Communications Clearinghouse Minutes
July 25, 2014

Present: Banks, Freedle, Ganson, Gibson, Kulczak, Lennertz, Nutt, Parker-Gibson, Salisbury, Vimr

Co-Chair Tim Nutt called the meeting to order and welcomed new members Vimr and Parker-Gibson. Nutt then discussed the purpose of the committee: to bring together people from across the organization to discuss projects that may have an impact on other areas and to recommend strategies for dealing with cross-departmental projects. Members of the group are also to report on the activities of any university committees to which they belong.

Banks stated that the upcoming retreat will give us opportunities to focus our goals and help us de-conflict issues. He mentioned a concern about staffing the branches during the retreat as being the type of concern that the clearinghouse could work on.

It was noted that the StaffWeb committee lists are not current and need updating.

Parker-Gibson said that she sees the clearinghouse as a venue that could help with formulation of a more comprehensive and coordinated graduate assistant training program. Ganson suggested that as an agenda item for the next meeting, the group could put devise a draft GA orientation training program schedule. There was discussion about whether or not the new employee checklist should be expanded. Banks mentioned that he has been asked to reduce the length of the checklist. Salisbury mentioned that she has a checklist for use in the Chemistry/Biochemistry Library. She stated she would share it with the clearinghouse.

There was discussion of the purpose and use of the Tuesday Times.
It was agreed that a call for agenda items will be sent one week prior to each meeting.

Reports:
Ganson: Selectors are evaluating serials and materials budget. There are discussions about the impact of the increased student fee which has gone up to $2.50 per credit hour.
The General Education Committee will identify more specifically what the university core should be.
The Greater Western library Alliance resource sharing and collection development groups held a joint meeting in May. A product called SIPX will be adopted for use with e-reserves.
Jim Rankin announced a University-Industry Demonstration partnership which will identify research opportunities with local industries.
A University of Arkansas Research camp will be held. This program targets tenure track faculty who are in their 1st through 3rd years.
Conversations will be held on campus to determine how to more equitably compensate graduate assistants and teaching assistants.

Parker-Gibson: The FCC will convene shortly. Necia continues her service as an at-large faculty senator.
Parker-Gibson is co-convener of the Social Issues and rural Information interest group (USAIN). Gibeault and Parker-Gibson are developing a project for delivering library instruction on mobile devices.

Salisbury: Salisbury was appointed to the Teaching Council; serves on the University Promotion and Tenure Committee; Faculty Grievance Committee; and Transit and Parking Committee. Transit and Parking approved a new fee structure which raised the salary floor for the lowest levels. A committee will be formed to examine overall parking issues on campus. Salisbury reported that the faculty department heads group is discussing an article about the top ten trends in academic libraries. At the national level, Salisbury is co-chair of the Technology Interest Group of USAIN; co-chair of the Scholarly Communication group of the Science and Technology Division of ACRL; and chair-elect of the Chemistry Division of the Special Libraries Association.

Kulczak: Doris’s old position was divided between serials and serials cataloging. The new person started August 11. Kulczak is chair of the Reference and Instruction search committee. Interviews are being held.

Lennertz: A campus-wide Service Learning Committee was formed. The committee will develop a service learning program. The group is looking for funding. The Study Abroad committee is working on handling travel approvals for travel to dangerous places. Class syllabi are being examined as well, with an eye to ensuring that appropriate syllabi are developed for study abroad activities. Syllabi should include requirements that result in learning. Lennertz met with advisors to share ideas about what the Libraries can do for students. She will be speaking with recruiters and athletic department tutors as well. The Geosciences Librarian position is vacant and Lennertz will be sending out information as to how these duties will be handled in the interim. Small scale asbestos sealing and abatement on level 1 will take place beginning October 6. This will take 1-2 weeks followed by a similar abatement project on level 4.

Vimr: Library tours start August 20. Vimr is working with the Fulbright College on a Jose Galvez exhibit. Galvez will be the keynote speaker for Hispanic heritage Month.

Freedle: Freedle is the Staff Senate Elections Chair and is working to fill vacancies.

Banks: Banks is a member of the search committee looking for candidates to replace Dr. Pederson. There are five searches being conducted in the Libraries; Head of Instruction and Outreach, User Experience Librarian, Special formats Archivist, Business Librarian, and Geosciences Librarian. Work study applications are being submitted. Information is being gathered regarding how many students are needed in each department. The Diversity Committee is working on a toolkit. ACRL wants to adopt Martha Parker’s diversity libguide. Parker is chair of the ACRL Diversity Committee. Her third year of residency with the Libraries runs through January. Discussions are underway regarding extending her time here. The online diversity certification program for the campus is moving forward. This supports one of the university goals. Staff and faculty are encouraged to complete the program. Completion will count towards “support of university goals” at evaluation time. Banks is on a working group that is implementing the PeopleAdmin upgrade. The upgrade will be launched in early 2015.