University of Hawaii at Manoa LIS Program  
Curriculum & Professional Development Committee  

http://www2.hawaii.edu/~wertheim/CPDC.html

Revised Meeting Minutes

20 October 2006 / Noon-1:00 pm / ICS Conference Room

MEMBERS in attendance: Faculty: Peter JACSÓ, Luz Marina QUIROGA, Andrew WERTHEIMER (Chair, Fall 2006-); Students: Joe MURPHY, Janel QUIRANTE (Secretary, Spring 2005-), Vanessa VALLEJOS (ALA-SC representative)

1) The minutes of 1 September 2006 were approved

2) Chair’s Update on CC Issues
Wertheimer updated the Committee on recent news:

a. **Matching Oral Exam Questions** (Survey): The faculty decided to create a chart to match questions with course content. Wertheimer created one to be routed among the faculty in August, but it has disappeared while being circulated, so he will send it out again.

b. **Curriculum Committee Notebook**: Wertheimer has been working with Michèle to standardize Committee records. This is partly because there are questions about course content and changes. There are no records from pre-flood Curriculum Committee meetings. These were most likely lost in the flood. The notebook is also being organized to get ready for accreditation. The Committee and Program Chairs will both maintain sets once this is completed.

c. **LIS Courses to be Dropped** (See memos from Nahl): Wertheimer, Nahl and other faculty completed a review of courses not taught in the last five years. This was in response to a memo from the Vice Chancellor. They agreed to drop several courses, but requested maintaining several others.

d. **Carol Kellett’s LIS 694→602**: This course has been approved at College level, and will go on to next level for review

e. **ICS 263→ICS 210**: This course has passed at college level, will go on to next level for review, but the number has changed to LIS 210 so there is no question about prerequisites. This is for the ICS BA in Informatics, which will be taught by an LIS faculty member.

f. **Portfolio Option**: Graduate Division A&R says that LIS Program has flexibility in deciding options for Plan B requirements.
3) **Professional Development**  
**Summer 2007 Plans**

Last March Jacsó spoke to the director of UH libraries to sponsor 10-12 librarians to attend the High Quality Open Access Databases full-day workshop, but she moved to a new position. Wertheimer will discuss the issue with the interim Hamilton administration group to get commitment for the library to sponsor 10-12 librarians’ participation (public and private libraries may sponsor a few more participants). In light of the response Jacsó will prepare a MOA with Outreach College similar to the earlier MOA.

This in-house Power Searching the Web workshop series (at $139 for a full day), has been very popular among librarians to keep abreast of the rapid developments in the early 2000s, still would cost much less for the libraries as very similar pre-conference workshops, such as those at Internet Librarian in Monterey, and Computers in Libraries in Washington where half-day seminars of 3 hours or full day (6.5 hours) seminars cost about $130 and $200, respectively.

**Summer 2006**

Dr. Quiroga coordinated a Greenstone workshop with Outreach College last summer, Hamilton sponsored 10 librarians to attend, ensured class enrollment. Quiroga will submit a report for next meeting.

4) Wertheimer distributed the **Committee Charge** Nicolich prepared last year regarding Accreditation: The Committee will review this for discussion at the next meeting.

5) **Student Course Evaluation Form** (PJ & AW): Jacsó and Wertheimer will meet later today to make a list of 10 most important evaluation questions, and will share this with the committee at the next meeting.

6) **New Business**

   a. **Discussion:**

      A recent alumnus posted online that we did not cover PHP, SQL, or database design in his LIS courses:  

      **LIS 674**: covered Access and concepts, no scripting languages. **ICS 421** (undergraduate level) covers scripting language, **PHP; ICS 600-level** (Nordbotten) teaches scripting language (not PHP), multimedia database, conceptual level.

      The faculty claimed that it is not the LIS role to teach computer scripting courses. There are classes in ICS for this. Basic database design from LIS standpoint has been taught before, but the materials were lost in the flood. Maybe adapt ICS class to be appropriate to library focus because there are major differences between using application software and programming the software. LIS produces information professionals not computer professionals. Maybe we need a mid-level technical course for library students.

      For advising purposes, faculty should know what ICS courses can fulfill these needs. **LIS 647** next semester will include Greenstone, may also include SQL
concepts and basics. Quiroga will ask Nordbotten to write something that can be distributed to LIS students about what her course covers (LIS-STU, LIS-FAC). Quiroga will also send description about LIS 647 course next semester.

b. **Archival Education**, 
1) Wertheimer is revising LIS 652 (Spring 2007) and LIS 653 (Fall 2007) syllabi. It will be the first time in many years that a core faculty member taught the archives sequence.
2) He is working on revising the course titles and descriptions so that they are a logical developmental series for future professional archivists.
3) Wertheimer reviewed the Society of American Archives Guidelines for an Archival Program, and outlined a Specialization that students could take in order to have 18 credits in courses related to archival studies. SAA does not accredit archival programs, but ALA would presumably consider this as part of COA.
4) SAA has a list of archival programs on their website, but provides links only for a charge. Murphy strongly urged the program to pay the fee in order to attract students and build the program’s reputation.
5) Wertheimer is investigating what Graduate Division would require on a memo to have an Archival Specialization mentioned on student transcripts.
6) Quiroga suggested adding LIS 647, and Nordbotten’s course to the list of possible electives related to archival studies.
7) Wertheimer pointed out that the MLISc Archives specialization makes more sense than doing archive option post-masters, as was done in the past.

c. Ask faculty to consider if **course names or descriptions** need any changes

d. **Online Syllabi Project**: Course descriptions and syllabi need to be updated continuously. Janel volunteered to look at online course description page on LIS website to see which courses are out of date, are missing links, and that syllabi include LIS objectives. The Committee unanimously urged faculty to maintain updated online syllabi. Wertheimer will take this to the LIS Faculty meeting.

e. **Other New Business:**
1) Quiroga met with Peter Leong (ETEC Assistant Specialist, Office of Outreach & Technology). He would like to explore **cross listing or co-teaching** classes (especially information architecture).
2) Dr. Quiroga explained that she is working with Dr Dennis Streveler on a Whitepaper regarding ICS long-term plans for **Distance Education**. She asked Committee members to reflect on LIS goals and objectives that should be included in the draft. Because time was limited, Quiroga agreed to make a brief report, and to bring up some points for discussion.

The meeting adjourned at 1:00.

**Next Meetings:**

**Fall 07:** November 17

**Spring 07:** January 26, February 23, (Strategic Planning Retreat: Mar 23), and April 20

Minutes submitted by **Janel Quirante**, Secretary. (Revised 31 October 2006).