

## Librarians' Meeting Minutes: November 25, 2014

**Present:** Gary Maixner, Kristy Motz, David Scott, Scott Garrison, Melinda Isler, Stacy Anderson, Rick Bearden, Leah Monger, Ali Konieczny

### **Agenda:**

- 1) Vinyl Records Collection (currently stored in 140 storage room)
- 2) Composition and function of new Dean's Leadership Team
- 3) Assistant Dean job descriptions (new ones will be posted by the end of the day on November 18<sup>th</sup>)
- 4) Role of FLITE in the APR (Academic Program Review Process)
- 5) Website usability issues

### **Dean's Updates:**

Dean's Council and Administrative Leadership Council will hold a joint meeting with a strategic planning consultant on Dec 3<sup>rd</sup>. The consultant will assist the group in developing unit strategic planning from the University Strategic Plan.

Provost airport/neutral site interviews will take place Thursday 12/4, Friday 12/5, and Saturday 12/6 this week. Nine candidates will be interviewed. Kristy and Scott will be present.

FLITE will offer extended hours for the final two weeks of classes: Monday 12/1 through Wednesday 12/10 - Main Building: 7:30 am – 1:00 am and Extended Study Area (Open 24/7): 1:00 am – 7:30 am.

### **Agenda Items:**

- 1) **Vinyl Records Collection** – Tabled until next meeting

- 2) **Composition and function of new Dean's Leadership Team**

Updated Dean's Council membership is currently uncertain. Scott indicated that it seemed that most people currently on FLAC should remain, but this can be reconsidered. Scott believes that members should rotate and it seems like elections would be a natural way to decide who would be on this team. We may want specified terms to encourage membership, such as 1 or 2 years, and should try to keep on the same election schedule as other committees. How to evaluate FLAC before moving on is a concern, and Scott has a question out to Marcy Simons (org. development librarian from Notre Dame) regarding this.

Creating lists of what kinds of things will be decided at the team level, vs. Dean's Council, vs. Librarians' Meeting would be a good way to start and this may assist with determining what the replacement team for FLAC will do. Scott will propose draft charge for this group and make it available for review. He indicated that it is probably unrealistic to expect that FLAC will discontinue immediately – will likely discontinue end of Jan. for next team to ramp up.

- 3) **Assistant Dean Job Descriptions:**

Open commentary:

**Rick:** Discussed concerns about “senior leadership” wording – leadership, management? Also concern about word **directing**... Enable? Facilitate? Summary needs to set the right balance – Suggested “oversees and coordinates” as recommended by Leah.

**Melinda:** Indicated that it seems uneven for 1 person to lead both the web team and scholarly communications under same umbrella

**Ann:** Research and teaching – concern with word “support” – Teaching and learning .....

Scott indicated that he is still seeking input on the posting (posted on the J drive) where it appears unfinished, under *Desired Qualifications*.

Send Scott *Desired Qualifications* suggestions by 5:00 Wed. (12/3/2014).

#### 4) **Role of FLITE in the APR (Academic Program Review Process)**

The APRC Manual was recently updated and Fran recommended having further updates to the APRC Manual to have the library more prominent in the program review process. Ann stated that there were difficulties with numbers reported by some reviewed programs regarding library holdings, etc. and indicated that it should be encouraged to work with the liaison librarian to complete the library section of this report, but this suggestion was not supported by the APRC because FLITE is construed as a support service. Part of the APR process is to identify resources needed to carry out missions and goals; this is part of the process, so this lends support to a greater role of FLITE in the report process. In the current manual, programs are encouraged to ask their liaison librarian for assistance with the labor market analysis, so this lends credence to requesting liaison librarian assistance on the library section of this report as well. Melinda and Ann will recommend specific changes to the library section of the APRC Manual and will bring these back to be reviewed by the librarians.

#### 5) **Website usability issues:**

Ali brought up concerns because currently no usability team exists, so it is uncertain how we proceed with concerns regarding the library's website. No usability team exists for this semester, and the previous team was not evaluated for effectiveness. This leads to a number of questions:

- How is feedback provided on the website?
- How do we get responsiveness from the webteam in a timely manner?
- There were a couple of joint meetings between web and usability, but there were not formal meeting/gathering times for the usability team independently – should there be a regularly scheduled meeting of this team?
- What is the mechanism for accountability to ensure that web issues are being addressed?

Scott indicated that the usability team configuration should be reconsidered and indicated that he would do a call for volunteers to participate on this team.

#### **Additional item:**

The December meeting was scheduled during the semester break. Melinda will try to schedule a December Librarians' meeting during finals week.

Meeting adjourned 12:05.

- Submitted by Ali Konieczny