University of Arkansas Libraries  
Cross-Training Task Force  
February 20, 2013  
Room 486

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

Jones offered to take minutes.

Guirl-Phillips noted that the Administrative Group will meet on the 14th and 28th of March, dates to keep in mind as the task force finishes its work.

The group discussed the challenges of designing a program that offers breadth and depth, as well as several comments from Dean Allen about her vision.

Starting the program in a “soft” mode was suggested, in which several volunteers could offer to “test” the program before a full adoption. There was no clear consensus, but it was suggested that the program could attract few participants at the outset and be modified at any time.

The task force examined the feedback from the various parties: 1) Operations Group, 2) Department Heads, 3) Kathy Riggle of LHRO, and 4) Hartsell’s synopsis of the data from the online survey. A common desire among the responses was to keep the program simple, with a minimum of hassle and paperwork, in order not to deter potential participants.

The task force discussed the importance of best practices in order to make any cross-training efficient and promote uniform competence. Several areas were identified: Microsoft Office and the create lists and reserves modules in Millennium. This point can be addressed in the cover letter submitted to the administration.

Everyone agreed completing the draft of the outline of the program would be top priority, followed by the several supporting documents.

Several members of the group indicated that they would be out for several days over the next week. Members agreed to re-examine all the documents over the next week and be prepared to begin the final revisions on the main document. Conway offered to make before the next meeting several changes to the text based on feedback. Jones agreed to provide her with a sentence or two that would emphasize the benefit to the Libraries.

Someone mentioned that the ultimate files of the task force would need to be moved to the appropriate subfolder in the Goals 2012 folder on Library Collaborative (Homer).