Library/Media Center Oversight Committee
Meeting Minutes from Thursday, March 6, 2003
12:30 pm to 1:30 pm AL 313

Attended:      Absent:
Dr. Yancey Watkins     Joy Navan
Dr. William Koenecke    Erika Trenholm
Tamyra Coleman
Mary Margaret Maney
Apinsiri Snamthong

- Reviewed and agreed to the mission statement of the COE Library/Media Center Oversight Committee.
- Toured and reviewed the function of AL 341 and AL 313.
- Mary Margaret Maney agreed to act as secretary.
- To be done immediately:
  o Post schedule of hours Library is to be open on door.
  o Check on staffing to ensure that Library will be open during those times.
- Tamyra Coleman and Dr. Watkins will work on a job description for the student workers to ensure that all student workers know what is expected of them.
- Future problem/challenge to be considered – check out procedures.

Next meeting set for Thursday, April 3, 2003 at 12:30 in AL 313.
To be put on the agenda: Election of Chair for the Committee