University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, October 13, 2011
Present: Carolyn Allen, Juana Young, Jeff Banks, and Molly Boyd.

Geosciences Librarian Job Description
The Public Services faculty and staff will review the Geosciences librarian job description and make suggestions for revisions. They were instructed not to provide editorial comments, but to focus on the job description and duties for accuracy and thoroughness. Once finalized, the job description for the Geosciences Librarian position can be used as a model for future job listings.

Librarian in Residence
The search committee for the Librarian in Residence has invited three individuals on campus for a two-day interview. They are Martha Parker arriving on October 24, Mia Costa arriving on October 31, and Madelyn Shackelford Washington arriving on November 7.

Faculty Service Awards Policy
The Faculty Service Awards Policy has been reviewed and approved by the Faculty Concerns Committee and will be posted on the policies page on the Website.

Strategic Initiatives and Goals
The Public Services faculty and staff are reviewing the strategic initiatives and goals for clarity, making sure the intended meaning is understood. The Admin Group reviewed some of the preliminary suggestions made by the Public Services group during their weekly meeting. In reviewing the goals, the challenge is to focus on the tasks rather than the human elements, to utilize staff more effectively by shifting duties as needed to accomplish specific projects. The intent is not only to train personnel but to do something effective with that training. The specific goals outlined in the 2011 Diversity Report authored by the Diversity Committee will also be incorporated into Initiative 10.

TAP Goals Report
The Admin Group reviewed the Libraries’ draft report prepared for the Transparency and Accountability to the People of Arkansas report. The dean will review the report and eliminate points that do not have a significant impact. The various points will be revised to focus on the result and impact of the activity.

Strategic Reorganization Reports
The Admin Group further discussed several possible models for reorganizing the reporting structure and reached no conclusion. Whatever structure is adopted, it should be one that will not marginalize any group or specific job.