

Present: Joe Weber, Scott Atwell, Julia Buryk, Fran Rosen, Melinda McMartin, Paul Kammerdiner, Rick Bearden, Ray Dickinson, Ann Breitenwischer, Leah Monger

Before the meeting officially began there was some discussion about PubMed/MedLine. There are some issues with PubMed & Find It. Generally, Find It works better with MedLine.

The bulk of the meeting was spent discussing the job posting for a Reference and Instruction Librarian who will replace Paul when Paul takes over as Government Documents & Patents Librarian when Ray retires. We discussed several points, and agreed on some changes. We want to get the posting out as soon as we can, so Paul will email around a new version, and plan to have it finalized by Monday Feb. 27th.

We agreed to do away with the position of Assistant Instruction Coordinator. Paul feels the job title is redundant and might limit what the person in the position might do. If we have a fairly generic job description for a Reference and Instruction Librarian then we can use that job description to hire more people if we get more positions. We agreed that the concept of a 2-person "Instruction Team" is outmoded, and doesn't reflect how the library instruction program could actually grow. Scott also pointed out that the notion of an "Assistant" implies a hierarchy, and that isn't true.

We discussed that this is an entry level position, and we want the job posting to reflect that. We agreed that we don't need to put a line saying "May 06 graduates encouraged to apply" or the designation "entry level", because the job description and qualifications make that clear. This discussion was continued when Fran brought up that she thought that academic library experience should be a preferred qualification. Several people agreed, but several other people thought that this might limit the application pool unnecessarily, and might take away from making it clearly an entry level position. So that preferred qualification was not added.

Ann brought up that when the academic colleges advertise for faculty they include language about how faculty may be required to teach off campus or online courses; she wondered if we should include similar language in this job posting. The general feeling was that this was covered in general by our use of terms like "outreach activities", "online environment" and "web-based." We don't want to make a big deal about it because supporting distance ed & online courses isn't the major part of this job. When we interview the candidates we can talk to them about possibilities of travel to off-campus sites, and working with online classes. But we don't want to chase anybody away with language in the job posting.

Fran suggested that we ask for an unofficial copy of the applicant's library school transcript as part of the initial application. This came up in the HSL search committee; we have required job qualifications that say "experience or course work" but without a

transcript we don't know if the applicant had the relevant course work. Having a copy of the transcript would allow us to determine that. We agreed that we would ask for a photocopy of the transcript. We also agreed that we need to add that a completed FSU application will be required for an interview.

We discussed some of the other preferred qualifications. We decided to remove the reference to possible liaison assignments, since it is mentioned in the job description and, again, puts unnecessary restrictions on who might apply for this job. (Plus we don't know what we'll need by the time this person is hired.) We discussed the phrase "additional graduate degree". Rick said it is in there because an additional graduate degree makes it possible to get promoted more quickly.

We also talked about wanting to have a candidate who not only can design instruction but can deliver, and there will be a couple of words added to make that clear.

We discussed some other issues, such as what technology do we want a candidate to be comfortable with (HTML at least), whether we want to say in the job posting that a presentation will be required (no), and what we can do to further highlight that presentation skills are required.

The job posting will say "Position Available July 1, 2006". This will look good because it makes it clear that we don't want a gap between Ray's retirement and the new person starting. We hope to have the person in place by the beginning of Fall semester.

In other news, Melinda told us that Valli Hoski is considering whether she will accept the Distance Education position. Rick and Leah talked about our overabundance of block searches. Block searches are used to search some OCLC databases where we pay by the search rather than having a subscription. However, there are fewer of these databases and we have a lot of searches that need to be used by March 2007. Rick will turn on every block search database that there is, and they will be added to the database page. Rick will send out a list of the databases he has turned on.

Joe brought up the FLITE 5th Anniversary Display Project & encouraged us to contribute ideas and other useful things.