Javier Reyes, Vice Provost for Distance Education

Vice Provost Javier Reyes met with the Admin Group to discuss what resources we have for distance education, what we need, any pitfalls that may arise as we add more online students. Some points covered in the meeting include:

- Vice Provost Reyes would like to use the library instruction room 102 to conduct training for campus faculty.
- Each college has been assigned two instructional designers to assist with online courses.
- Two designers are located at the Global Campus and two are located at the Faculty Technology Center.
- Juana will look into whether there is any office space to offer to instructional designers in the library. Locating the designers in the library will raise awareness of library collections and services. It’s a central location; students and faculty like coming to the library.
- Each instructional designer will bring new technologies and best practices in specific disciplines, and will visit other campuses to explore those
- Instructional designers work with UITS and Blackboard administrators as well as faculty
- Instructional designers will work with subject specialists in the library to make faculty more aware of resources for online students and to ensure students are aware of the resources we have and how they can be trained to use them in an online format.
- Librarians need to help with technical aspects of online education for students.
- The Libraries need funds for start up before any new program begins, to allow time to obtain appropriate resources to support the program.
- Online students can get interlibrary loan materials delivered through their public library or to their home address.
- We need to establish a way to keep track of how many students use library resources from distance education courses.
- Vice Provost Reyes should look into the options in tutoring available to distance education students. It should be stated on the course description that tutors would be available and how.
- The Global Campus will have focus groups on Web site development.
- Some colleges are far in advance of others in distance courses offered
- Instructional designers will meet with library faculty to ensure close collaboration and communication and coordinate with area experts
- Some issues remain with students who are still working on online coursework not showing up in ISIS, which affects their ability to use library resources. Online currently enrolled students can use licensed online resources.
- Vice Provost Reyes will arrange an introductory meeting with selectors and instructional designers, in which he will outline the parameters of changes in distance education at the University.

Personnel

ALA virtual conference will be held on July 18-19 in room 472B. Jeff will send a schedule of this to the library listserve and ask interested persons to attend.
Amigos Library is hosting a customer service webinar on July 23, 25, and 27 from 10:30 to 12:30. Jeff will audit the program next week and invite the trainer to the library to address large groups if it is worthwhile.

The Admin Group reviewed the job description for the cataloging librarian. The position description will be sent to the search committee for review and then posted.

The Admin Group reviewed the job description for the Academic and Research Services director position. The position description will be sent to the faculty for review.

Human Resources will invite administrator and associate deans to review the candidates who have been invited for on campus interviews.

The Academic Research and Instruction position will be an internal search.

Reports and Updates
The provost has asked the Libraries to recommend a one-hour credit course on research skills, possibly in conjunction with the Writing Center. We need the description next week as the provost is looking to add one-hour course for Fall 2012.

Human Resources is reviewing the digital measures initiative, which allows faculty to populate pages with vitas, data, and to populate forms for promotion and tenure. Mike Vada is in charge of this initiative.

The provost is reviewing intersession instruction sessions in May, August, and January. The university will provide housing during this time. The view is to improve graduation times. We may have to review our reduced hours policy during interim semesters.

UITS is reviewing the Gmail on campus, which cannot be used to export data and is not secure. They are looking at the possibility of creating exchange accounts on request for those researchers who need to exchange data.

The University is sending personnel funded by the Diversity Office to the Southern Regional Education Board (SREB) conference to recruit for minority PhD candidates.

Law software for communication sends automatic email alerts for newly acquired items in a particular field.

Head of Special Collections Department interviews will be next week. There are three candidates interviewing.

The search committee for the University Archivist position is finishing up the phone check of references for four candidates.

The formal record of a job search must be kept for years. Search committee members should type up their notes taken from interviews.
There is an opportunity for libraries to collaborate with a library school for an IMLS grant in a 1 to 1 match. Martha Parker, Jeff Banks, Norma Johnson, and Dani Lansky will review the grant application, which seems useful to the individual student and the institutions. Our current staff may appreciate the opportunity to study for the MLS degree. Human Resources is pushing an initiative for salary upgrades for those who obtain degrees and certifications.

The Development Office is reviewed strategic objectives to pursue until 2020.

The travel requests are consistent with the travel budget allocated for last year. The equipment requests do not include software and other items from Systems. Judy will send an update. Juana and Judy will talk to Lynaire and Tess about microform scanner to make sure the needs of both departments are being met with the request.

Facilities will need to order furniture for the business librarian. Norma Johnson will move into 220K, Kate Dougherty will move into Norma’s old office (223D), and Jordan Nielson, the new business librarian, will move into Kate’s old office (289A).

The wireless door counters are installed and Systems is working on network drops in the branch libraries.

Judy will ask John Chapman for statistics from the Access Grid. Judy and Juana will talk to him about the space and future plans.

The Admin Group reviewed the charges and membership for the three new communications groups: the Communications Clearinghouse, the Operations Group (initially called the Supervisors Group), and the Faculty Department Heads Group.