Members participating:
Violet Harada, co-chair (vharada@hawaii.edu)
Luz Quiroga, co-chair (lquiroga@hawaii.edu)
Rich Gazan, faculty rep (gazan@hawaii.edu)
Frans Albarillo, student rep (frans@hawaii.edu)
Robin Fancy, student rep (toman@hawaii.edu)

Neighbor island student contacts:
Dinah Chao (dlfchao@hawaii.edu)
Elizabeth Knight (knightb@hawaii.edu)

MINUTES
Violet Harada, co-chair, conducted the meeting.

New neighbor students on the committee
Thanks to Frans, we now have Dinah Chao from Kauai and Elizabeth Knight from Maui serving on the committee. They are not expected to be on hand for our meetings; however, Frans will be working with them.

Status of syllabi on the LIS website
Luz reported on the current findings regarding whether syllabi posted on our website included the latest required additions: revised LIS curriculum objectives, statement of professional expectations, and statement of research methods used in the respective courses. She distributed a chart with this information. We decided that all syllabi created before Summer 2007 do NOT have to be updated. Luz will indicate this with N/A (not applicable) on the chart.

In addition, Rich will work with the LIS Web Team to move over the syllabi he collected from adjunct faculty. At the same time, he will alert Luz so that she can check those syllabi for the latest required additions.

Luz will present an updated version of the chart at the next LIS faculty meeting.

Student survey
Frans shared a draft of the survey, which is intended to find out what courses students will be taking in Fall 2008, their satisfaction with the offerings, their projected course plans for the next two semesters, and any suggestions they might have for new courses. We made various suggestions and Frans agreed to rework the survey and post it in our disCourse workspace for more comments. We plan to present the revised draft at the next
LIS faculty meeting and get faculty approval for the survey. Frans will be using Survey Monkey for this online survey and he will work closely with the LIS Web Team on getting it implemented. He is also going to summarize the data. We hope to get the results before the end of the semester and post it on the LIS website. Faculty will also have to decide on possible next steps based on the results.

Committee’s role in professional development
Vi mentioned that although this committee is supposed to deal with professional development (in-service, continuing education), the specific responsibilities of the committee in this regard have never been clearly articulated. We discussed this and decided on the following: (a) Vi will ask Andrew to bring this up with the LIS Advisory Board since major stakeholders are represented on this board, (b) seek copies of any organization’s feedback from surveys they are conducting regarding professional development, (c) review this type of constituent feedback to determine what “gaps” exist (what organizations are NOT able to fulfill) and whether we might propose offerings to fill these gaps.

Alignment of courses with core competencies
Vi shared the current alignment chart. We discussed possible questions that the LIS faculty need to address regarding the course alignments, such as: How are we defining primary emphasis? Are we adequately addressing the nine competencies? If not, what are the implications for strengthening the curriculum? Vi said she would bring this matter to the faculty.

Next meeting
The meeting will be held on Wednesday, March 12, in POST 302. Tentative agenda items include the following:
1. We will report on the faculty response to the student survey and plan next steps accordingly.
2. Rich will share his preliminary exploration of the e-portfolio as a culminating experience for Plan B (non-thesis) students.
3. Discuss any other tasks and projects that had to be completed this school year, such as ways to develop new distance learning options.

Documents distributed at this meeting:
Draft of student survey (Frans)
Update on course syllabi (Luz)
Alignment of courses with core competences (Vi)

Minutes submitted by Violet Harada