I. Call to order at 10:00 A.M.
II. Adoption/Modification of agenda
III. Consideration of the minutes of the November 11, 2016 meeting, attached.
IV. Dean’s Remarks
V. Associate Dean’s Remarks
VI. Assistant Dean’s Remarks
VII. HR Remarks
VIII. UBR Remarks
IX. Informational: SOIS Standing Committee Reports
   a. Academic Planning Committee
   b. Graduate Admissions and Awards Committee
   c. Diversity and Equity Committee
   d. Doctoral Program Committee
   e. Executive Committee
   f. Graduate Program and Curriculum Committee
   g. Research Committee
   h. Undergraduate Program Committee
X. Standing Committee Action Items (chairs)
   a. Academic Planning Committee (Mu)
   b. Graduate Admissions and Awards Committee ()
   c. Diversity and Equity Committee (Aman)
   d. Doctoral Program Committee (Wolfram)
   e. Executive Committee (du Plessis)
   f. Graduate Program and Curriculum Committee (Mu)
      i. Motion: Approve the changes of INFOST 711 syllabus.
      ii. Motion: Students do not have to receive Bs and above in all electives courses for the concentrations.
      iii. Motion: Approval of the planning of a MLIS/MA in Africology.
   g. Research Committee (Lee)
   h. Undergraduate Program Committee (T. Haigh)
XI. Informational: Ad hoc Committee Reports
   a. COA Re-Accreditation Ad hoc Committee (Henderson)
   b. MSIST Program Implementation Ad hoc Committee (Kipp)
XII. Ad hoc Committee Action Items (chairs)
   a. COA Re-Accreditation Ad hoc Committee (Henderson)
   b. MSIST Program Implementation Ad hoc Committee (Kipp)
   c. SOIS Policies & Procedures Revision Ad hoc Committee
XIII. New Business
a. From Associate Dean
   i. Motion: To change the course number of 581 to 547
      Rationale: The course will be jointly offered with Computer Science and 547
      is free in both SOIS and CS.
XIV. Old Business
    a. Transfer Policy (Henderson)
XV. Campus Level Committee Reports (committee members)
XVI. Student Organizations Update
XVII. Announcements and Reminders
XVIII. Adjournment by 12:00 P.M.

II. Staff: Karen Massetti-Moran, Claire Schultz, Chad Zahrt

III. Guests: Sunstar Vue, Johnny Vang

IV. Excused: Nadine Kozak, Michael Zimmer

I. There being quorum present, Dean Lipinski called the meeting to order at 10:03 A.M.

II. There were no additions or modifications to the draft agenda; the agenda was adopted for the meeting.

III. Dr. Maria Haigh made a motion, seconded was obscured by the audio recording, to adopt the minutes from the September 9, 2016, meeting as presented. Motion passed (14/0/3)

IV. Dean’s Remarks
   a. The Board of Regents approved the MSIST. The website and application are up and running and we are hoping to start admitting students for the January Spring 17 term. The deans met with the campus’s marketing firm who will be helping us develop a full communications and marketing plan. We have been reaching out to current BSIST students.
   b. Dean Lipinski met with the APC and submitted, on Sep. 1st, a request for positions for a tenure track line, TAS line and Visiting Professor line to the Strategic Position Control. The TAS line was approved by the Provost. We are hoping to hire someone for the TAS as soon as possible.
   c. Provost will be visiting every school to discuss the budget for the next couple of years. This will most likely be an all-school meeting. SOIS is doing well, but the rest of campus is still hurting; Academic Affairs is in debt 9-11 million. Chapman’s strategy will be to create an expenditure cap.
   d. Enrollment numbers are up
   e. Because we have met certain thresholds with our FLEX program, the school will be given 300K directly.

V. Associate Dean’s Remarks
   a. MSIST is finished. The Advisors Handbook, which includes a chart of recommended pre-requisites, has been sent to all faculty. There could be some concern with the
computer science pre-requisites specifically, therefore, it is highly recommended that these courses be taken: intermediate algebra, Philosophy 211 and INFOST 350 (python). Admission requirements: 2.75 GPA and a resume.

b. COA will be visiting in October. All committee minutes need to be collected to support our documents. Please post them to the Standing Committees page on the SOIS website.

VI. Assistant Dean’s Remarks
   a. Spring schedule looks good. Sent out a call for summer courses. Would like to have the summer schedule to the students by mid December so they can plan for Spring and Summer.
   b. Plan to start the Fall schedule by the end of December.

VII. HR Remarks
   a. Benefits open enrollment ends
   b. FLSA change to the law for the minimum salary threshold goes into effect December 1st. The following titles: researcher, scientist, post doc and research associate requires a minimum base salary of $47,476.00. All project and program assistants will be non-exempt. Grad research and teaching assistants remain exempt.

VIII. There were no updates or questions for the UBR remarks.

IX. Informational: SOIS Standing Committee Reports
   a. Research Committee (Lee)
      i. Dr. Lee –Research Brown Bag Series. This will be a monthly event. May not have a presentation in December since it will be really close to the holidays.
      ii. Dr. Lee –Annual Student Research Day. Scheduled for March 31, 2017. Please encourage your students to submit a proposal. A deadline will be set in the upcoming Research Committee meeting.

X. Standing Committee Action Items (chairs)
   a. Doctoral Program Committee (Wolfram)
      i. Dr. Wolfram –action item, allow the SOIS PhD program applicants to submit GRE scores up to 10 years old. The DPC has received requests to use older GRE scores than the usual 5-year period. The rationale is that because we have many students who have gone out to work in the profession after they get their masters, they are less likely to have written the BRE in a recent timeframe. If they did write the GRE’s within the past 10 years and have good scores, chances are good that they will continue to get good scores. The 10-year limit provides a ceiling for what we would consider acceptable. It is not open ended. This would help the students who have been out in the work force and be one less hurdle for them to fulfill for the application process. The exam has basically remained the same within the last 10 years, the scoring has changed, but not the exam. Motion: Allow SOIS PhD program applicants to submit GRE scores up to 10 years old. Motion passed (17/0/0)
   b. Graduate Program and Curriculum Committee (Mu)
      i. Dr. Mu –first action item, assignment of a permanent 700-level course number with new title "Entrepreneurship and Innovation for LIS Professionals" from current special topic course: Infopreneurship. This course has been offered and taught 4 times by Dr. Shana Ponelis. There really are not any competing courses and with the accreditation coming up it would
be a benefit to offer it as a permanent course. After allowing for discussion and review of the syllabus, Dr. Lipinski requested a voice vote on the motion. Motion: The GPCC requests faculty approval of assignment of permanent 700-level course number with new title “Entrepreneurship and Innovation for LIS Professionals” from current special topic course: Infopreneurship. Motion passed (17/0/0).

ii. Chair Dr. Mu – second action item, approval of a new Special Topics Course (691) Data Analysis for Data Science. This would be a course taught by Dr. Margaret Kipp as a part 2 to the course Intro to Data Science with a stronger focus on analysis. After allowing for discussion and review of the syllabus, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of Special Topics Course (691) Data Analysis for Data Science. Motion passed (17/0/0).

iii. Dr. Mu – third action item, approval of an update to the IT concentration course list. GPCC finds that the descriptions on the course list are inconsistent and some items need to be updated quickly. Also the GPCC suggests that after the course list is updated, in the future, any updates or added courses are sent to the GPCC or UPC for approval. If approved in either the GPCC or UPC, the course list will be automatically updated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of IT concentration course list. Motion passed (17/0/0).

iv. Dr. Mu – fourth action item, approval of an update to the IO concentration course list. As with the IT concentration course list, the GPCC finds that the descriptions on the course list are inconsistent and some items need to be updated quickly. Again, the GPCC suggests that after the course list is updated, in the future, any updates or added courses are sent to the GPCC or UPC for approval. If approved in either the GPCC or UPC, the course list will be automatically updated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Faculty approval of IO concentration course list. Motion passed (17/0/0).

XI. There were no questions for the respective committee chairs on the Ad hoc Committee Reports.

XII. Ad hoc Committee Action Items (chairs)
a. MSIST Program Implementation Ad hoc Committee (Kipp)
   i. Dr. Kipp – first action item, add transcript designated tracks to the MSIST program. The different tracks of the MSIST have to officially be approved at Faculty Council to make them transcript designated. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: To add transcript designated tracks to the MSIST program for User Interaction & Human Computer Interaction, Information Security Track, Data Science Track, Web and Mobile Application Design Track, and Generalist. Motion passed (17/0/0).
   ii. Dr. Kipp – second action item, students enrolled in the BSIST with a 3.0 GPA or higher may receive 6 credit hours towards the MSIST if they enroll in core courses and complete graduate level work with a grad of B or better.
Dr. Henderson—we would like to offer BSIST students the option to receive up to 6 credit hours towards the MSIST. This was in the proposal but the Graduate School is requiring that this be taken through the adjudication process. After allowing for discussion the proposed motion: “To approve the following: Students enrolled in the BSIST and who have a 3.0 GPA or higher in the major may receive 6 credit hours toward the MSIST if they enroll in core courses and complete graduate level work with a grad of B or better (B- not acceptable). These courses are valid for seven years from the date in which they were taken,” was amended by Dr. Latham to strike core courses and replace with electives and add that BSIST students have to be in a junior standing. The courses will still be valid for seven years from the date in which they were taken. New Motion: To approve the following: Students enrolled in the BSIST [as a junior standing or higher and] who have a 3.0 GPA or higher in the major may receive 6 credit hours toward the MSIST if they enroll in elective courses and complete graduate level work with a grad of B or better (B- not acceptable). These courses are valid for seven years from the date in which they were taken. Motion passed: (17/0/0).

XIII. New Business
a. From Associate Dean
i. Dr. Henderson –The below courses have not been taught in at least 5 years and no faculty have expressed interest in adopting any of these courses. After allowing for discussion, Dr. Lipinski requested a voice vote on the motion. Motion: Delete the following courses:
   1. 737 The Special Library, 3 cr G
   2. 746 Administration of School Library Media Systems, 3 cr. G
   3. 821 Seminar in Library Administration, 3 cr. G
   4. 831 Information Sources and Services in the Social Sciences and Humanities, 3 cr. G
   5. 835 Information Sources and Services in the Health Sciences, 3 cr. G
   6. 890 Advanced Research Methods in Information Studies, 3 cr. G
Motion passed: (17/0/0).

ii. Dr. Henderson –Since the MSIST will begin in the Spring of 2017, propose that the MSIST evolve from an ad hoc committee to a permanent standing committee. The committee is needed to adjudicate the MSIST program. The MLIS and MSIST are too different to be administered by the same Master's level committee and it is too much work for a grad/undergrad B/MSIST committee. The committee structure should be the same as any other standing committee. After allowing for discussion, it was determined that since a revision of the SOIS P&P would have to be made (mentioned by Dr. Xie) which will require a two meeting deliberation process, the motion should be tabled. Motion: “Make the MSIST ad hoc committee a permanent governance committee” will be tabled for the December meeting. Motion to table initiated by Dr. Dietmar Wolfram and seconded by Dr. Donald Force. Motion passed (17/0/0).

iii. Dr. Henderson –At the Fall retreat we talked about the assessment for the MLIS program and we need a committee to take care of that assessment
process. It was decided that SOIS would just start with a committee to assess the MLIS program and later would figure out how to assess the other programs. Propose that an MLIS Assessment Committee composed of three SOIS faculty members be created to evaluate the learning outcomes for the MLIS program. To make a standing committee will need a change in P&P and will have to be a two meeting discussion. After allowing for discussion, three different ideas were mentioned: create an MLIS Assessment Committee, create an Ad-hoc MLIS Assessment Committee or have the GPCC create a sub-committee to do the assessment. After more discussion it was decided that a committee will be created composed of three SOIS faculty members during the committee assignment process. New motion: There will be a special MLIS assessment committee composed of three SOIS faculty members. Motion to table initiated by Dr. Rakesh Babu and seconded by Dr. Xiangming (Simon) Mu. Motion passed (17/0/0).

iv. Dr. Henderson –with all the current committees ones that need to be created, our faculty are really getting pulled thin. The Graduate Admissions and Awards Committee do not meet to do admissions anymore. The only time this committee would need to meet is when they create nominations for the AOP and the Distinguished Graduate Student Award from the graduate school. Let’s dissolve the Graduate Admissions and Awards Committee and charge the GPCC with deciding on nominations for the AOP and the Distinguished Graduate Student Award. It is unnecessary to have a committee to just do this one task. After allowing for discussion it was decided that this motion will be tabled for the next meeting in which there needs to be a fifth item that included the name change of the GPCC and an amendment for the GPCC charges and the new MS charges that they will do the scholarships. Motion to table by Dr. Jacuqes DuPlessis, seconded by Dr. Donald Force. Motion passed: (17/0/0)

XIV. Old Business
a. Transfer Policy (Henderson)
   i. Will be tabled due to missing policy documentation.

XV. Campus Level Committee Reports (committee members) There were no updates or questions about the Campus Level Committee Reports (committee members).

XVI. Student Organizations Update
a. The DSO had an outing at the Art Museum

XVII. Announcements and Reminders
a. Luncheon in 3511 to celebrate Board of Regents approval of the MSIST was last month, but there will be a pizza party on November 30\textsuperscript{th} as we won the campus spirit award for the month of November.
b. There will be an MLIS Advisory meeting on November 30\textsuperscript{th}.
c. The annual SOIS Holiday Party will be on December 2\textsuperscript{nd} at the Riverfront Pizzeria.
d. Digital Measures Summary – L. Henderson, S. Vue, J. Vang
   i. Higher Ed Learning Commission is requiring that Chapman Hall be able to pull data from faculty. Digital Measures is the tool that we need to use to put faculty data in to report our productivity. Dr. Henderson is suggesting that Digital Measures be used as a tool to do annual reviews. Accounts for faculty
have been created and faculty CV’s submitted for accreditation have already been uploaded. All faculty have access to their accounts and should have received an email with credentials to access accounts.

XVIII. There being no further business to discuss, Dean Lipinski called the meeting adjourned at 11:41am.
Agenda (Draft)

SOIS Academic Planning Committee (APC)
Dec 2, 2016
13:00-14:30
Room 3511 Northwest Quadrant, Building B

Members: Thomas Haigh (TH), Margaret Kipp (MK), Xiangming (Simon) Mu (XM), Hyoungjoo Park (HP), Richard Smirgalia (RS), Jacques DuPlessis (JD) and Laretta Henderson (ex-officio) (LH)

Excused: None

Absence: Dernea Elise Michaux-Davis (DD)

Guest: None

1. Meeting was called to order at 13:03
2. Approved the minutes of previous meeting with corrections
3. Approved the agenda
4. Old Business
   a. None
5. New Business
   a. Discussed and revised the job description for IT faculty position
   b. Discussed and revised the job description for TAS position
   c. Report from undergraduate program (TH)
      i. Discussed the development of BSIST program and the lack of instructors for the programs
   d. Report from MLIS program (XM)
      i. Discussed the course reconstruction for the MILS program
   e. Report from MIST program (MK)
      i. Discussed the recruitment of MIST and the construction of the core courses
   f. Report from PhD program (RS)
      i. Discussed the distance PhD program and marketing issues
6. Meeting was adjourned at 14:40

Drafted by the Chair (Xiangming Mu)
AGENDA

1. Call to order at 9:00AM
2. Adoption of the Agenda
3. Adoption of the minutes of the November monthly meeting
4. The meeting adjourned at 10:15AM. Next meeting is scheduled for December 12, 2016 at 9:00AM in NWQB room 2450.
5. Presentation by Ms. Judy Gray, ALA Director of Diversity and Outreach
6. Unfinished business
7. Matters to include in the Div. Cttee’s end of semester report
8. Introduction of the Spring 2017 Chair of the DC.
9. Sincere thanks to Cttee members
10. Adjournment
UWM-SOIS

DIVERSITY COMMITTEE

MINUTES OF NOVEMBER NOV. 14, 2016 MEETING

Present: M. Aman (Chair); R. Babu; M. Haigh; M. D. Hassan, L. Henderson; N. Kozak; T. McGhee; B. Omwando;
Absent: S. M. Vue
Guest: R. Kessler (UWM Foundation)

Kessler gave a detailed presentation on his activities on behalf of the UWM/SOIS Foundation, and highlighted some of the contributions/pledges made by present and prospective donors in general and as their giving may help minority students in particular.

Hassan presented some ideas about recruitment of minority students, and Twyla described what the SOIS is currently doing to strengthen recruitment of minority students.

Loretta raised an issue about racial attitude and negative remarks by a certain faculty and the chair suggested a plan of action to be followed by the administration since it involved personnel matters.

It was agreed to invite the Director of the ALA Office of Diversity, and the Chair promised to issue a formal invitation for her to join us at the December meeting and share her thoughts and ideas re. minority students recruitment and retention.

The meeting adjourned at 10:15AM. Next meeting is scheduled for December 12, 20156 at 9:00AM in NWQB room 2450.
Minutes


1. The meeting was called to order at 3:03pm.

2. The agenda was approved as circulated (LR, WP, 4-0-0).

3. Minutes from September 15, 2016 were approved as circulated (WP, RS, 4-0-0).

4. R. Smiraglia provided administrative updates on the program and for the upcoming campus graduate fellowship competition.

5. Old business
   a. Preliminary Examinations
      The committee reviewed previously proposed changes to the preliminary examination format now that the curriculum has changed. Committee members agreed that the topic should be discussed with stakeholders at the January school retreat.

6. L. Ridenour discussed the need for a new doctoral student organization representative on the committee for next semester. The DSO will provide candidate names.

7. New business

The committee moved into closed session (RS, WP, 3-0-0).

   a. Waiving GRE scores
      The committee discussed a request to have GRE scores waived. The request was denied.

The committee rose from closed session (WP, RS, 3-0-0).

6. The meeting adjourned at 4:00pm.

Respectfully submitted,
Dietmar Wolfram, Chair
Minutes

SOIS Graduate Program Curriculum Committee (GPCC)
Nov 17, 2016
10:30am
Dean’s meeting room Northwest Quadrant, Building B

Members: Jin Zhang (JZ), Iris Xie (IX), Xiangming Mu (XM), and Laretta Henderson (ex-officio) (LH)

Guest: Linda Barajas (LB), Richard Smiraglia (RS)

Excused: Katie Loucks (KL), Sharon Lake (SL),

1. Meeting called to order at 10:32am
2. Approved the agenda (IX, JZ 3:0:0)
3. Approved the minutes of last meeting (Oct. 23) (JZ, IX, 3:0:0)
4. Reviewed and approved the revised 711 syllabus (JZ, IX, 3:0:0)
5. Tabled the approval of providing 691 to the course “Cisco Routing and Switching I”
6. Reviewed and approved the update of 632 syllabus and title (JZ, IX, 3:0:0)
   a. Need to specify 144 hours workload for a 3 credit course
7. Approved adding 632 to IT concentration course list (JZ, IX, 3:0:0)
8. Discussed and approved that only contact information of the references are required for the MLIS program admission unless the student has less than a 3.0 GPA. (JZ, IX, 3:0:0)
9. Discussed and approved the motion that students do not have to receive Bs and above in all electives courses for the concentrations (JZ, IX, 3:0:0)
10. Discussed and approved the planning of a MLIS/MA in Africology. (JZ, IX, 3:0:0)
11. Old businesses
   a. N/A
12. Other business
   a. N/A
13. Adjourn at 11:30am
UNIVERSITY OF WISCONSIN-MILWAUKEE
School of Information Studies

INFOST 711–Standard Cataloging for School and Public Libraries

DRAFT SYLLABUS

Instructor: Richard Smiraglia  Location: NWQB 2569
E-mail: smiragli@uwm.edu  Phone: 414-229-1750
Office Hours: TBA  Fax: 414-229-6699

Meeting Times & Location: online

CATALOG DESCRIPTION:

Survey of the application of standards and rules to the creation and management of library catalogs for school and public libraries. 1 credit.

GENERAL DESCRIPTION:

Current practice in the management of library catalogs is reviewed. Students will learn about the application of standards and rules to the creation and management of bibliographic and authority records for a variety of resources using RDA (Resource Description and Access), Anglo-American Cataloguing Rules (AACR2). Subject control via classification and controlled vocabulary are explored using Library of Congress Subject Headings, Sears Subject Headings and Dewey Decimal Classification. BISAC (Book Industry Study Group) Subject Headings also will be discussed. Use of the MARC21 Format for bibliographic and authority data will be included. The course concludes with an update and discussion of ongoing evolution of models for library catalogs.

PREREQUISITES:

INFOST 511 Organization of Information or “instructor’s consent”

Basic computer literacy as outlined in the SOIS policy:
http://www.uwm.edu/Dept/SOIS/academics/MLIS/mliscompli.htm

SOIS technology requirements for distance learning:
http://www.uwm.edu/Dept/SLIS/academics/DE/depttechreq.htm
OBJECTIVES and OUTCOMES:

Upon completion of the course, students will be able to demonstrate the following SOIS program outcomes:

1) Gain the ability to navigate and manipulate the OCLC Connexion service (Assignment 1: Searching OCLC Connexion; Assignment 4: Input bibliographic record);
2) Practice elementary application of principles and standards for description and access and authority control (Assignments 2 and 3: Copy cataloging);
3) Demonstrate familiarity with concepts of description of and access to library resources (Final exam);
4) Articulate key issues in the broader theoretical context in which these principles function (Final exam);

ALA CORE COMPETENCIES COVERED:

1A. Foundations of the profession. The ethics, values and foundational principles of information organization.
3A-C. Organization of recorded knowledge. Principles, descriptive skills, and systems of knowledge organization.
4A. Technical knowledge and skills. Information, communication, assistive and related technologies as they affect the resources, service delivery, and uses of school and public libraries.
8E. Administration and management. The concepts behind, issues relating to, and methods for, principled transformational leadership.

DIVERSITY ISSUES:

Diversity is embraced in the ethical treatment of vocabulary for all potential users, and in the use of knowledge organization systems for resource discovery.

WORKLOAD:

Students should expect to devote twelve hours per week to this course, for a total of 48 hours.

METHOD:

The course begins with an orientation to the OCLC Connexion service for managing MARC bibliographic and authority records and a comprehensive overview of the MARC21 formats. Students are familiarized with the major conceptual model of the library catalog known as FRBR (Functional Requirements for Bibliographic Records) and its new component the Library Reference Model, which govern the use of all other standards.
Through copy cataloging assignments students will engage in: 1) description of books and digital resources using RDA (Resource Description and Access), the successor to AACR2 (Anglo-American Cataloguing Rules 2nd edition); 2) authority control of controlled forms of names of persons, places and concepts in the catalog; 3) subject headings applied using LCSH (Library of Congress Subject Headings) and Sears Subject Headings; 4) classification using the DDC (Dewey Decimal Classification). The controversial BISAC (Book Industry Study Group) Subject Headings will be discussed.

The course ends with an update on the evolving Library of Congress BIBFRAME project and other library linked open data (LOD) models.

Students will engage learning modules via D2L; these are coordinated with the required textbook readings. Students will engage other students and the instructor via asynchronous discussions in the D2L discussion forums. Students will communicate with the instructor live via Skype and asynchronously via email. SOIS KOrg instructional IT resources will provide students with access to OCLC Connexion, RDA, AACR2, LCSH, DDC and the MARC21 formats.

**TEXT:**


**COURSE SCHEDULE:**

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Bibliographic networks OCLC Connexion MARC21 Format FRBR, LRM and conceptual models for the catalog</td>
<td><em>Standard Cataloging</em>, chapters 1-2</td>
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<td>Week 2</td>
<td>Resource description: RDA and AACR2 Authority control</td>
<td><em>Standard Cataloging</em>, chapter 3-4</td>
</tr>
<tr>
<td>Week 3</td>
<td>Subject headings: LCSH, Sears Classification: DDC, BISAC</td>
<td><em>Standard Cataloging</em>, chapters 5-11</td>
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<tr>
<td>Week 4</td>
<td>BIBFRAME Library Linked Open Data</td>
<td><em>Standard Cataloging</em>, chapters 12-13</td>
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**ASSIGNMENTS:**

Detailed instructions will be given in class.

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<tr>
<th>Assignment</th>
<th>Activity</th>
<th>Due</th>
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<tbody>
<tr>
<td>1. Searching OCLC Connexion</td>
<td>Students will search the OCLC Connexion bibliographic utility, locate specific bibliographic records, and interpret the MARC format</td>
<td>Week 1</td>
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<tr>
<td>2. Copy cataloging resource description</td>
<td>Students will create a descriptive catalog record of a specified resource based on cataloging found in OCLC Connexion, using RDA</td>
<td>Week 2</td>
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<tr>
<td>3. Copy cataloging subject headings and classification</td>
<td>Students will add classification using DDC and subject headings using LCSH and Sears</td>
<td>Week 3</td>
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<tr>
<td>4. Revision and final approval of copy cataloging</td>
<td>Instructor marked bibliographic records will be revised and input into OCLC Connexion</td>
<td>Week 4</td>
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**EVALUATION :**

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<td>Written final exam (Outcomes 3 and 4)</td>
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**GRADING SCALE:**

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<td>77-79</td>
<td>C+</td>
<td>Below 60</td>
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UWM AND SOIS ACADEMIC POLICIES

The following links contain university policies affecting all SOIS students. Many of the links below may be accessed through a PDF-document maintained by the Secretary of the University:
http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf. Undergraduates may also find the Panther Planner and Undergraduate Student Handbook useful (http://www4.uwm.edu/osl/students/). For graduate students, there are additional guidelines from the Graduate School (http://www.graduateschool.uwm.edu/students/current/), including those found in the Graduate Student and Faculty Handbook:
http://www.graduateschool.uwm.edu/students/policies/expanded/.

Students with disabilities. If you will need accommodations in order to meet any of the requirements of a course, please contact the instructor as soon as possible. Students with disabilities are responsible to communicate directly with the instructor to ensure special accommodation in a timely manner. There is comprehensive coverage of issues related to disabilities at the Student Accessibility Center (http://www4.uwm.edu/sac/), important components of which are expressed here:

Religious observances. Students’ sincerely held religious beliefs must be reasonably accommodated with respect to all examinations and other academic requirements, according to the following policy:
http://www4.uwm.edu/secu/docs/other/S1.5.htm.

Please notify your instructor within the first three weeks of the Fall or Spring Term (first week of shorter-term or Summer courses) of any specific days or dates on which you request relief from an examination or academic requirement for religious observances.

Students called to active military duty. UWM has several policies that accommodate students who must temporarily lay aside their educational pursuits when called to active duty in the military (see http://www4.uwm.edu/academics/military.cfm), including provisions for refunds, readmission, grading, and other situations.

Incompletes. A notation of “incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantial cause beyond the student’s control, has been unable to take or complete the final examination or some limited amount of other term work. An incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above (http://www4.uwm.edu/secu/docs/other/S31.pdf).

Discriminatory conduct (such as sexual harassment). UWM and SOIS are committed to building and maintaining a campus environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity,
understanding, and mutual respect, and encourages the members of its community to strive to reach their full potential. The UWM policy statement (http://www4.uwm.edu/secu/docs/other/S 47.pdf) summarizes and defines situations that constitute discriminatory conduct. If you have questions, please contact an appropriate SOIS administrator.

*Academic misconduct*. Cheating on exams and plagiarism are violations of the academic honor code and carry severe sanctions, ranging from a failing grade for a course or assignment to expulsion from the University. See the following document (http://www4.uwm.edu/osl/dean/conduct.cfm) or contact the SOIS Investigating Officer (currently the Associate Dean) for more information.

*Complaints*. Students may direct complaints to the SOIS Dean or Associate Dean. If the complaint allegedly violates a specific university policy, it may be directed to the appropriate university office responsible for enforcing the policy (http://www4.uwm.edu/secu/docs/other/S 49.7.htm).

*Grade appeal procedures*. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow SOIS appeals procedures or, in the case of a graduate student, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School (http://www4.uwm.edu/secu/docs/other/S 28.htm).
All transfer of credits is governed by the Graduate School regulations. (See UWM Graduate Academic Policies & Procedures for details.) In general, these regulations require that:

• No more than 12 graduate credits may be transferred into a 30-credit UWM Master's degree program and no more than 14 may be transferred into a 36-credit program.
• All 12 or 14 credits transferred may be in the field of library and information science; however, a maximum of 6 graduate credits not in library and information science but within an approved allied area may be transferred at the time of admission.
• After admission to the program, and in special circumstances, up to 6 graduate credits may be earned at other institutions and transferred for credit. Students must obtain approval from their faculty mentor for such transfers before enrolling in such courses. These 6 graduate credits are considered as part of the maximum 12 or 14 credits that may be transferred.
• All courses considered for transfer must have been taken no more than 5 years before admission to the Master's program at UWM.
• A grade of "B" or higher must have been earned in each course.
• Credits applied toward another graduate degree are not transferable except for already established coordinated Master's degree programs.
• Credits in library and information science courses are eligible for transfer only from ALA accredited programs. Exceptions to this rule will be evaluated on a case-by-case basis.
• Requests to the Graduate School for transfer of previous credits must be made at the time of application for admission. Students must obtain written approval of the transfer within one semester of admission.
• Both SOIS and the Graduate School must approve the transfer of credits.

Application for transfer of previous credits must be made during the first semester in the program. The Transfer Credit Evaluation Form is available from the Graduate School, SOIS and online at: http://www.graduateschool.uwm.edu/forms-and-downloads/students/transfer-credit-evaluation-form.pdf The completed form is to be returned to the Graduate School.
All transfer of credits is governed by the Graduate School regulations. (See UWM Graduate Academic Policies & Procedures for details.) In general, these regulations require that:

- A maximum of 12 graduate credits of library and information science courses from an ALA accredited program may be transferred into a 30-credit Master's degree program.
- A maximum of 14 graduate credits of library and information science courses from an ALA accredited program may be transferred into a 36-credit Master's degree program.
- A maximum of 6 graduate credits outside of library and information science but, within an approved allied area, may be transferred at the time of admission.
- After admission to the program, and in special circumstances, up to 6 graduate credits may be earned at other institutions and transferred for credit. Students must obtain approval from their faculty mentor for such transfers before enrolling in such courses. These 6 graduate credits are considered as part of the maximum 12 or 14 credits that may be transferred.
- All courses considered for transfer must have been taken within 5 years of admission into the Master's program.
- Fieldwork, internships, co-ops, study abroad programs, and practicums taken before admissions into the Master’s program are not transferable.
- A grade of "B" or higher must have been earned in each course.
- Credits applied toward another graduate degree are not transferable except for the already established coordinated Master's degree programs.
- Requests to the Graduate School for transfer of previous credits must be made at the time of application for admission. The Transfer Credit Evaluation Form is available online at [http://uwm.edu/graduateschool/wp-content/themes/uwmwebid-graduateschool/media/transfer-credit-evaluation-form.pdf](http://uwm.edu/graduateschool/wp-content/themes/uwmwebid-graduateschool/media/transfer-credit-evaluation-form.pdf) Both Graduate School and SOIS must approve the transfer of credits.
- Exceptions to this rule will be evaluated on an individual basis.

Hyperlink for Exceptions: Students enrolling in the School Library Media program may transfer in 12/14 graduate hours for the 30/36 hour Master’s program from a non-ALA accredited program or from an allied department whose program is approved by its’ state to award licensure in k-12 library media. These courses are subject to approval by the School Library Media Program Coordinator and the Associate Dean.