

Librarian's Meeting
Tuesday, November 22, 2016
11:00 AM

Room 108

Present: Scott, Stacy, Gary, David, Kristy, Leah, Melinda, Dejah, Carrie, Ann, Mari

Meeting called to order at 11:06

Dean's Update

Academic Affairs has a deficit of 2.3 Million based on enrollment drop. Dean's asked to create justifications for vacant positions which are not currently in the search process. Admin team prioritized the vacant position in CAS and then the RIS position. Provost did approve the vacancy in CAS, not in RIS. Dean then asked for comments and questions from floor.

Question on E-Reserves. Based on Helen's duties, her primary time was spent on the hiring, and training. Dorothy will take on physical reserves, Carrie will take on e-reserves. 5 new students hired to help cover Helen's desk hours; Ling-Fei will take on opening of the library.

Stacy—HLC

Open pathway—Quality Initiative (hlcommission.org/Pathways/quality-initiative.html)

Done during years 5 – 9 of time frame of process

Document shared from Assessment team See document below.

Stacy talked about the document and the plans for it.

Safety and Security Issues in building

Scott showed video from Public Safety on active shooter preparedness.

(http://www.ferris.edu/HTMLS/othersrv/campussafety/Preventing_and_Surviving_an_Active_Attack.htm)

Campus has a Behavioral Response Team (BRT) for contact if you notice erratic behavior from a student. Can also contact DPS or Counseling Center. They are represented on the BRT.

David Pilgrim and Bruce B. would like to be notified of any post-election issues (slurs, racial targeting etc.)

Building needs modifications for safe spaces. Is being looked at

Professional Development Questions from faculty

Need to know the numbers from 2 years ago and projections for the future and criteria for decisions

Scott is working on a format to report this data more clearly

Is conference related to the role of the staff person

Do they have a presentation?

Balance between tenured/non tenured and staff

No fixed limits on any one person's requests

Faculty not aware of process for the requests and the perception of change

May need a process to help better clarify for both the faculty and the admin team

Attachments to minutes

Quality Initiative Projects' Plans

Due to Academic Affairs by November 1, 2016

Implementation and Reporting Period: November 1, 2016 through December 15, 2019¹

College or Unit²: Ferris Library for Information, Technology, and Education (FLITE)

Area of Focus	Goal/Objective*	Description of Planned Actions	Data That Informs Selection of This Priority	Measures to Document Results	Imp
Learning	<p>Students completing the FLITE visit portion of the FSU Seminar course or its equivalent will recognize where to ask for help at the library.</p> <p>Students completing the FLITE visit portion of the FSU Seminar course or its equivalent can describe how to use FLITE services.</p>	<p>FLITE librarians analyze the student worksheets to assess their achievement on the eight learning outcomes for the Amazing Race session; various staff members code the answers and log them in spreadsheets; data is run through WEKA against 22-24 data points; data is analyzed and used to modify existing and/or create new activities.</p>	<p>Data from each semester from (available from 2013-present); data from the survey given to all FSUS instructors & students; NSSE Information Literacy module data</p>	<p>Number of FSUS classes (or equivalent) that choose to participate in the Amazing Race; Number of worksheets turned in for analysis; percentage correct/incorrect on the worksheet activities; qualitative feedback from instructors and students</p>	<p>95% stud FSUS cour equi parti the A Race FLIT will reco a top valu activ over surv to all and s seme</p>
	FLITE will develop a	Identify stakeholders	Descriptive data	Number of	80%

<p>Completion</p>	<p>learning analytics strategy to assess the correlation between student library behaviors and/or engagement with the research process and student success.</p>	<p>where data is housed or “owned”; scan the campus climate for challenges and partners; see what has worked/not worked at other libraries</p>	<p>that we already have access to library instruction rosters); number of courses with a research component; number of majors with a research component; demographic data; diagnostic data that provide examples of students’ success/lack of success such as retention, graduation, GPA; NSSE data; NSSE Information Literacy module data</p>	<p>campus institutional partners, leaders; develop learning analytic skill set; questions that could be answered with learning analytics; research assignments; librarian engagement with faculty; NSSE data</p>	<p>student major inclusion requirements research course engagement library library resources the e their year FLIT develop learn analy strat dem the c betw stud enga with rese proc stud succ</p>
<p>Climate</p>	<p>FLITE Library is a safe space on campus where all students can study, learn, socialize, or relax without fearing they will be victimized, harassed, or marginalized.</p>	<p>The FLITE Diversity & Inclusion Committee will develop a way to get student feedback regarding the library as a safe space on Ferris’ Big Rapids campus.</p>	<p>Data gathered from Ferris students; data from other library research re: libraries as safe spaces; data from the Ferris Diversity & Inclusion Office; NSSE data (open-ended feedback that mentions the library)</p>	<p>Inclusive signage; displays of diverse materials; welcoming staff behavior; dedicated space(s)</p>	<p>80% great stud ident Libra safe camp they stud socia relax feari will b victin hara marg</p>

1 - This template is provided as a communication tool for submitting college-level projects to the Office of Academic Affairs that will aggregate both the plans and the 2019 results for reports as the University's Higher Learning Commission Quality Initiative as a precursor to the University's reaccreditation visit in 2020-21. Each project is likely to have substantial additional backup that includes tactical plans, resources, timelines, and more. These backup materials are requested by January 31, 2017. Implementation should begin as early as possible.

2 - The following units are expected to submit action plans:

- College of Arts and Sciences
- College of Business
- College of Engineering Technology
- College of Health Professions
- College of Pharmacy
- Extended and International Operations
- Kendall College of Art and Design
- Michigan College of Optometry
- Retention and Student Success

3. Results will be aggregated and analyzed, with continuation plans, from the period from December 2019 through January, 2020, with a goal of submitting the Quality Initiative Report to HLC not later than February 1, 2020. The HLC Review of the Report should be complete by April, 2020, in time to incorporate it into the evidence submitted in support of the reaccreditation that is expected to be filed as early as August 2020 (for an early fall 2020 visit). Every-semester (spring and fall) reports will be required on action plans, beginning with May, 2017.

Revised 10-2-16

Safety walk-through notes (Bruce Borkovich and Scott Garrison)

10/31/16

1. Bruce advised Carrie D. on where to locate the Checkout Desk panic button, i.e. left of the column (in front of 105). He suggested we inform all employees of the button's exact location.

2. Bruce encourages everyone in FLITE to watch DPS' new active shooter preparedness video, at <http://www.ferris.edu/htmls/othersrv/campussafety/>. DPS' basic recommendation is to **run** and get away from a shooter's location if possible, **hide** if getting away is not possible, and **fight** if necessary to stop a shooter.

Bruce and Scott discussed how we should be prepared should an active shooter conduct an attack in FLITE. It is likely a shooter would prioritize locations for maximum impact, i.e. 1st and 2nd Floors, and less likely a shooter would reach 3rd and 4th Floors. A best practice would be to use a "code word/phrase" to alert all employees in FLITE of an active shooter in the building. The code word/phrase should prompt all employees, and floor coordinators who know a run/hide protocol, to lead as many in the building as possible to run and escape, or hide in a "safe room" wherever necessary and possible.

Ideal safe rooms:

- are windowless

- are without window panels in doors large enough for a person to fit through
- are easy to access by all personnel in that room's immediate area, in the simplest manner possible
- are lockable from inside, to the outside, in the simplest manner possible (i.e. via a bolt, in the case of 410A, or magnetic lock in the case of 160)
- are clearly marked with a symbol all employees recognize

Rooms that could work as safe rooms, include:

Floor	Current	With modifications
Lower Level	Gender-neutral restrooms	010, hallway near 017 (if keyed)
1 st Floor	140K (for 140 suite)	159B (for OMSS, if bolt lock added)
2 nd Floor		210 (for limited number, if bolt lock and door panels modified)
3 rd Floor	(shelter in place only)	
4 th Floor		408B (for 408; if keyed), 410A (for 410; if keyed and door panels modified), 412B (for 412; if keyed), 424 (for 414 and lounge; if keyed), 460J (for Media Prod; if keyed), 460F (for Learn Lab; if keyed)

Bruce suggested we either replace door glass panels on safe rooms with more wood and less glass, or consider swapping one or more solid doors with one or more glass-paneled doors.