University of Arkansas Libraries
Cross-Training Task Force
March 13, 2013
Room 486

Present: Phil Jones and Molly Moore (co-chairs), Martha Guirl-Phillips, Lynaire Hartsell, Cedar Middleton

Jones offered to take minutes.

Moore had not heard any comments from Banks on the outline of the program and the task force agreed to continue its work without waiting for feedback.

The task force heard reports on progress on drafts of the three forms that it had identified in the last meeting: 1) survey form, 2) cross-training request form, and 3) cross-training report form. Moore shared the draft of the first form. Several minor changes were suggested. Hartsell needed to modify the draft of the second form and will distribute it. Middleton and Moore had decided to split the third form into two, one to be filled out by the employee and the other by the host supervisor. There was a general feeling that an employee may wish to submit the form only to LHRO. Directions will be added to the bottom of several forms to clarify to whom each one is to be submitted. A final check and revision will make the forms consistent.

The task force discussed to what degree it should discuss training on general software and decided to modify the draft of the cover letter as a result. Other suggestions were made for the cover letter.

Jones agreed to revise the cover letter and it should be available in Homer should another person need to complete the letter. Hartsell, Moore, and Middleton will revise the drafts of the forms and present them at the next meeting. The task force is confident that it should be able to make final changes to the documentation immediately after the meeting on the 20th and submit its work at the end of spring break.