Minutes of Librarian's Meeting, September 25, 2018

Present: Heather Symon Bassett, Mari Kermit-Canfield, Melinda Isler, Kristy Motz, Fran Rosen, Leah Monger, Scott Garrison, Stacy Anderson, David Scott, Dejah Rubel, Paul Kammerdiner, Ann Breitenwischer

Absent: Ali Konieczny, Sela Constan-Wahl

Guest: Jackie Hughes, Faculty Lead University Learning Management System Review

Call to Order (Isler)
The meeting was called to order at 11am by Melinda.

Approval of Minutes (Symon Bassett)
Minutes for the August 28, 2018 Librarian's Meeting were approved unanimously.

Dean's Update (Garrison)
Scott provided two brief updates. He indicated that he incorporated feedback into the Customer Service Operations and Facility Manager Position description which has been sent to the Provost. He is hoping for an update on the status of that request soon. The other update he provided was that this afternoon he intends on sharing out professional development requests he has received. He also stated that he would like to know if anyone had interest in attending ACRL.

Study Room Reservation Updates (Monger)
Leah indicated that a task force for the room reservation system met last week and discussed two consistently concerns voiced. Students indicated that they would like to be able to book study rooms immediately and there was a concern regarding personal safety and belongings without having a key to lock rooms. She indicated that on or before October 15th, there will be a trial of on the spot booking (though a 15 minute cushion may display in the system) and of an added option of booking a key when submitting a reservation (it would be added to a reservation as equipment at the during the reservation process). Due to system licensing restrictions and the general sentiment that personal safety/safekeeping of belongings is not as much of a concern for 3+ study rooms, the key checkout option will be limited to 1 or 2-person study rooms. It was acknowledged that with some keys circulating again, that it may create a little more work at the Circulation Desk.

Revised Form C Process/Forms (Rosen)
Fran indicated that a revised University Curriculum Committee (UCC) manual was approved by the Academic Senate in September 2018 and that the workflow for curriculum proposals has changed. She posed several considerations regarding FLITE interests in the processing of Form C's. Please refer to a forthcoming communication from Fran with a link to the revised UCC manual as well as a recap of the points she presented at this meeting.

Updates to Databases (Rosen)

As related to MeL database changes effective Oct. 1, Fran indicated that the impact to FLITE is basically, increased access to more Ebsco databases and that Dejah and Sela are presently working on adding assets. She mentioned they will not display publicly until Oct. 1, but can be incorporated to LibGuides now. She indicated that FLITE will still have access to Gale Databases that were cut from the MeL offerings through a separate FLITE subscription. Fran expects to send more email updates regarding these changes. Kristy reminded the group of the availability of a webinar available through MCLS highlighting some of MeL database changes.

Faculty Lead LMS Review (Hughes)

Jackie Hughes, Coordinator of Instructional Technology (Ferris eLearning), and Chair for the faculty lead LMS Review Committee, provided FLITE with the history of LMS systems at Ferris and updates pertaining to the present review of systems. After preliminary evaluation of various vendors, she indicated that three have been selected for demonstrations: Blackboard (Learn Ultra), Instructure (Canvas), and Desire2Learn (Brightspace). She indicated that the team would like to make a recommendation in Spring 2019 and that the present contract with Blackboard expires in June 2020. She noted that there would be opportunities for faculty input following the demonstrations, which will be used to inform votes for each college and that she anticipated announcements would be placed in University-Wide Notices when demos were scheduled. She anticipates one demo yet this semester and two in the spring semester. She offered that if the group had feedback for the review team, that comments could be sent to the two FLITE faculty representatives on the review team, Ali and Fran, or directed to herself or Andrew Peterson, Coordinator of Instructional Technology (Ferris eLearning).

Decision about two positions and response from Provost on filling (Scott)

The most recent drafts for the Library Systems and Workflow Coordinator and Service Design and Innovation Librarian were sent to the group with agendas prior to the meeting. Scott indicated that he needed to send the Provost complete job descriptions with updated requirements. He anticipates having an answer as to whether or not they can be filled within 2-4 weeks. He indicated that though the position descriptions would be sent to the Provost this afternoon, it would not be the last opportunity for revisions, if need be.

Submitted by: Heather Symon Bassett

To Be Approved October 23, 2018