

Summary of Teaching and Advising Responsibilities

As the faculty member in the department with the most extensive experiences in library administration and leadership, I teach the foundational courses in management, including having developed a specialized course in human resources and finances. I also teach specialized independent study courses for students who express interest in a topic not covered in depth within the current curriculum.

I am the professor of record for the advanced management course, which is often taught by leading practitioners in the profession, and am director of the department's Advanced Management Graduate Academic Certificate Program. Because of my advanced degrees in music and background as a music librarian and archivist, I also coordinate the music librarianship degree concentration. I advise primarily students interested in careers in library management, public libraries, and music librarianship.

Catalog Course Descriptions:

INFO 5300/Management of Information Agencies

Management principles and practices. Problem-solving, public relations, and program development. Libraries and information centers and their social and political context. Coping with change. Facilities and equipment. Representative research and data analysis.

INFO 5303/Financial and Human Resource Management in Information Agencies
Problems and topics in personnel and financial management. Recruitment, training and supervision. Work environments; position and staff evaluation; wage and salary management; collective bargaining; funding; budgeting and accounting systems; expenditure and income control; audits; inventory control; insurance. Current trends and case studies of common problems.

INFO 5320/Public Libraries

Problems of organization and management of public libraries and urban/rural library systems; their resources, functions and services. Related municipal, regional and state information agencies and services. Federal and state programs; development and trends. Individual investigation of major issues and topics.

From: Chen, Jiangping <Jiangping.Chen@unt.edu>
Sent: Friday, February 14, 2020 11:22 AM
To: Wheeler, Maurice <Maurice.Wheeler@unt.edu>
Cc: Miksa, Shawne <Shawne.Miksa@unt.edu>
Subject: RE: new course request form

Hi Dr. Wheeler,

Thanks for the new course proposal. Can we change the title to just Music Cataloging (remove special problems)?

Dr. Miksa as Chair of the Curriculum Committee will need to enter it into curriculog, after the Committee approves it. And then report at the Council meeting for faculty vote. I will approve it in curriculog after the approval by faculty.

With best regards,

Jiangping Chen, Ph.D.
Professor and Chair, Information Science
<https://informationscience.unt.edu/>
University of North Texas
1155 Union Circle #311068
Denton, Texas 76203-5017
Phone: 940-369-5825

FW: Graduate Council Mtg. - Today @ 3:00

Du, Yunfei <Yunfei.Du@unt.edu>

Thu 11/19/2020 4:24 PM

To: Chen, Jiangping <Jiangping.Chen@unt.edu>; An, Yunjo <Yunjo.An@unt.edu>**Cc:** Kinshuk, Kinshuk <Kinshuk@unt.edu>; Wheeler, Maurice <Maurice.Wheeler@unt.edu>; Baker, Rose <Rose.Baker@unt.edu>; CI-Advising <CI-Advising@unt.edu>; Smith, Daniella <Daniella.Smith@unt.edu> 3 attachments (1 MB)

November 2020 GC Agenda.pdf; October 2020 GC Minutes.pdf; 2020-2021 Grad Council Calendar.pdf;

Thanks to Drs. Wheeler and Baker for presenting the new courses and program changes to the Graduate Council today. All our programs were passed!

Yunfei

From: Garcia-McIntire, Natalie <Natalie.Garcia-McIntire@unt.edu>**Sent:** Thursday, November 19, 2020 11:16 AM**To:** Garcia-McIntire, Natalie <Natalie.Garcia-McIntire@unt.edu>**Subject:** Graduate Council Mtg. - Today @ 3:00**Final agenda and friendly reminder to today's meeting.**

Join Zoom Meeting:

Meeting ID: **941 0220 5134**

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Find your local number:

Join by Skype for Business:

Email was sent out to the following groups: Graduate Council; UNT-Deans; UNT-Associate Deans; UNT-Chairs; UNT-Deans Assistants; Graduate Council-Guests; Graduate School Email Group; Faculty Senate; Graduate Student Council

Kindest regards,

*Natalie Garcia-McIntire, M.S.***Sr. Program Project Coordinator**

Toulouse Graduate School | University of North Texas

nataliegm@unt.edu | T: 940.565.3946 | tsgs.unt.edu