University of Arkansas Libraries  
Faculty Department Heads  
486  
06/13/2013  

Present: Allen (chairperson), Conway, Daniels, Ganson, Gibson, Gilbertson, Jones, Juhl, Rogers, Zou  

Announcements from Dean Allen  
The Academic Deans Group discussed internships available in the District of Columbia area through the Washington Center. Various internships are available; many are with the government. Dean McMath, who has been the liaison for the interns since his arrival in Fayetteville, would like a successor. The position requires approximately 60 hours of work per year. Dean Allen would like to know if anyone is interested.

The Academic Deans also discussed graduate assistants. The current minimum stipend is $11,250 for a half-time, twelve-month position, which rose from the previous year. The minimum stipend will be $9000 for a half-time, nine-month teaching assistants, research assistants, and graduate assistants positions. The latter does not apply to the Libraries because we have no nine month appointments. The Libraries’ recent request for more GA lines was unsuccessful. Although Allen does not anticipate that the Libraries will have more assistantships in the immediate future—the Libraries would have to pay the tuition—she would like department heads to think holistically about the role of graduate assistants in the Libraries and the future direction of the program.

Juhl asked who pays for health insurance for graduate students in light of the Affordable Care Act and the act’s potential impact on graduate assistants. Allen was unsure. Juhl offered to investigate.

In response to another question, Allen assumed that each college pays the higher nonresident rate of tuition for students whenever the rate applies.

The Accreditation Committee is working to ensure that the University performs degree checks at appropriate intervals to improve retention and keep graduations on track. The end of the junior year is an ideal time, but annual checks would be better. The committee is taking a close look how substitutions are managed and put into ISIS for required courses to make sure that they are consistently noted in the system.

Molly Boyd will soon distribute final minutes from the spring meeting of the Council of University of Arkansas Research Libraries (CUARL). Allen wants everyone to examine the minutes and ask questions. She also wants selectors to encourage the faculty in their areas to use the K–12 Education Portal and wants feedback from the faculty in order to assess the resources and the site.

Allen wrote a proposal for a data repository, which the deans are currently reviewing related to a new program for statistics and analytics interdisciplinary course development to be taught in the future. She will share the proposal and the related documents with the Libraries.

Allen thanked the Cross-Training Task Force for its work. She wants staff to take the opportunity for cross-training. Department heads may need to encourage their staffs. She will make sure that the final document and form are posted on the Web.
Announcements from Judy Ganson
The software Altiris has never performed well for reimaging. UITS investigated possible replacements and chose Dell KACE, to which each college agreed. UITS will pay for a contract for five years for the University. Boddie in Systems tested the software and is satisfied. In a related matter, the Libraries will upgrade to Windows 7. There will be training for the new operating system.

Ganson, Lehman, and Ling Ting will examine the results of a survey regarding e-science and prepare a report for Allen. After Allen has examined the material, it will be available to other personnel in the Libraries.

Miscellaneous Announcements
Gibson noticed that the unit cost of shipping books and other (mailed) materials is increasing as the number of overall items being shipped decreases.

(Electronic) delivery via RAPID is very economical. The current unit cost is approximately $.30.

Gilbertson noted that Acquisitions has witnessed an increase in gifts as individuals have cleaned out offices. Her unit is wrapping up orders for the fiscal year. Gilbertson is working on some Arabic titles.

Daniels reported that nights and weekends in the summer session have been slow in Reference; she will need to revisit staffing if the business remains this low. Her committee for the assistant head of Special Collections is progressing and will begin next week to conduct interviews via Skype.

Jones reported that the Fine Arts Library also had been slow in the summer session, although business was brisk in the intersession. Zou pointed out, however, that the number of persons in Mullins had increased since the intersession.

Rogers acknowledged some challenges to processing serials with the new system, Sierra, but reported that business was typical otherwise.

Zou reported that paging of materials by patrons was on the rise.

Gibson indicated that Interlibrary Loan and Special Collections will seek a Bookeye for use in Storage by both departments.

Zou described some work that he had done with mobile devices. He sees their promise for delivering library content and reported that the Libraries have the older iPad, not the newer iPad 2, unlike UITS. Allen asked if he planned to request newer models for the new fiscal year. Daniels added that she may request tablets for the librarians in Reference. Allen asked everyone in Academic and Research Services to discuss, plan, and implement a program for using mobile devices across the division.

Allen reminded everyone of the deadline for equipment requests. Those who submit their requests late may be considered in a lower category of priorities than those who met the deadline.

Gibson indicated that she would like to process “we owns” requested via ILLiad as pages/holds in the circulation module. There was some discussion on how that would work because ILL staff would not use the same procedure as if the patron were requesting the item. It was agreed to work out the details.
Juhl reported the Libraries are still encountering difficulties with Sierra, but that she has multiple open tickets with iii and is working with iii to resolve these problems.

Juhl suggested an opportunity for statewide cooperative collection development—to divvy up the purchases of individual papers in microform given the sharply increasing costs for these resources. Allen mentioned that she hoped Shane Broadway and the Arkansas Department of Higher Education would be open to advocating for funding projects like these and asked Juhl to give her specifics about this proposal. Daniels suggested Credo as well. Allen welcomes other ideas.

Conway reported that Jason Dean started on Monday. He is working on the backlog of theses and dissertations. The online copy is now the service copy. She recommends that everyone check ProQuest Dissertations and Theses first when looking for a new dissertation or thesis because the database may be more current than the local catalog. Ganson stated that beginning this fall graduate students will no longer be required to deposit a paper copy with the library. The ProQuest database will be our archive. Special Collections may choose to print a copy in certain circumstances. Conway reported that Sierra had worked well for catalogers to date and that Juhl had been responsive to any concerns.

The group discussed how an embargo worked in ProQuest Dissertations and Theses. Each student has the opportunity to request an embargo (or opt out of the possible resale of the material by ProQuest) when completing the paperwork in the Graduate School for the dissertation or thesis. The staff in the Graduate School are advising students appropriately in this regard.

Ganson reminded everyone of the deadline for travel requests: June 20. Statistics are due on July 20 and should be sent to Chyrel Banks, not to Judy.

Allen added that the Administrative Group also needs everyone who will host an event in Fiscal Year 2014—and requesting funding from the Libraries—to estimate expenditures and ask for a figure higher by about $10 or $20. These requests need to be submitted with the other budgetary requests. Those who underestimate will not be bailed out. The Administrative Group wants all requests in hand when the group meets at the end of the third week in July.

Respectfully submitted,

Phil Jones