



September 18, 2013 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Melinda Isler, Kristy Motz.

Topics

FSUS and The Amazing Library Race – Kristy

Kristy discussed a new approach to the First Year Seminar (FSUS 100 and Honors 100) courses. Between 100 and 110 sections of FSUS/Honors 100 come to FLITE each year for a 50-minute library orientation. Since FSUS began about ten years ago, FSUS/Honors 100 visiting classes had been given a short lecture and routine library tour by the appropriate librarian liaison. The ten librarians involved in instructing FSUS brainstormed a new approach, modified from The Amazing Library Race at Long Island University - Brooklyn. FLITE librarians who instruct FSUS are: Ann, Dave, Mari, Stacy, Emily, Melinda, Ali, Kristy, Kathy, and Fran, with Lyle giving administrative assistance. The new approach seems to be working well with all classes, varying from developmental to honors students.

The classes are divided up into teams of three or four people. Teams complete eight tasks that help students to be successful when using the library. (No more than two teams begin with a task location at one time.) Students are encouraged to use their smartphones to look up information and snap a picture as they complete the worksheet with the eight tasks. FLITE Frisbees are awarded to the winning team, and candy is supplied to all participants. The approach is working very well, and the gaming portion of the race seems to be helping classes interact and “gel” as a group.

Students complete the following eight tasks during their introduction to the library. The process takes about 30 minutes, leaving time to debrief after the Race. The Race can be customized for specific subject areas as desired.

1. Visit the Oval Information Desk to learn about LiveChat with the librarian.
2. Use the FLITE website or FSUS/Honors 100 class help page to find the overdue fee for laptops & study rooms and where to get help in FLITE.
3. Use SmartSearch to find information about the Jim Crow Museum.
4. Find a book in a specific section of the collection on 3rd Floor and draw a picture of the title.
5. Identify parts of a citation, either MLA or APA.
6. Complete a MadLib about using the student ID as a library card to checkout.
7. Take a photo of themselves with items from AV (Media) collection i.e. skulls, toys, teeth, skeleton, etc.
8. Write a haiku or draw an illustration of how to print.

Melinda concurred that she thought it went very well.

FLITE Dean Priorities Draft – Scott

Scott distributed his draft list of four priorities for FLITE to gather comments and suggestions.

1. Determine how FLITE should be organized, and implement changes to move from the current organizational structure to the next one.
2. Start a strategic planning process that aligns with FSU's strategic plan, core values, mission and vision, and ACRL Standards for Libraries in Higher Education.
3. Lead and/or coordinate student success-centered initiatives in support of recruitment, retention, graduation, student debt, and other measures.
4. Continue to improve relationships (e.g. communication) to foster excellence and success within and outside FLITE.

Melinda suggested adding the idea of how we fill existing vacant, and request new positions under 1.

In response to a question from Kristy, Scott explained that Money Smart Week (i.e. under 3.) is a collaborative effort between the American Library Association and the Federal Reserve Bank of Chicago to help position libraries and their institutions to increase financial literacy in students. FLITE could perhaps participate by bringing various campus units together to coordinate information sharing on student financial literacy during Money Smart Week in April, 2014.

Scott noted that he would like FLAC to look over the priorities and give their comments by the end of Friday, September 27 and then he would like to place it on the J drive for everyone to review.

Randall's room use policy draft – Kristy

Kristy noted that there has been a significant increase in instruction studio requests which reinforces the need to finalize the draft room policy Randall created before his departure. She stated that when Randall was working on the policy, it was noted that instruction use would take preference over regular room reservations. Kristy would like to move forward beyond the draft policy and establish a definite FLITE policy. She distributed Randall's draft policy for review and noted that we need to make rooms more readily available for instruction of all kinds.

Kristy requested that the policy allow for groups not involved with student instruction to be "bumped" with proper notification. She suggested we could give a 14 day notice to other types of groups reserving the room, allowing them time to find an alternative location. Lyle mentioned forcing a cancellation with less than two week notice could create a hardship to the reserved group. Scott agreed that the policy should stipulate that room reservations could be bumped for instruction classes. Lyle believes that we need to state in the room reservation policy that there will be a two week notice if the reserved room needs to be bumped for student instruction and suggested that we also include this on the room confirmation notice.

Kristy would like to post the revised policy on the shared drive for faculty and staff to review stating that due to the increasing number of requests for studios and the decrease of computer labs and rooms on campus, this policy allows FLITE to place student instruction first. Scott concurred.

Action: Kristy will clean up the draft and Melinda or Rick will post it on the "J" drive for everyone to look over.

Committee on committees – Scott

Scott requested suggestions from the FLAC group regarding the procedures needed to form committees that are needed at FLITE.

Melinda suggested a charge and that it should go out from the Dean's office.

Action: Scott noted he will draft a direct charge and will ask for thoughts regarding the charge verbiage from FLITE faculty and staff.

Other Business/Roundtable

Scott noted he would like to do a roundtable at the All-FLITE meeting on September 19 regarding assessing our organization.

Leah noted that Jason will attend an IT meeting regarding the password situation with students and Active Directory.

Lyle noted complaints of noise on the third level due to the heavily booked rooms and that we need to maintain control of the noise level if possible.

Meeting adjourned at 3:00 pm.

Discussion List as time allows:

- * assessing how well our organization is working, based on what functions our users need to succeed
- * assessing how our human resources are and should be allocated, including liaison program, committees, organizational structure, etc.
- * filling vacant positions
- * establishing new ways to get user input on the above, and other topics
- * prioritizing facilities repairs, and replacing some furniture and technology
- * prioritizing needs requiring funds
- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * managing building partner relationships

Next Meeting
October 2, 2013, 2:00-3:00 p.m.