University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, June 14, 2012
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, Dani Porter-Lansky, and Juana Young.

Human Resources
The Admin Group reviewed the job descriptions for cataloging librarian and director for academic services.

The Admin Group reviewed the personnel transition plan, which will be submitted to the provost for approval.

The search committee for the Head of Special Collections is preparing recommendations for on campus interviews. They have narrowed the field to three candidates.

The search committee for the University Archivist is preparing to conduct telephone interviews.

Cost Containment Report
Judy Ganson and Juana Young are preparing a list of recent measures to submit to the cost containment report.

Facilities
The Admin Group agreed to allow the Quality Writing Center to put in a fifth table and move into the space reserved for the Enhanced Learning Center, which is not using that space.

The Admin Group agreed to the request made by Kathleen Lehman, head of the Physics Library, to create more study space. Kathleen is using repurposed study desks from Law, rather than purchasing new.

The Chemistry/ Biochemistry renovations had to be scaled back because selected materials could not be moved to Mullins Library due to the lack of space.

Learning Collaborative
The Learning Collaborative will be disbanded on June 30; however, members may continue work on current projects. Once we get reports from the committees working on current goals, we will evaluate the need for and /or transition of the Learning Collaborative. Committees working on initiatives related to instruction should report to Learning Collaborative as individual group project leaders report to Web Group. The Learning Collaborative is currently useful as a peer review instrument and to assist committees in completing tasks related to the goals. They are useful for generating ideas and quality control checks. The function could be accomplished by a person rather than the committee. We need an instruction coordinator who has the ability to oversee the program.

Reports
The group working on goal 7.4 has reviewed the Duke and Minnesota liaison programs and is preparing a draft. They will meet with faculty and selectors to look at concepts and terminology.

Faculty elections will be moved to an electronic format in Sharepoint or Outlook. This will eliminate paper waste and encourage sustainability and accessibility.
Chyrel Banks and Judy Ganson will be closing up the fiscal year’s materials budget in the next few days.

Juana Young will be out of the office on Friday and Monday.