Library & Information Science Program  
Department of Information & Computer Sciences  
University of Hawaii at Manoa  

LIS Curriculum & Professional Development Committee  
Minutes of 4/16/08 Meeting

Members attending:
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)  

Also attending:  
Caitlin Nelson (cnelson@hawaii.edu)  

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

Meeting agendas, minutes, and handouts are available at  
http://discourse.ics.hawaii.edu/workspace/316/note/2367/discussions/tree/867

MINUTES

Violet Harada, co-chair, conducted the meeting.

Student course survey  
Frans reported on progress with the survey: two versions of the survey were posted online after spring break. He distributed summaries of the responses thus far (3 from neighbor islands and 26 from Oahu). Vi agreed to send a friendly reminder to the neighbor island students. She asked Frans to contact Dinah and Betsy urging them to also encourage students on their respective islands to complete the survey. He plans to continue collecting the survey data and present a final summary by the beginning of the fall term.

We also discussed the need to address the following next school year: modifying the survey questions as needed, possibly adding a query about expected date of graduation (but keep it flexible). We agreed that future surveys should be timed to coincide with fall or spring advising. That way, students might see added value in completing the survey.

We also brainstormed how course information (i.e., the 4-year projection) might be re-designed as an online tool for students to do online course planning in the future. Vi said this would be a good activity for the LIS Student Affairs Committee.

Updating course syllabi on the LIS website  
Caitlin Nelson joined us to report on the syllabi. She took the work previously done by Luz and Rich and has been updating the information. We agreed on the following at this session—Caitlin will

- Collect missing syllabi from adjunct faculty but NOT request that they update their syllabi with the current requirements (new curriculum objectives, research methods, and professional expectations).
• Have regular faculty provide the following if they are missing from the syllabi: new curriculum objectives, research methods, and professional expectations.
• Have regular faculty add the core competencies for courses taught this semester and beyond.
• Have adjunct faculty teaching courses from this summer and beyond, incorporate all the required elements. For this purpose, Vi will work with Andrew to provide adjunct faculty with the new core competencies, a template for the syllabus, and an example of a completed syllabus.

Caitlin said she would contact faculty for the first 3 bullets above.

Alignment of courses with core competencies
LIS Faculty have revised their “P” (primary) designations for the core competencies in their various courses. Vi and Andrew will inform the adjunct faculty about this and ask them to also revisit the alignment matrix for their courses.

Feedback to neighbor island students
The LIS Program interviewed most of the neighbor island students earlier this year regarding their experiences with the Program. Andrew and Vi went over the summary from the interviews and recently sent a feedback response to the neighbor island students. Vi summarized some of the key items in the response, e.g., mentoring assistance for instructors teaching HITS for the first time, more regular offering of core courses, and more HITS as well as asynchronous online courses. The full response is available in Andrew’s blog on the LIS web site.

Strategic goals and activities for next school year
Looking ahead, Vi shared strategic goals and activities from the 2008 LIS strategic plan, which is still in draft form. Next year’s Committee will be tasked with following through on these goals.

Information for the LIS web site
Caitlin reported that the Web Team will be creating a web site for various types of LIS information, including the work of LIS committees. She asked what we might want to have posted or linked to make information about our initiatives “more transparent” to our LIS community. We suggested the following: committee minutes and any related handouts and student generated reports of the work being done by the Committee. If we have additional suggestions, Caitlin asked that we email her.

This was the final meeting for the year. Vi thanked everyone for participating. Robin will be graduating; Frans has agreed to serve in the fall. Luz, Rich, and Vi plan to continue next year.

Documents distributed at this meeting:
Progress summary of course survey (Frans)
Strategic goals and activities for the Committee excerpted from the 2008 Strategic Plan (Vi)
Course syllabi update (Caitlin)

Minutes submitted by Violet Harada