

DEPARTMENT OF LIBRARY AND INFORMATION STUDIES



Dr. Paulette Stewart, PhD *NCU, Jamaica*
Head of Department

WORK OF THE DEPARTMENT

Teaching and Learning

Curriculum Review Meeting

Rationale for Curriculum Review of the BA in Librarianship Programme

As part of the DLIS thrust to re-position itself and to reflect current trends and development in the information profession and industry, and to meet the demands of The UWI Strategic Plan, the DLIS decided to conduct a curriculum review of the BA in Library and Information Studies Programme. This review was also recommended by the Quality Assurance Team in 2012 when the DLIS was assessed. This curriculum review was also necessary because the courses offered in Year II did not provide the scope for selection of courses to comprise a minor.

The objectives of this review are therefore to:

1. Ensure that the ALA core competencies are reflected in the content of the courses
2. Re-position the Management courses to year 2
3. Merge or eliminate courses where necessary
4. Identify courses that need up-dating
5. Identify new courses to be developed
6. Create undergraduate minors

Results of the Review

Year I / Level I

- LIBS1001 – Information and Society and LIBS1002 – Information Organization and Dissemination will be merged. The space that is created will be filled by the newly developed course LIBS1401 – Introduction to Online Searching (to be approved). The unit on the historical overview of libraries is to be revisited with the intention to shorten.
- LIBS1202 – Management of Information Systems II will be moved to Semester I – Level II

Year II / Level II

- LIBS1202 – to be moved to Semester I – Level II
- LIBS2201 – Information Resources, Their Communication and Conservation – to be re-named
- LIBS2501 – Automation in Information Work I – to be eliminated
- LIBS2502 – Computer Applications in Libraries and Information Units – to replace LIBS2501

Year III / Level III

Three courses will be compulsory. These are the two library administration courses:

Department of Library and Information Studies

- LIBS3005 – Management of Libraries in Selected Environments AND LIBS3006 – Caribbean School and Public Libraries: Practice and Issues. The third compulsory course will be LIBS3604 – Teaching Information Literacy. The additional three credits to complete the required number of library credits can be taken from the following:
- LIBS3206 – Information Resources in Selected Environments; LIBS3207 – Literature for Children & Young Adults; LIBS3502 – Technology in Libraries: Database Design & Management; LIBS3702 – Preservation Management for Libraries & Information Units; LIBS3801 – Records Management: Principles & Practice; and LIBS3901 – Access to Information in the Caribbean
- Summer School only: LIBS3207 – Literature for Children and Young Adults

Minors Proposed:

(1) Information Management – A total of 18 credits

Courses:

Level I

LIBS1001 – Information & Society (Combination of LIBS1001 & LIBS1002)

Any FIVE (5) courses from Levels II and III

Level II

- LIBS2702 – Information Architecture: Web Access & Usability
- LIBS2301 – Research Methods in Library and Information Studies
- LIBS2502 – Computer Applications in Libraries and Information Units

Level III

- LIBS3502 – Technology in Libraries: Database Design & Management
- LIBS3801 – Records Management: Principles and Practice
- LIBS3901 – Access to Information in the Caribbean

(2) Archives and Records Management - A total of 18 credits

Courses:

Level I

- LIBS1001 – Information & Society (Combination of LIBS1001 & LIBS1002)

Any FIVE (5) courses from Levels II and III

Level II

- LIBS2702 – Information Architecture: Web Access & Usability
- LIBS2201 – Information Resources, Their Communication and Conservation
- LIBS2301 – Research Methods in Library and Information Studies
- Level III
- LIBS3702 – Preservation Management for Libraries & Information Units
- LIBS3801 – Records Management: Principles and Practice
- LIBS3901 – Access to Information in the Caribbean

Curriculum Review and Enhancement

The Department expanded its course offering to meet the demands of the information profession.

New courses:

Undergraduate:

- LIBS1401 – Introduction to Online Searching
- LIBS2502 – Computer Applications in Libraries & Information Units
- LIBS2702 – Information Architecture: Web Access & Usability

Department of Library and Information Studies

- LIBS3702 – Preservation Management in Libraries and Information Units

Graduate:

- ARCM6001 – Fundamentals of Archives & Records Management
- ARCM6002 – Acquisition, Organisation & Use of Archival Materials
- ARCM6003 – Preservation of Archival Materials in Tropical Environments
- ARCM6004 – Records Management in a Digital Age
- LIBS6106 – Management of Libraries & Information Units
- LIBS6306 – Legal Information Resources Management

ARCM6001 and ARCM6002 are scheduled to be offered in academic year 2015/2016 as electives in the MALIS and MLIS programme.

Archives/Records Management Programme

Mr. John Aarons, Adjunct Lecturer in the Department and retired University Archivist was contracted as Coordinator for the Archives and Records Management Programme for the period February 1, 2015 to August 31, 2015. Among his responsibilities were the development and coordination of several detailed course outlines; development of a budget for Programme Proposal; and liaising with a Group of Experts for comments and recommendations on course/programme development. The position of Lecturer in Archives and Records Management remains vacant due to the rejection of an offer which was made to the successful applicant. The position will be re-advertised.

Articulation of UWI Bachelor of Arts in Library and Information Studies with Council of Community College (CCCJ) Associate of Science Degree in Library Technical Studies

A series of meetings were conducted with representatives of the CCCJ, the Department of Library and Information Studies (DLIS), and Dr. Christine Marrett from the UWT's Central Office for Regional and

International Affairs (CORIA), towards articulation between the Associate Degree in Library Technical Studies, offered by the Council of Community Colleges of Jamaica through Excelsior Community College (EXED) and the Bachelor of Arts in Library and Information Studies offered by the DLIS. The courses offered by the School of Library Technical Studies at EXED were rigorously examined by DLIS with support from the Departments of Modern Languages; Cultural Studies; and Language and Linguistics and Philosophy. Dr. Christine Marrett provided advice on the University's perspective in the process.

Approval process

Based on the UWI requirements the Evaluation Forms for Associate Degree Courses were completed for each of the courses to be articulated. Completion of the evaluation form required submission of a number of documents such as examination questions, sample scripts and teacher profiles. The request for exemption from three courses was presented to FAQAC, Faculty of Humanities and Education Board and AQAC where it was supported and approved. The process for full articulation into the Year II programme will continue.

The UWI Research Ethics Committee

On April 20, 2015, Dr. Mairette Newman from the School of Education made a presentation on "Ethical Review: Understanding and Navigating the Process" to the staff and students of the DLIS at the request of the Head of Department. The purpose of the presentation was to make faculty and students aware of the requirements of the UWI Ethics Committee regarding the research proposals and the process for submission and vetting. The meeting was attended by twenty-two faculty members and students. The following concerns were raised:

- The lengthy turnaround time for proposals to be vetted and returned to students and faculty
- Delayed communication between the ethics committee and researcher

- The lengthy processing time is likely to cause students to pay added tuition.

Recommendations from the Department:

Based on the challenges identified, the Department recommended a shortening of the turnaround time by adding more faculty members from FHE to the UWI Ethics Committee. These additional Faculty members should have expert knowledge in qualitative research. The FHE could also look into the possibility of having an Ethics Committee within the Faculty, similar in operation to FAQAC.

Workshop on Online Delivery

The Department hosted a workshop on January 15, 2015 which was geared towards equipping staff for delivery of courses in the blended learning mode. Presentations were made from Ms. Shamelia Francis and Ms. Rochelle Watkis from MITS. Faculty will use the skills acquired in the delivery of the online programme which will commence in August 2015.

Summer School/Summer Activities

Activities for 2014/2015 included the following:

Summer School:

Undergraduate Course: LIBS3207 – Literature for Children & Young Adults

Postgraduate Course: LIBS3801 – Records Management: Principles & Practice

Semester III:

LIBS6201 – Catalogue Creation & Use

LIBS6202 – Subject Analysis & Indexing in Information Retrieval

LIBS6504 – Integrated Library Systems

Workshop: Koha – A Viable Option for Caribbean Libraries: June 24–26, 2015.

New UWI GPA System

Dr. Dian McCallum conducted a seminar in the Department on Friday, February 20, 2015 under the topic, “Assessment Matters: Developing Schemes and Scoring Rubric.” Other sub-topics discussed were Different Types of Assessment Items; Allocation of marks to questions and Table of Specification

Undergraduate Student Exit Interview

To fulfil one of our objectives as indicated in the DLIS Strategic Plan, an exit interview was conducted with the outgoing third year students. A questionnaire was administered to thirteen of the seventeen students who were expected to graduate; eight of the respondents were full-time and five part-time.

The data revealed that while working and studying helped some of the students to hone their time management skills, some of the negative effects were extreme tiredness, low grades, difficulty coping with work and school, inability to manage time, and challenges attending classes because of clashes between work and class schedule. Students mentioned that the practical nature of the courses such as the tutorials and the field trips, the variety of courses and the teaching methods impacted their learning in a very positive way. In response to what component of the programme they expected to serve them well professionally, the most popular responses were management courses, cataloguing and classification, and the information technology courses.

In their reflections on the relationships within the department, students’ responses indicated that they were generally satisfied, but spoke of the challenge of sharing the computer lab and the reading room with students from other departments. Some suggestions for improvement to the programme included:

1. Combination of some first year courses to facilitate development and offering of additional courses
2. Inclusion of more practical activities in all the courses
3. Changing the name of the degree to Bachelor of Arts in Information Studies
4. More aggressive marketing of the programme

GRADUATE STUDIES AND RESEARCH

Blended Learning Initiatives: MALIS and MLIS Programmes

Approval was granted to the Department to offer the Master of Arts in Library and Information Studies (MALIS) and the Master of Library and Information Studies (MLIS) programmes in a blended learning mode. Prior to gaining approval, the Department sought the guidance of Mrs. Pauline Cobley who recommended that the teaching, monitoring and evaluation of the online experience should be clearly evident in the proposal. The following sections were therefore included in the proposal which was re-submitted to the Campus Committee.

Teaching

A significant component of the programme will be delivered asynchronously. This will necessitate e-tutor support to supplement e-learning resources in ensuring that students are adequately engaged and remain motivated throughout the duration of the programme. Provision for e-tutors will be made to support teaching and learning. Provision will be made for one e-tutor: student ratio of 1:10. Face-to-face and the online sessions for each course will be taught by the same faculty.

Monitoring and Evaluation of the Online Experience

In addition to the standard assessment and evaluation instrument for face-to-face teaching and learning, there will be continuous monitoring of the online student experience and adjustments made where necessary.

This will be done by soliciting student feedback periodically through the online portal, as well as an end-of-semester online survey. The Department will work with the SVUS Unit to develop an appropriate evaluation instrument.

Recommendation for Future Delivery

Mrs. Cogley also suggested that over time the Department should consider offering all the courses in blended-learning mode, as prospective students are likely to experience challenges in attending face-to-face classes during the summer.

Impact of blended Learning on Application

Since the implementation of the online delivery there has been a significant increase in the number of applicants in the graduate programme. Online delivery will commence in September 2015 and will attract a wider cross-section of students from Bahamas, Trinidad and Tobago, Guyana and Dominica.

Staff/Graduate Research Seminars 2014/2015

As a means of highlighting and presenting areas of research, the Department re-established Staff/Graduate Research Seminars during the year with a total of 5 presentations.

DLIS New Initiative Research

“Media and Information Literacy Levels at the Exit Stages of the Education System in Jamaican Schools”

The Department continued its work on the research project which began in September 2013 under The UWI Mona Principal’s New Initiative Grant, to determine the levels of media and information literacy among students at the exit stages of the education system in Jamaica. Chapters 1 and 2 of the research which include the objectives for the research, methodology, and literature review have been completed.

The analysis, conclusion, implications and recommendations will be completed by October 2, 2015.

UWI Research Days 2015

UWI Research Days, February 9–11, 2015 focused on the theme “Innovating for Development through Science, Creativity, Productivity and Governance.” The Department’s participation was coordinated by the librarian, Ms. Paulette Bowen. Posters were displayed by staff and one graduate student under focus area #2 “Creating an Enabling Environment for Innovation and Development”.

Posters presented:

- **Stewart, Paulette.** “Moving Beyond Tradition: Technologies Facilitating Students' Cognitive Ability and Modifying Pedagogical Practices of School Librarians in Jamaica and Antigua”
- **Kerr, Paulette.** MILID Yearbook 2014: Global Citizenship in a Digital World
- **Baker-Gardner, Ruth.** “A Proposed Model for the Induction of New Teachers in Jamaican Primary Schools”
- **McFarlane, Garrett.** “Faculty’s Use of Electronic Resources: A Survey”

Research Day Workshop

Dr. Rosemarie Heath delivered a presentation entitled, “Research and Writing: Maximizing SBA Scores While Minimizing Frustration,” to an audience of approximately 80 students and teachers from high schools and teachers’ colleges/universities.

OUTREACH AND PROMOTION

Outreach in Schools

The promotion of the Department through outreach activities continued throughout the year. Presentations were made to students and teachers at the Glenmuir High school, Calabar High School, Ascot High School and Wolmer's Trust High School for Girls. In addition, the Department developed a workshop entitled "Research and Writing: Maximizing SBA Scores while Minimizing Frustration." This was geared towards fulfilling the requirements of the CAPE syllabus for Caribbean Studies. The participants were therefore, primarily lower 6th form students from Calabar High School and Campion College. In response to the many requests from other schools and community colleges, the Department is preparing to host a number of similar workshops at the UWI.

Career Exposition 2015

The theme for Career Expo 2015 was "Winds of Opportunity: Driving Diversity, Innovation and Engagement." Participation of the Department saw to the promoting and showcasing of its programmes, highlighting professional development opportunities, and providing valuable career information to students and other visitors.

STAFF MATTERS

Academic Staff

The Department welcomed 4 additional members of staff.

- Full-time Staff: Dr. Ruth Baker-Gardner and Dr. Yan Wu, Lecturers
- Adjunct Staff: Mr. Nicholas Graham and Mrs. Claudette Solomon

On March 1, 2015, Dr. Paulette Kerr, was promoted to the post of Campus Librarian. A farewell function was held in honour of Dr. Kerr and was attended by faculty, administrative/support staff and students. Dr. Paulette Stewart served as Acting Head of Department for the period March 1–July 31, 2015.

Administrative Staff

- Full-time: Ms. Natoyna Miller, Library Assistant III appointed with effect from January 1, 2015.

Research Activity and Output

The Department continues to enhance the research output of staff through a number of initiatives including setting of research agendas as well as regular research circles in which full-time academic staff discuss and share research activity towards conference presentation and publication.

PAPERS PRESENTED

- **Kerr, Paulette.** Caribbean MIL Initiatives. Global MIL Week Conference and NAMLE Conference. Philadelphia. June 24–27, 2015.
- **Kerr, Paulette.** MILID Research and Initiatives at UWI. MILID Conference. Beijing, China. September 2014.
- **Kerr, Paulette.** Global Research and Initiatives in Media and Information Literacy and Intercultural Dialogue at the University of the West Indies. MILID Week Conference. Beijing, China. September 26–29, 2014.
- **Stewart, Paulette.** Access and Privacy of the Internet. UNESCO Conference. Paris, France. March 2015.
- **Stewart, Paulette.** Moving Beyond Tradition: Technology Facilitating Students' Cognitive Ability and Modifying Pedagogical Practices of School Librarians in Jamaica and Antigua. International Association of School Librarianship (IASL) Conference; Moscow, Russia. August 2014.
- **Stewart, Paulette.** Developing Online Master's Programs for Teacher-Librarians: Current and Proposed Programs at the UWI, Mona. International Association of School Librarianship (IASL) Conference; Moscow, Russia. August 2014.

- **Heath, Rosemarie.** The Department of Library & Information Studies, UWI, Mona: Empowering Information Professionals to Meet the Demands of the 21st Century Information Environment through Continuing Education. ACURIL Conference; Suriname. June 2015.
- **Durrant, Fay.** Balancing the Pros and Cons of Collaborative LIS Education: Making Professional Career Choices. ACURIL Conference, Paramaribo, June 2015.

PUBLICATIONS

Refereed Journal Article

- Durrant Fay, Adrian St Patrick Duncan, “An assessment of the usability of the University of the West Indies (Mona, Jamaica) Main Library’s website”, *The Electronic Library*, 2015 Vol. 33 Iss: 3, pp. 590–599.
- Baker-Gardner, Ruth. (2014). “A Proposed Model for the Induction of New Teachers in Jamaican Primary Schools”. *International Journal of Education and Research* 2:12. 283–296.

Book Review

- Bowen, Paulette. “Rev. of Wikis: The Educator’s Power Tool”, by Kay Teehan. *LIAJA Journal* 1 (2014): 62–63. EBSCOhost. Web. 6 June 2015.

PUBLIC SERVICE

Dr. Ruth Baker-Gardner

- Member of the Executive and Chairman for the Schools’ Section of the Library and Information Association of Jamaica (LIAJA)
- Member, National Public Library Advocacy Committee
- Member, International Association of School Librarianship (IASL)

Ms. Paulette Bowen

- Member, Library and Information Association of Jamaica (LIAJA)
- Member, International Association of School Librarianship (IASL)

Dr. Rosemarie Heath

- 2nd Vice President, Library & Information Association of Jamaica (LIAJA)
- Member, International Association of School Librarianship (IASL) Conference Planning Committee for the Caribbean and Latin America

Dr. Paulette Kerr

- Member, Standing Committee and Paper Reviewer European Conference on Information Literacy (ECIL)
- Member, Board of Directors, National Forum on Information Literacy (USA)
- Chair and UWI Representative on the UNESCO UNITWIN MILID Group
- Member, Association of Library and Information Science Education (ALISE)
- Co-Chair Work-in-Progress Poster Showcase ALISE Conference
- Member Library and Information Association of Jamaica

Dr. Paulette Stewart

- External Examiner, Doctoral Committees, Department of Graduate Education & Leadership at the Northern Caribbean University, Mandeville, Jamaica
- Director, International Association of School Librarianship (IASL) – Latin America and the Caribbean
- Member, Library and Information Association of Jamaica (LIAJA)
- National Judge for the Jamaica Public Library Reading Competition
- Committee Member, National Committee of the Appointment of Master Teachers, Ministry of Education

Dr. Yan Wu

- Member, Society of American Archivists
- Committee Member – Archives Management Roundtable
- Committee Member – Metadata and Digital Object Roundtable
- Committee Member – Archival Educators Roundtable
- Member, International Association of School Librarianship (IASL) Conference Planning Committee for the Caribbean and Latin America
- Volunteer Member, Chinese Benevolent Association of Jamaica
- Volunteer Member, Office of Special Student Services at the UWI, Mona

Professor Fay Durrant

- Board Member Jamaica Library Service
- Board Member National Library of Jamaica
- Member Jamaica National Commission for UNESCO Information and Communication Advisory Committee

STUDENT MATTERS

Practicum/Internship

Students were placed at national, public, academic, special and school libraries in Jamaica, Trinidad and the USA.

| Programmes | Students placed | Countries of placement |
|-----------------------|-----------------|-------------------------------------|
| Undergraduate | 14 | Jamaica (10), USA (3), Trinidad (1) |
| Graduate | 2 | Jamaica (1), USA (1) |
| Total Students Placed | 16 | |

Faculty/Departmental Awards 2013–2014

| Awards | Criteria | Student |
|----------------------------------------|---------------------------------------------------------------|-------------------|
| Alumni Prize | Best Grade – Year 1 | Jessiena Johnson |
| COMLA Prize | Best Grade – Year 2 | Krystelle Scott |
| Daphne Douglas Prize | Outstanding Professional Development | Brinetta Lewis |
| Dorothy Collings Prize (Graduate) | Best graduate performance | Garrett McFarlane |
| Dorothy Collings Prize (Undergraduate) | Best overall undergraduate performance | Avis Holder |
| Dorothy Collings Prize | Best Grade in LIBS3006 – Caribbean School & Public Libs. | Yanique Brown |
| LIAJA Scholarship | Academic performance and commitment to the library profession | Yanique Brown |

UWI LIBRARY AND INFORMATION STUDENT SOCIETY (UWILISS)

The Society hosted a total of 6 meetings with two Guest Speakers: Ms. Stephney Ferguson, Adjunct Lecturer in the Department of Library & Information Studies and Ms. Tanya Francis from the Office of Placement and Career Services. The theme for the semester, "You Are Important", sought to equip members with knowledge that could be used to identify their individual and potential importance in their current activities and future endeavours. The society also participated in Club Fusion on February 26, 2015 where visitors to the booth were given tips on stress management. In addition, the Society also obtained sponsorship from the Library and Information Association of Jamaica (LIAJA) towards the purchase of T-shirts for the Society. Fundraising activity was a bake sale in March.

Meeting with Student Representatives

On January 22, 2015, a meeting was held with staff and course representatives within the Department. The following were highlighted in the meeting:

- Course representatives expressed the view that the new GPA system should have been implemented for just the second and first years due to the fact that the first years were new, and the second years would not be significantly affected as the class of degree awarded was not affected by the grades obtained in first year.
- There was a need for an orientation session at the beginning of Semester II for those students who missed the session at the beginning of the first semester.
- The requirement for students to attend tutorials was stressed. Part-time students expressed the challenges they experienced in attending tutorials which were set at times that sometimes required them to travel to the campus twice on the same day.

The issue of the poor writing skills of students was discussed. Representatives were informed of the need to encourage their colleagues to use the services of the Writing Centre, especially on referral, as this was important to their academic success.

INTERNATIONAL PARTNERSHIPS

UNESCO and NORDICOM

The Department was invited by UNESCO and Nordic Information Centre for Media and Communication Research (NORDICOM) to participate in a feasibility study to determine among other things:

1. The need and relevance for an international Media and Information Literacy (MIL) Institute
2. How professionals/universities can get involved in a MIL Institute
3. What should be an optimal and sustainable structure for an international MIL Institute

Department of Library and Information Studies

4. The format and type of courses to be delivered at the MIL institutions/organizations

A total of 7, 000 was granted to the Department for assistance with the study.