Faculty Department Heads
10/11/12

Present: Conway, Ganson, Gibson, Jones, Juhl, Lehman, Lennertz Jetton, Nutt, Rogers, Salisbury, Zou

Desktracker training
Two sessions will be scheduled on November 5th, at 10am and 5pm.

Classified Staff Evaluation Issues
Conway had brought this issue forward as many staff evaluations are due this time of year. She asked it others had experienced technical issues with the PeopleAdmin software. Gibson, Lennertz Jetton, and others reported that they had lost entire evaluations when copying and pasting from templates to the software. The complexity of the software is an issue, and the fact that the email function has not been implemented in our library setting. The lack of email functionality results in duplicative work, as supervisors have to send an email message to reviewers. The software is also not ADA compliant.

The discussion concluded with the action item of requesting two different kinds of training:
- People Admin training / refresher from central campus
- Refresher / training on writing evaluations and standards from our own HR staff

Future Meeting Topics
Accountability Discussion
Jones suggested that we schedule a future meeting to discuss "Connect, Collaborate, and Communicate," a report from ACRL on accountability in higher education and on the role of libraries in academic accountability. The report grew out of two summits ACRL conducted in their larger project to document the value of academic libraries.

This discussion was scheduled for the December meeting.

Digital Repository
It was suggested that a report from Amy Allen on progress on this initiative would be a useful discussion topic.

Other Business / Departmental Reports
Jones asked about suggestions regarding private, non-arts related, tutoring sessions in FAL and noise levels. The group felt the activity was appropriate for a library setting but that the tutors could be asked to move to the Union, to Mullins, or to other larger spaces if the activity was disturbing others.

Ganson reported that she and others had had an exploratory meeting with architects for a possible off-site storage facility, in lieu of an automated retrieval system under the Union plaza.

Gibson reported that ILL had delivered 1015 RazorRush documents in September with an average turnaround time of 22 hours. [general acclaim]. Salisbury suggested that the email notices to ILLiad users might suggest when we own the electronic item being delivered, as this would perhaps be a
"teachable moment" that the user could get the item more quickly for themselves next time. Juhl asked about changing the Find it! panel to include the RazorRush service (done).

Lennertz Jetton reported that she would be out the week of October 15th to the Southeastern Music Library Assoc. conference. She is working on a gift of 28 boxes of playbills. She is also working with Amy Allen on procedures for the music concert recordings.

Conway reported that Technical Services had been busy with evaluations. The III re-indexing project has been rescheduled for Thursday October 18th. The financial transactions from the 27th have been restored. Lennertz Jetton asked if all circulation data had been restored. Ganson was not sure but will check. Lennertz Jetton asked about locked records from the Sept 27th crash; these should be reported to Elaine Contact for III.

Zou reported that the Map it! (StackMap) function in the catalog was missing the call numbers. It was determined that these went missing when StackMap did a system upgrade on September 27th (that was a bad day!). Zou will ask Jimmy to report to StackMap. Salisbury commented that the system had been slow and Juhl responded that the upgrade on the 27th had improved load times considerably (guess those call numbers take a long time to load!). [update: Jackson reported the call number issue and it was repaired on the 11th.]

Zou continued his report by announcing that hourly staff are working extra hours in the absence of some appointed personnel.

Rogers reported that her staff are busy working on ERM.

Jones reported some network problems in FAL.

Nutt reported that Special Collections is interviewing for two open positions in the Bumpers papers project. He reminded those present about the Special Collections open house on the 17th.

Ganson remarked on the new equipment installed in 486 for projection and computing. Systems will be responsible for troubleshooting and the Dean’s Office will continue to schedule the room.

Lehman reported that she and Stephanie Freedle would be presenting at ArLA on Monday. She reported that the Faculty Senate had approved the intersession classes, beginning in May. Student engagement hopes to see faculty participating in homecoming activities.

Salisbury reported that her library had created posters for the new Nobelists in Chemistry, Medicine and Physiology. She also reported that Open Access Week begins October 22nd. Salisbury will be attending the ARL Assessment conference in Charlottesville, VA, where she will be doing a a poster session during the week of October 29. She also received a Teaching Improvement grant from the Teaching and Faculty Support Center for part funding to attend LOEX next year. She attended RazorGrant training and recommended it.

Salisbury reported that their new gate counts are low, while others reported their numbers are high. It's a mystery.

Next meeting: November 8th.
Respectfully submitted,

B. Juhl