**Minutes of Librarians Meeting, March 28, 2017**

**Present:** Scott Garrison, Carrie Donovan, Gary Maixner, Melinda Isler, Leah Monger, Dejah Rubel, Paul Kammerdiner, David Scott, Stacy Anderson, Ann Breitenwischer, Heather Symon Bassett

**Visitors:** None

**Absent:** Ali Konieczny, Mari Kermit-Canfield, Fran Rosen, Kristy Motz

**Deans Update (See Appendix A and B)**

Dean Garrison referenced his update sent via e-mail prior to the meeting and asked if there were any questions or comments. There were not.

**Approval of Minutes (Melinda)**

Minutes for the February 28, 2017, meeting were approved with corrections.

**Review of the Procedures of the selection of databases for A-Z list (Paul/Fran)**

The group reviewed a draft document that Paul and Fran created outlining the criteria for linking non-subscription databases to database access pages. Paul noted that the intent for written criteria was for the purpose of not inundating FLITE holdings with unnecessary resources. The group agreed on the process of having a potential open content database addition being put on the agenda and voted on at a Librarian’s meeting. The process was further clarified with the indication that a link for the database should be sent prior to the meeting agenda by the librarian liaison requesting the addition and that minutes should serve as documentation of the decision. The group approved the draft with the following revisions: the term “open source” be replaced with “open content” under the Rationale heading, that the last bulleted item under the User Needs heading be revised to “Interface meets ADA accessibility standards,” and adding a statement under the Process heading indicating that meeting minutes will serve as documentation of decisions.

**Demo of the Workplace form (Stacy)**

Stacy indicated that she likes the continuity of the proposed Library Faculty Work Plan in relation to Faculty Activity Reports and that the Plans could serve as a tool to help librarians stay focused in their respective efforts. She noted one rationale for using it would be that a supervisor could look at the collective efforts of librarians as a whole. Gary noted it could be a safeguard for duplicating efforts as supervisors would know which librarians were working on certain projects. He also suggested that it would help give supervisors a sense of time demands for individual librarians regarding ongoing projects. Scott noted that FLITE’s strategic plan, as well as University goals, should be considered and incorporated into planning and that the document should be viewed as a planning and assessment tool rather than a point of judgment for lack of progress. Ann voiced a concern about a potential lack of communication if sharing of Plans did not occur amongst librarians in some way. She recommended doing progress reports once per semester and noted that a previous FLITE Dean completed an annual report. Melinda suggested that Assistant Deans could request progress reports on librarian Plans and Scott further noted that a librarian could always ask the Assistant Deans for updates.

**Other Discussion**

Stacy reported attending the E-Learning Management Advisory Team meeting this week, which was the first meeting since last April when Deb Thalner retired. Gary noted that there would be scheduled discussions for Springshare, including updates, completed in eight week cycles and that individuals would not be expected to attend if the discussion pertained to a product not used by that person. Melinda indicated that she appreciated the advance notice of forthcoming scheduled discussions, which was included in the invitation for the initial discussion.

The meeting adjourned at 11:40.

Submitted by: Heather Symon Bassett

Approved 4/25/17

**Appendix A: Dean’s Update**

Dean's update for librarians group

Scott Garrison

Fri 3/24, 8:38 AM

**FLT Librarians**

Inbox

Colleagues,

Here are some updates ahead of next week's librarians meeting. Let me know if you have any questions about these or other things.

1. As you will have seen, I've invited all of you to a meeting regarding professional development/travel support for FY18, on April 18 at 9:30. I am working on a process framework document to bring some history and discussion threads together, and will share that document ahead of the meeting. In the meantime, let me know if you have questions or concerns you don't think we have addressed yet on this issue. I also plan to engage staff on the issue during April.

2. Recall that both our strategic plan and faculty workload policy include the concept of annual work plans. The RIS Team created a draft work plan document, which Carrie shared with Leah and me, and I've attached. My understanding is that Gary and Stacy are piloting this draft, and they have found it helpful. I see this as a way for faculty and their assistant deans/dean to articulate priorities for the year, and discuss progress on those priorities. It could also serve as a way for Carrie, Leah and me to identify potential areas for collaboration, and potential conflict, and engage with faculty on those. We may need to adjust work plans during the year, as unforeseen issues such as vacancies arise. We could discuss this at Tuesday's meeting, time permitting, reserve time at our meeting on April 18, or have a separate meeting about it.

3. CTO Jake Martin met with Ralph Williams, who oversees enterprise applications and infrastructure, Wednesday afternoon, and their agenda included how ITS could help us keep servers running in Jason's absence. I will check back in with Jake by Monday for an update.

4. Carrie and I met with CAS faculty member Cliff Franklund and bookstore manager Karen Bohren this week about an idea Cliff has to incentivize faculty to move toward affordable course materials, including Open Educational Resources, as a strategy to reduce student debt. Cliff saw a model that Florida International University has adopted, that he sees as low-cost, and potentially impactful at Ferris. At the same time, the bookstore is offering a new approach to textbooks for selected gen ed courses, based on a program Barnes & Noble is offers using OpenStax content. Students can gain access to course materials including texts, video and other media, and quizzes for $50 per course (with the option of a print copy of any text, for an additional $15). The online content can be made available via Blackboard. Cliff agreed to draft a proposal based on FIU's approach that I plan to take to my next meeting with the provost on April 6. You can learn more about FIU's program at [FIU News](http://news.fiu.edu/2017/02/university-initiative-makes-textbooks-more-affordable/108464)

Have a good weekend, all.

Scott

Scott Garrison

Dean

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**Appendix B: Dean’s Update-Library Faculty Work Plan Email Attachment**

**Library Faculty**

*Work Plan*

DRAFT

**Narrative Statement (providing context for the year):**

**Primary Responsibilities:**

**Service:**

**Professional Development:**

**Special Projects:**

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**Signature (Librarian) Date**

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**Signature (Assistant Dean) Date**