University of Arkansas Libraries, Fayetteville, Arkansas
Faculty Monthly Meeting with the Dean
Tuesday, January 19, 2016

In attendance: Amy Allen, Carolyn Allen, Jeff Banks, Molly Boyd, Donna Daniels, Marco de Prosperis, Angela Fritz, Judy Ganson, Michelle Gibeault, Tess Gibson, Norma Johnson, Phil Jones, Beth Juhl, Mikey King, Patricia Kirkwood, Deb Kulczak, Jozef Laincz, Kathleen Lehman, Lora Lennertz, Martha Parker, Necia Parker-Gibson, Janet Parsch, Luti Salisbury, Sarah Spiegel, Joel Thornton, and Tim Zou.

Budget Proposal Presentation
Dean Carolyn Allen asked the faculty to review last year's budget presentation to make sure we are asking for the most critical needs in this year's budget proposal. Student fees next year will be up to $1.67 million. The caveat with the fee is that it must be spent on library resource in any category for student use. Students must have access to whatever we purchase, materials or equipment. No furnishings or shelving. We could use the funds for interlibrary loan.

There are no anticipated changes to the state budget. The campus is projecting another flat budget from the state. The endowment income should hold steady with this year's income.

The dean asked faculty to discuss the proposed one-time funding in their respective groups and submit any recommendations by February 1. Possible proposed purchases include a new library vehicle to replace the van, a golf cart for on campus deliveries, and replacement staff computers.

The requested positions in last year's budget were not all of the positions we requested in the budget, but the provost prioritized our requests into the most critical needs. The Special Projects Cataloger position was funded. What positions are most needed? The Institutional Repository positions (Cedar's position is already funded), and a science librarian. All replacement positions are already approved, because they do not require any additional budget line or funds. The previous list of needs included a cataloger (temporary funding) and two graduate assistants. We have to fund tuition, stipend, and benefits for each new graduate assistant hire. Our stipend is higher than other units on campus, except for the sciences.

We have received many requests for an English graduate assistant. The graduate assistants teach library instruction classes, and work on the service desk. They make the librarians' work more effective. Also, we are educating future librarians how to teach information literacy, so we should consider the benefits to the graduate students, not just the benefits to the faculty or to the Libraries. We are taking part in the educational mission of the university.

We should assign graduate assistants where we most need--usually for library instruction. We can structure the graduate assistants' positions how we deem appropriate to cover critical needs. We could allocate two graduate assistants to library instruction early in the semester when demand is heaviest, then assign them to other tasks for the remainder of the semester.

We have the need for three graduate assistants--biology and life sciences, business and English. With the growing data science degrees, we might consider a graduate assistant devoted to data management across disciplines. A graduate assistant in biology would free up the graduate assistant in Agriculture who now splits time between both. The Human Environmental Sciences is the largest group of students and the fastest growing in the Agriculture College. The research output of the Agriculture College is extraordinary.

Look carefully at the nature of the assistance that graduate assistants provide. It is better not to narrowly define their assignments to a single discipline, but to share their human resource between disciplines.
Special Collections has a need for a programmer to modify open source software.

The Admin Group discussed the possibility of replacing the now vacant head of Binding position with a preservation / conservation position. The dean recommended adding that position to the list; we can prioritize the positions later.

**Positions Wish List:**
- Part-time Engineering librarian. Engineering students are projected to increase 17-20% each year for the next five years. The Engineering distance education students are another 500 students. Instruction session requests have increased. Maybe shift between instruction to graduate students and undergraduates. Specialized instruction.
- Freshman librarian for undeclared majors, international students, and transfer students.
- Discovery Librarian or programmer for open-source software (from the Discovery Layer Task Force recommendation)
- Metadata Librarian for digital projects. Can't keep up with large collections of more than 1,000 items.
- Digital Archivist to support the Institutional Repository and digital management.
- Two Manuscripts Processors for Special Collections and the University Archives.
- Social Sciences Librarian
- Three graduate assistants--biology and life sciences, business and English

**Facilities Needs Discussion**
Last year we asked for partial funding of the new study rooms renovation and the security cameras. This year, we will request funds to refurbish and technologically upgrade 372B, 472B, and the older study rooms so that we have the same technology in all presentation rooms.

On February 15, Facilities Management will begin work on refurbishing room 302B to make it a new meeting room. When it is completed, we will take 372B and 472B offline, one at a time, to refurbish, always keeping two meeting rooms open and available.

The Chemistry Library needs stacks removed and more study space created.

We need additional power outlets on levels 3 and 4; that renovation will have to wait until the asbestos is abated on those levels, after the new storage facility comes online. Then we will have the opportunity to reorganize the west side of Mullins Library. We do not know yet what renovations, if any, are made to the quad, but we may see our entrance level lowered to level 1.

A library Task Force is making a proposal for a Maker Space. We may partner with other departments or include space in other locations. We are still talking with other schools, but the Libraries needs to be a stakeholder in such a collaborative space, so that the space is universally available and not limited to a single department or college. Whatever we do has to be reallocated into the existing space; the proposed renovations to Mullins are years away.

We should replace the large tables with smaller tables to seat more persons. A single person takes up a table for four. We should also move the stacks away from the windows, which is the prime study space enjoyed by students, and put more tables there. We will put these items on our renovation wish list for 2017.

We need specialized cases to replace the filing cabinets in the Special Collections Reading Room.
We need a new scanner for the Digital Center.

The staff for the Institutional Repository is currently funded with library funds; we are promised funding for those positions in the next fiscal year starting July 1.

**Immediate Facilities Needs:**
- funds to refurbish and technologically upgrade 372B, 472B, and the older study rooms
- a Maker Space
- specialized cases to replace the filing cabinets in the Special Collections Reading Room
- a new scanner for the Digital Center

**SEC Libraries Meeting Next Week**
The SEC Library deans will meet next week in Birmingham. There will be a discussion about interlibrary loan, but a full agenda has not been sent yet.

**Strategic Plan**
The 2012 Strategic Plan has almost all been completed. In addition, the two items discussed in the library retreat last fall, institutional repository and discovery layer, are both in the process of being implemented. Therefore, we need to review our strategic opportunities for the next few years, including major initiatives such as Open Educational Resources.

There will be a CUARL retreat on April 5-7, which will include for the first time the library directors from community colleges as well as the deans and directors of the four-year schools. Decisions made at that retreat may impact what we do and how we do it.

We need to schedule meetings to think about strategic planning. First, review what we have accomplished from the 2012 goals, and what we haven't and why. We will have a discussion in the next faculty meeting. Bring ideas for strategic planning that you generate in your respective area meetings.

**Chancellor Steinmetz Visit**
Chancellor Steinmetz is visiting all departments and centers on campus this semester. We have divided our faculty and professional staff into two groups, rather than divide by single department. He has asked to be given an introduction, an overview of departmental functions, strengths, research, teaching, untapped resources and opportunities, and challenges. We are limited to a one-hour meeting, so we must be concise. All of the information from the meetings will be worked into the chancellor's strategic plan for the university, which is a bottom-up planning process instead of a top-down, mandate-driven planning process.

**Updates and Reports**
The campus extra compensation guidelines have changed. Now only compensation that equals 20% of one's salary or more needs to have administration approval.

There is a proposal for 12-month salaries for graduate students, with a $1,000 minimum per month.

Programs for data analysis and sustainability will be enhanced; they are still not full degree programs.

We should look at adding graduate assistants to programs, using the split with Chemistry Library as a model. Professor Tian is splitting time with the Chemistry Library for his teaching assistants to give them
more experience with research, public services, teaching experience, etc. They work 10 hours per week in the Chemistry Library.

The provost is encouraging more aggressive recruiting for graduate assistants, and has offered to bridge funding for graduate assistants until the next fiscal year begins.

Kim Needy proposed continuous enrollment for graduate students, to avoid the problems when ABD student lose library privileges and other perks of enrolled students. Students would enroll in a placeholder class of one-hour until the next semester, then the fees paid for that hour would be applied to their next class. This would clear out a large percentage of our affiliate tables, all of which have to be entered and updated manually each semester.

Next year's freshman class is estimated at 5,300, but there is some talk of capping it at 5,100, and also of capping the out-of-state students to no more than 50% of the student body. Currently there is an imbalance with more out of state than in state students. This would represent the same level of increase as the last few years.

The new CUARL committees and their charges have been posted on StaffWeb. Please look them over and recommend any changes to the dean.

Judy Ganson reported that Carol Gattis of Honors College sent out a grant request for equipment; please review.

Marco de Prosperis reported that Facilities Management will begin work on Monday, February 15 on the renovation of 302B. Renovations will take approximately four weeks.

Marco also asked everyone to participate in the Facilities survey which will go out near the end of the month. It has 15 questions as will take approximately 5 minutes to complete, but the feedback last year was very valuable in requesting some changes with Facilities Management.

Jeff Banks reminded everyone of the upcoming interviews for the Head of Scholarly Communications on Wednesday and Thursday, January 20-21.

Lora Lennertz noted that Elaine Thornton will begin on Monday, January 25 as the Distance Education Librarian. She will be assigned to 223B.

Lora also reported that she is in discussions with students in the Interior Design program about undertaking as a project the design of the proposed consultation space.

Kathleen Lehman reported that the Personnel Document Task Force has submitted the final draft for review, and will hold discussions at the next faculty meeting.