

Present: Rick Bearden, Jodi Shepherd, Paul Kammerdiner, Randall Schroeder, Ann Breitenwischer, Fran Rosen, Richard Cochran, Leah Monger, Deborah McGowan, Melinda Isler, Scott Atwell

Richard just returned from Dean's Council. A list of projects to be funded from the UAPs was passed out & FLITE is not on the list. In later discussion we learned that Richard wasn't sure if all the projects were to be funded, since there is a priority ranking.

Richard said the Deans heard an extensive report from Todd Stanislav with content from the Annual Report of the Faculty Center for Teaching & Learning. Todd's report was mostly descriptive but he said that the final report would have some at least anecdotal accounts of how people respond to the information. Todd presented a matrix of the various offerings & talked about what the center is up to.

Also at Dean's Council there was a discussion by Robbie Teahen about the status of the HLC self-study. At the Jan. 9th Board of Trustees meeting the Board will underwrite what the university is doing to fund the report & the site visit. April 20, 2011 is the preferred date for the site visit, which would be Monday, Tuesday & part of Wednesday. FLITE hosted the last site visit, in 2001.

Richard noted that Dave Nicol, Robbie Teahen & Ron McKean went to China and visited some universities there. The situation looks promising. Ferris has a relationship with Lambton Community College in Canada; and Lambton has relationships with several foreign countries. Lambton has a broker in China. The College of Technology & the College of Business might offer some programs. Richard asked what sort of library resources are being provided by Lambton for their International work, so FLITE could prepare. Ron said that one possible degree would be an energy degree but that isn't in existence yet. Lingfei went out to lunch with the people who went to China.

Richard announced that Frank Crowe is retiring, effective January 2009.

There was some discussion about the list of projects from the UAPs. Melinda said she thought the budget item for the PDF catalog also included the class schedule book, and that the University will probably move away from an e-only course catalog & schedule.

Richard said he, Rick & Randall had met & talked about the process for filling the open positions. We'll post the 2 vacancies as quickly as we can. Richard hasn't heard anything about a hiring freeze. Rick said that meetings are set up to develop position descriptions and create search committees and we'll be prepared to act quickly.

Richard said we've gotten the load for the FY09 budget & it is flat. He noted that we do have some issues we have to deal with, such as the raises that students will get because of the increase in the minimum wage.

Rick said he is still working on the renewal of the Ikon contract. He is hopeful that there will be some good developments. Meanwhile, Ikon is willing to keep going on a month to month basis.

Rick announced that he has set up a script for the Foundation Directory so it will log in people who want to use this resource from within FLITE. We have a 3 user license.

Jodi talked about the need for people to take up the job of Marketing/Promotion because of upcoming departures. Fran, Kristy & Shirley are continuing on the committee. Rick mentioned that the rotating news items on the new web page will be the responsibility of the Marketing/Promotion team.

Rick passed out a printout of the “faculty services” tab from MyFSU. He said there is significant inconsistency around campus in what faculty see and we need to determine what things instruction librarians need access to so we can request an adjustment to MyFSU. Fran suggested that all liaison librarians would want to see items on the “faculty services” tab. FerrisConnect is an important thing librarians should see. Deb pointed out that the Distance Education librarian needs to be able to determine whether a student is currently enrolled, and others said all Reference librarians need to be able to determine that. Rick asked what information do librarians need that isn’t in the Circ module, but not all librarians have access to the Circ module. People felt we needed to see Faculty Tools. Most Faculty Tools have content only for the individual, so if you click on class lists & aren’t teaching a class, you won’t see anything. We all need access to the Course Catalog & schedule.

Ann brought up the “Academics and Services” tab, so Reference librarians can see what students see. Randall has been in touch with IT & gave them a list of Reference librarians who should get access to the “Academics and Services” tab. There was a general feeling that all librarians should have access to that tab. Randall will add other librarians’ names to the list for IT.

The Advising Tools are different from the Faculty Tools & we could have Faculty Tools but not Advising Tools. Advising Tools gives access to student information. Richard pointed out that there is concern that people will forget to close out of the Advising portion & secure data will be compromised. Rick pointed out that any of us who do end us with the ability to look up student information will have to sign the form agreeing to appropriate use. Everyone working at Circ will have to sign that form.

Ann said it is to our own advantage to integrate FLITE as much as we can. For example, does the general room scheduler include FLITE rooms?

Rick said he would compile a list of what our needs are & why and present it.

Randall said he met with a small team to discuss the Mission Statement for Public Services. He is very pleased with the progress & hopes to have a draft soon to take to the

full department. Leah said LSO is working on a Mission Statement. Melinda said Archives has one, and Melinda & Paul will talk about what we need for Special Collections. Richard said we are dealing with Mission Statements as part of HLC preparation. There was a discussion in Deans Council about where will the Mission Statements sit on the different college webpages; the goal is to have them readily accessible. Once we have all the FLITE Mission Statements they can be put all together on the About Us section.

Rick commented that several people have volunteered to help with rolling out the new website, particularly adding terms to SmartSearch.