Minutes of Librarian's Meeting, September 24, 2019

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

Absent: Ali Konieczny, Sela Constan-Wahl

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

Approval of Minutes (Symon Bassett)
August 27, 2019 Librarians Meeting and September 5, 2019 Special Librarians Meeting minutes were approved unanimously.

Dean's Report (Bentley)
Jason thanked all who attended the celebration to honor Ann for her fifty years of service to Ferris. He noted that he has not yet received feedback regarding the working copy of the possible gap position (see 'Review of Possible Gap Position' item), but will consider any forthcoming input. He indicated that both the current budget deficit and the deficit anticipated for next year would be topics of discussion at the next Dean's Council retreat. He anticipates an update from Neumann Smith concerning the West Building & FLITE Feasibility/Space Utilization Study next week. [For more details, please refer to the "September 27, 2019 Dean's Download" email].

Review of Possible Gap Position (Bentley & Isler)
Jason presented the same working copy for a possible gap position (see Appendix A) that he presented at the September 17, 2019 Librarians faculty meeting as no feedback was sent to him. This position addresses workflow concerns in lieu of other positions at FLITE having been eliminated and will unburden Sela of some additional responsibilities assumed beyond the scope of her current position. After a lengthy discussion of the relative benefits of requesting the gap position as a faculty or administrative position, the group seemed in general agreement with a faculty position best serving current needs of FLITE. As a next step, Sela, Dejah, Leah and Jason will discuss the position within the context of other positions at FLITE to further refine the position description. Stacy suggested that the position title be reworded as "Web Services and Instructional Technologist" and there was some discussion of considering alternative credentials for the position. Wording throughout the working document should be reflective of the type of position being requested. Kristy's forthcoming retirement will require additional conversations.

Organizational Structure (Bentley)

Jason provided copies the most recently proposed organizational structure for FLITE dated November 2018 (see Appendix B). This item was tabled for future discussion due to time considerations for the present meeting.

The meeting adjourned at 12 pm.

Submitted by: Heather Symon Bassett

Approved November 25, 2019

Appendix A

Web Services and Instructional Design

The Ferris Library for Information, Technology, & Education (FLITE) at Ferris State University (Big Rapids, Michigan) seeks a collaborative, innovative, creative, and user-focused Web Services and Instructional Design profession to 1) ensure that the library's web-based services support and enhance student learning and to 2) promote the innovative use of instructional technology to strengthen, enhance, and enable scaling of the library instruction program. This position is responsible for planning and developing online and face-to-face learning materials to support library instruction and research services in collaboration faculty librarians. This is a [TYPE OF POSITION], reporting to [POSITION]. Salary will be commensurate with qualifications and experience. Ferris State University offers a competitive benefits package. This position will remain open until filled. This position is an exceptional opportunity to work and grow in a dynamic, technology-intensive library serving a diverse student population.

Duties and Responsibilities:

1. Provides collaborative and innovative leadership to design, implement, maintain, and assess the library's web presence, including the main website, integrated web applications, and mobile user interfaces.
2. Leads the development of a holistic, user-centered framework for library instructional technology.
3. Collaborates with librarians, teaching faculty, and the Ferris eLearning team to develop online learning modules and reusable library learning objects to enable scaling of instruction. Works with librarians and faculty to embed these objects into online learning environments including the university's learning management system.
4. Investigates, recommends, and implements standard and emerging tools, techniques, and methods to deliver effective learning experiences and to enhance web-based library services.
5. Collaborates with others, including the Systems Librarian and instruction librarians, to enhance integration of online learning resources and services into the library's web presence.
6. Trains and supports other librarians and staff in the development of web content and the use of instructional technology.
7. Designs and leads ongoing usability testing of the library's web presence, analyzes feedback, and incorporates changes to enhance the user experience.
8. Ensures that the library's web-based content adheres to current web accessibility standards.
9. Participates in library initiatives involving technology and the development of a library technology plan.
10. Maintains relationships with technology vendors, online service providers, and campus technology personnel.
11. Documents processes and procedures, creates effective training materials, and produces reports.
12. Serves as a backup to other library technology-related positions.
13. Participates in the library's instruction, reference and research services, collection management, and liaison programs.
14. Participates in the library's assessment and improvement efforts.
15. Serves as a member of library and university-wide committees. Participates in library-wide projects and activities as needed or assigned.
16. Participates in library meetings and works collaboratively with colleagues to implement the agreements reached through collective decision-making.
17. Maintains membership and participates in the activities of position-relevant professional organizations.
18. Stays abreast of current trends and best practices in areas of responsibility and participates in continuing professional development activities including attendance at conferences and workshops.
19. Participates in professional development/scholarship and service as required for tenure and promotion.

Required Qualifications:

Appendix A

1. <mark>ALA accredited master's degree in library science or ALA accredited master's degree in information science by the time of hire [INCLUDE IF FACULTY POSITION].</mark>
2. Demonstrated experience in website design using a content management system and web authoring tools.
3. Demonstrated knowledge of HTML, CSS, and scripting languages.
4. Demonstrated commitment to the principles of accessibility, universal design, and user-centered design methodologies.
5. Knowledge of website analytics and experience with making data-driven decisions.
6. Demonstrated curiosity and aptitude to learn and implement new technologies.

Preferred Qualifications:

1. Minimum 2 years recent experience in designing and managing a website.
2. Experience working with the Springshare suite of library web applications.
3. Experience using graphic design, video creation and editing, and instructional technology applications.
4. Experience using a learning management system.
5. Knowledge of pedagogical best practices, learning theory, and assessment in face-to-face and online environments.
6. Familiarity with programming languages used to create learning objects.
7. Experience writing documentation and training others to produce accessible and user-centered content for the web.
8. Knowledge of web usability testing techniques.
9. Knowledge of project management principles.
10. Experience working in an academic library.
11. Additional graduate degree, especially in educational technology or instructional design.

Knowledge and Skills:

1. Ability to work collegially and collaboratively with diverse faculty, staff, and students and other campus constituencies.
2. Understanding of the role and potential of the Web in teaching, learning, and research in an academic library setting.
3. Understanding of information seeking behaviors in an academic library environment.
4. Ability to write concisely and effectively for the web.
5. Ability to set priorities, coordinate and manage projects, and work independently and as part of a team.
6. Knowledge of technology trends in higher education and libraries, ability to adapt to new technologies quickly, and flexibility in an ever-changing environment.
7. Effective oral, written, and interpersonal communication skills; ability to communicate effectively about technical issues with non-technical audiences.
8. Knowledge of content management systems, emerging trends in web site development, responsive design, device and browser testing, user-centric design, accessibility, and usability.
9. Excellent problem-solving skills and sound judgment in dealing with work-related challenges and issues.

Ferris State University was established in 1884 as a school dedicated to the mission of education for all people as envisioned by our founder, Woodbridge N. Ferris. More than a century later, the University is still committed to the idea of quality education for students with a dedicated faculty and more than 180 majors that prepare students for rewarding futures. Graduates of Ferris are in demand by employers as a result of cutting-edge and hands-on education in state-of-the-art facilities. That education makes graduates ready for the real world. The main campus in Big Rapids is located on 935 acres and includes state-of-the-art facilities for education, recreation, entertainment and athletics. Our students enjoy a well-rounded educational experience that includes more than 200 student organizations. Ferris offers Division I men's ice hockey, competing in the Western Collegiate Hockey Association, and 17 varsity sports, competing in the Great Lakes Intercollegiate Athletic Conference. To learn more about Ferris, go to www.ferris.edu.

Appendix A

For a complete posting or to apply, access the electronic applicant system by logging on to http://employment.ferris.edu. Ferris State University, an Affirmative Action/Equal Opportunity employer is committed to enhancing equity, inclusion, and diversity within its community. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups.

Ferris State University Libraries Organization Structure—November 2018

Michael Kovich
KCAD Library Director

Scott Garrison
Dean

Josie Vanhoven
Administrative
Secretary

Elisa Bohn
Reference &
Instruction Librarian

Ben Boss
Content &
ScholComm Librarian

Student Assistants

Student
Assistant(s)

Leah Monger
Associate Dean

Stacy Anderson
Assessment Librarian

Sola Coretov-Wahl
Web Services
Librarian

Kelly McNeill
Lead ILL/Ballou
Assistant

Ann Breitenwischer
RIS Librarian

Dejah Rubel
MERM Librarian

Chelsea Mitchell
Lead Metadata
Assistant

Ali Konieczny
Health Sciences
Librarian

Fran Rosen
Collections Strategies
Librarian

Carrie Buss
Lead Acquisitions
Assistant

Kristy Motz
Instruction Librarian

Heather Symon
Bassett
Opt/Life Sciences

Tech Spec Specialist
Tammy Finch

Dave Scott
Outreach/User
Engagement Librarian

Paul Kammerdiner
DocL/PTDL
Librarian

Rodney Doedel
Digital Services
Assistant

Student Assistant

Mari Kermit-Canfield
Creative Learning
Librarian

Melinda Isler
University Archivist

Jinefei Xu
Lead Circulation
Assistant

Library Faculty

Student Assistants

Semi-shared
Student Assistants

Ann Klein
Part-time Checkout
Desk Assistant