned to the faculty that this is an area that needs to be developed. Chelton suggested that we develop a portable three fold exhibit that can be used at professional associations meetings such as NYLA. Kibirige suggested that we also target Long Island Library Association since we recruit many students from Long Island. We might show our presence at a booth as some LIS schools do. The cost of the booth is \$500.00.

#### The GSLIS website

Cool reminded the faculty to update their profiles.

#### Concern about our Conversation with the College President

Cool raised the concern that the Acting President did not give us a definite commitment on the future of the GSLIS. Kibirige pointed out that he said that "CUNY cannot afford to lose the Graduate School". The general feeling was that lack of a written commitment is still problematic. Cool promised to speak with the Acting Provost about it. Cool also mentioned that she will meet with the council of CUNY Chief Librarians soon.

There being no other business, the Faculty Meeting adjourned at 1.30 p.m.

Respectfully,

Harry M. Kibirige, Ph.D.

Professor and Minutes taker.

**Special Faculty Meeting Minutes (Draft)**  
**March 13, 2014**

**Present:** Ben Alexander, Mary K. Chelton, Colleen Cool, Ping Li, K. B. Ng, Claudia Perry

**Absent:** Roberta Brody, Harry Kibirigi, James Marcum

Meeting started at 12:05 p.m.

- I. Dr. Colleen Cool, as the Department Chair, explained the meeting purpose: This special meeting was called to discuss the preparation of the Draft Program Presentation, due to COA in mid-June 2014. It will be a draft and we will get feedback. But it has to be as best as it can. So we need to discuss how to move from the Progress Report submitted on March 1, 2014 to the Program Presentation in June. All faculty members had received a copy of the Progress Report, in which we did a good job in convincing them that we have a planning process and we understand what a planning process is and how it really revolves around Mission, Goals and Objectives and it can be assessed on an ongoing basis. That's why we have the two appendixes to the Progress Report. One is our revised Mission, Goals and Objectives, which align with Queens College new Goals and Objectives stated in their strategic plan. Appendix II takes us to how we are going to make sure to achieve these Objectives and then attain our Goals. So that's a very nice template for us to carve out responsibilities for each of the Faculty Committees. Dr. Cool mapped our Goals & Objectives with each of the Faculty Committees. We can see the Standards that correspond to each of our Goals.
  
- II. The former Program Presentation was circulated so that each of the faculty members could get refreshed about the structure of the Program Presentation. The Program Presentation moves along according to the Standards. So we organize it in six chapters by Standard and then the sub-levels of the Standards (though we have an overview at the beginning).

Goal 1: (ALA Standard 1)

Planning Committee and adhoc COA Overseer Committee (made up by Dr. Colleen Cool, Dr. KB Ng, and Dr. Claudia Perry) have major roles. A good chunk of it is already done.

Goal 2: (ALA Standard 2 Curriculum)

Curriculum and Assessment Committees have major roles. It is a lot of work, but Dr. Claudia Perry has already done a significant piece of work in outlining how we are going to assess the Objectives for the Curriculum. We have to assess our Objectives across all the Standards. We should be able to see that we are meeting the Objectives. We have to have the assessment of each goal and have the ongoing review.

Goal 3: (ALA Standard 3 Faculty)

P&B and the new Professional Development Committees have major roles. We have to do a lot more this time than collecting CV and say we do annual PEIs. We have to talk about what we are doing for professional development and what we are doing to ensure our faculty connects with the larger community, with CUNY libraries, the public library community in terms of ongoing development, educational outreach, etc.



Goal 4: (ALA Standard 1.2.10 and 3)

Professional Development, External Communications and Assessment Committees have major roles. – Our Goal 4 does not have a one to one match with the Standards. Goal 4 has to do with Communities. It states we will serve our constituencies; we will have community outreach; we will assess educational needs of our constituencies and we hope to address them by being in partnership with the communities and we also want ongoing communications with them. So in order to achieve that, we have to have activities that come from External Communications (including Publications like Gazette and the designing of our Website) Committee. (Dr. Mary K. Chelton suggested combining External Communications Committee with Special Events Committee, which was agreed to by Dr. Colleen Cool and Dr. Ben Alexander and was decided at the meeting.)

Goal 5: (ALA Standard 4 Students)

Goal 5 corresponds to the Standard for Students. The Committee on Admissions, Academic Standing & Student Affairs has major role and should have a lot to do.

Goal 6: (ALA Standard 5 and 6 Administration and Facilities)

Planning and Assessment Committees and the adhoc Committee on Facilities have major roles. Dr. Colleen Cool, as the Department Chair, is to deal with Administration. Facilities, there is the adhoc Committee on Facilities. Dr. Perry suggested that a large chunk of the former Program Presentation is still usable.

NEXT STEPS:

1. Going forward, chapters in the Program Presentation will be organized according to each of the six ALA Standards and sub-levels of the Standards. Each Committee needs to designate specific people who will take responsibilities for each of the sublevels of that Standard. In this case we can know who is doing what.
2. Refer to the previously circulated document – AP3, II.6.4, with examples of evidence that might be used to indicate compliance with the Standards for Accreditation. It gives us the typical forms of evidence for each of the six Standards. For each chapter we need to identify the forms of evidence and how it is to be put in our assessment repository Dr. Ng is creating and maintaining. This is the first step. Then the second step, which is crucial. Refer to Appendix II in our Progress Report—describe for each of the Standards and Sub-Standards the ongoing activities that we are engaged in for the assessment. The assessment cuts through all the standards. In fact a lot of this is done by the Overseer Committee. We should get some guidance from this: What are we going to do to make sure that we are achieving the Objectives? – Are we going to do a survey? Are we going to do a computer inventory? Are we going to do the needs assessment survey? Are we going to have an alumni panel? Are we going to sit in the Student Lounge and listen to what students are talking about? People do all kinds of data collection. We have talked very carefully about the Curriculum activities, what we have done in terms of the syllabi metrics. We have to describe what we have done to achieve this and here is what we have learned. The activities need to develop into narratives for the Program Presentation.
3. Referring to Appendix II of the Progress Report again, describe the ongoing assessment activities that ensure compliance with the Standards. This was presented in a two-year timeline, from Spring 2013 to Spring 2015 (see page 9 of the Progress Report). In the final

Program Presentation it would be ideal to have a five-year timeline, but let's start with two years' activities. We should show that we can do it. We have Goals and Objectives that we intend to achieve and we are achieving them.

4. Short term deadlines:

March 27 Faculty Meeting: Faculty member responsibilities will have been determined and forms of evidence that are going to be included in the Program Presentation will have been decided upon. Ongoing assessment activities will be presented in a two-year timeline such as we have started for Curriculum on page 9 of the Progress Report. A preliminary outline of each Chapter is due on March 27.

April 10 Special Faculty Meeting: Outline of each Chapter is due.

May 1: Draft of each Chapter for the Program Presentation is due and it will be reviewed by our consultants.

5. Major tasks that need immediate momentum: These are the things that we have to do:

Curriculum and Assessment Committees: The pilot study of use of e-portfolio as end of program assessment tool. The selection of ten graduating students (volunteers) who have had e-portfolios for their entire program should be done immediately. There is a nice outline of what we are going to do in the Progress Report. We are following the model used by the University of Indiana.

The alumni panel for ongoing feedback: Quite a lot of people inquire whether any help is needed from alumni and they are here for us. (Dr. Claudia Perry suggested it would be very valuable if the alumni can review our preliminary outline, to which Dr. Cool agreed and asked whether we can bring them in as a discussion group.)

Dr. Chelton and Dr. Perry raised some problems with our technology facilities for faculty and for teaching. Dr. Cool shared with us very likely Aasim will be our full-time IT person and he should be able to help. Right now he is a teaching adjunct for another 45 hours and also for our Website and IT needs. We can call him for help if need arises. Through Dr. Cool's communication with the Chief Librarian of CUNY, it is important for us to have graduates with strong IT skills. So a concern now is that we are not offering enough technology courses and cancelling some of the planned technology courses because of Walter's resignation. Hopefully some new adjuncts and our new hire can contribute to improve the situation.

So our targets:

- a. We need to identify our graduating students for possible volunteers, e.g. from 709 and 795 classes, to participate in the pilot of the e-portfolio. We need students who have their e-portfolio since they started the program. Each of them will be asked to pick one artifact for each of our learning outcomes. Then our faculty will look at them and make assessment. Let's make the purpose known to the students (for our accreditation

purpose) and it will be totally anonymous. Hopefully we can find enough volunteers by the end of the following week.

- b. The alumni panel: The alumni page on our Website is disabled at this point and Aasim is working on it. The alumni panel for ongoing feedback can be done through some online venue. It should not be difficult to set up this; what we need are some alumni to initiate some posts to attract others and some meaningful questions that we would like them to address. A few alumni names were suggested and they will be invited to join in the panel. Dr. Ng offered to send invitations to the invitees and will post a few opening questions.
- c. There was a discussion on how to better use GSLIS website for our contact with constituencies. Dr. Cool also suggested putting up a wall for faculty's photos.
- d. On May 12th, which is a Monday, in Rosenthal, there will be a meeting of Chief Librarians with a luncheon provided. All the faculty members are invited to meet with the Chiefs. This can be an activity that we will do for feedback (to be included in our writing).
- e. Some good news: we may be able to get some classrooms in the City Building in Long Island City. We can teach there. We might be able to attract some more students there. And also we can consider offering more online courses. We can also consider offering courses in Staten Island.
- f. Each Committee should submit a preliminary outline for the March 27th Faculty Meeting.

**Meeting adjourned at 2:05 pm.**

**-- Minutes taken by Dr. Ping Li**

## Faculty Meeting

April 3, 2014

### AGENDA

1. Approval of Minutes, approval of agenda
2. BRL
3. QCLISSA
4. Faculty Search – three candidate visits
5. Council of Chief Librarians (CUNY)
6. Display Case
7. Chapters for Program Presentation
8. New Items

### Meeting Minute

Faculty Present: Roberta Brody, Mary K Chelton, Colleen Cool, Ping Li, James Marcum, Kwong Bor Ng, Harry Kibirige, Claudia Perry

BRL Present: Izabella Taler

Meeting starts at: 12: 40

#### **1. Approval of Minutes, approval of agenda**

- 1.1 Perry motioned to approve the agenda, seconded by Ng, passed unanimously.
- 1.2 Reviewed minutes taken by Li for the faculty meeting on March 13, 2014. Brody pointed out that there was a typo in the minute, i.e., Kibiridge's name was misspelled. Li would correct the typo. Ng motioned to move the minute with the correction, seconded by Brody, passed unanimously.
- 1.3 Reviewed minutes taken by Kibirige for the faculty meeting on Feb 27, 2014. It was pointed out that several places in the minutes needed to be changed, including: descriptions about Mission, Goals and Objectives; about the cancellation of the faculty development meeting; about activities done by the faculty development committee, about renaming faculty development committee, about special events committee, about using the words "there was some confusion ...", "concerns", etc.; about our meeting with provost and president. Kibirige promised to revise the minute and circulate a new version at the next faculty meeting.

#### **2. BRL**

Reported by Taler:

- 2.1. A new adjunct (Kristina Bilello) joined the library
- 2.2. Dr. Michael Miller resigned;
- 2.3. The library will conduct a vacancy search for an e-resources librarian (full time, permanent)

### **3. QCLISSA**

No one from QCLISSA was present. The representatives were having a 12:00 meeting somewhere.

### **4. Faculty Search**

Cool reported that three candidates would visit us, on April 7/8, April 28/29, and May 1/2. There would be classroom lecture and a research talk for each one of the candidates. Their detailed schedules would be distributed later.

### **5. Council of Chief Librarians (CUNY)**

Cool reported that the Council of Chief Librarians (CUNY) would meet on May 12, 2014 at Rosenthal Library, 12 pm Lunch, 1pm meeting with chief. This would serve as our spring faculty retreat.

### **6. Display Case**

Chelton promised to do it. Colleen said we could spend \$300 on the display case.

### **7. Chapters for Program Presentation**

Cool had an one hour conversation with O'Brien a few weeks ago and learned that, when the COA withdrew our accreditation, one of the major problems the COA identified, was that they did not see nor hear commitment and support from the higher administration of our school. Cool would talk to the high administration to get specific statement from them to prove their strong commitment and support.

Perry and Chelton would continue to lead the work on the curriculum chapter of the presentation report. Li would continue to lead the work on the student chapter. Cool and Brody would continue to lead the work on faculty chapter. Ng would work on getting statistical data from our admin database as well as from Library Journal survey and ALISE survey.

Ng would create several data collection forms to solicit inputs from students, employers and alumni. Perry would send Ng the draft questions of the alumni survey.

## 8. New Items

Perry reported that in the curriculum committee meeting, two recommendations were passed:

- Every course currently with a permanent course number undergoing substantial changes must have its syllabus examined and approved by the curriculum committee before the course can be scheduled to be offered;
- Before the advisement period, all instructors of the courses that are scheduled in the coming semester(s) must prepare a brief description of the course(s) they will teach. The description will be about the course's coverage and structure, as well as how it fits with some specialization or concentration. It will be distributed to students and faculty to help advisement.

Perry motioned to move the above two recommendations, Ng seconded, passed anonymously.

Meeting ended at 3:20 pm.

END of the minute.

Minute taker: Kwong Bor Ng



DRAFT Faculty Meeting Minutes

May 8, 2014

The meeting began at 12:36

Present: Cool, Chelton, Perry, Brody, Alexander, Li, Ng, Kibirige & Kinirons(QCLISSA)

Minutes approved as corrected.

QCLISSA: requested that faculty assist in distributing ballots to classes—approved; food for graduation on track; still subsidizing attendance at BEA. The faculty voted Deborah Kinirons a motion of appreciation for her work as co-chair of QCLISSA.

Update on QC Presidential search process: There are 4 candidates. Interviews start Monday, May 12.

GSLIS luncheon and faculty retreat on May 12: Lunch with the CUNY Council of Chief Librarians is at noon, followed by two hours of work on the COA Program Presentation chapters.

Progress on Program Presentation chapters: Dr. Cool feels that, although we are behind where the consultants would like us to be, that we will finish on time. She asked that faculty think about the evidence that will be in the appendices. A discussion followed, making the following points:

Relevant references should be in multiple chapters.

Dr. Brody offered to write a paragraph on how the curriculum review process is linked to planning.

The faculty chapter needs updated information on faculty memberships and dates on articles. Please send to Dr. Brody asap. She will rework the description of the tenure process and link faculty activities to the college's international goals.



The chapter on students is being updated based on the 2011 PP and Rutgers model. All sources have been updated and obsolete material removed. New places for evidence and updates have been noted. Dr. Li will have a rough draft by Sunday. Deborah Kinirons offered to help with the student data and Dr. Ng's progression-to-graduation data will offer support for distance learning.

Dr. Cool is meeting with the Provost to facilitate the Administration Chapter

Dr. Alexander reported on the Facilities Chapter that Aasim is updating the list of all available hardware and software. A suggestion was made to list spaces for special events and indicate which % of classes were held in labs. Dr. Marcum offered information for the facilities chapter.

Drafts on all chapters due Sunday afternoon. May 23<sup>rd</sup> the absolutely last date.

Dr. Li presented a list of names for awards at graduation, all of which were accepted except one, for which a different name was offered by the faculty and subsequently accepted.

Candidates for GSLIS Faculty Position: The faculty ranked their preferred choices to inform the Search Committee who was scheduled to meet right after the Faculty meeting.

The meeting ended at 2 p.m.

Mary K. Chelton  
Minutes Recorder