University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Friday, August 17, 2012
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, and Juana Young.

Personnel Updates
The appropriate promotion committee is reviewing the dossier of the candidate referred from the hiring committee for head of Special Collections.

The search committee for the University Archivist position is scheduling on campus interviews for four candidates.

The faculty did not recommend any changes to be made to the job description for the Director for Academic and Research Services; however, they would like the title of what is now called the Head of Research Services and Instruction to be changed to avoid confusion. Both search committees will convene early next week (first week of classes).

The search committee has been established for the Cataloging Librarian position.

The Provost’s office sent a notice that all departments, including the Libraries, should discuss the addition of “collegiality” to annual evaluations for faculty and non-classified staff. This is already a part of classified staff evaluations in the topic of “Self Management,” which includes “interaction with others,” “collaboration,” and “teamwork.”

A repeat session for “Emergency and Safety Training” will be held on Tuesday, September 11, from 3-4 p.m. in Room 104. The title is somewhat misleading as the training session deals only with staff interaction with people who disrupt normal business operations.

New Staff Orientation will be held on Monday, August 27 from 2:30 to 3:30 in Mullins Library Room 104 with an ice cream social to follow in the Staff Break Room.

Necia Parker-Gibson and Lynaire Hartsell will present an Introduction to Library Resources to new staff on Wednesday, August 29 from 3:30 to 4:30 p.m. in Mullins Library Room 102.

Duraspace Institute
The Admin Group approved the proposal that the Libraries’ send representatives to the Duraspace/ARL/DLF 2012 E-Science Institute, September-December, 2012. The E-Science Institute is designed to help research libraries develop a strategic agenda for e-research support, with a particular focus on the sciences. The Institute consists of a series of interactive modules that take small teams of individuals from academic institutions through a dynamic learning process to strengthen and advance their strategy for supporting computational scientific research. The coursework begins with a series of exercises for teams to complete at their institutions, and culminates with an in-person workshop at Washington, DC. Local institution assignments help staff establish a high level understanding of research support background needs and issues. Judy and Kathleen Lehman will represent the Libraries; the Institute requires a third university person not affiliated with the Libraries who has yet to be named. The application deadline is September 1.

Public Services Staffing
Public Services staff distribution has not changed since Alberta was here; Juana reviewed the requests for increased funding and offset that with underused funds from other areas. The overall budget is the same, but reallocation of funds covered requested funds for Interlibrary Loan.

**Reports and Updates**
The Huron Consulting Group sent an advisory report regarding the distribution of the university’s recovery of indirect costs that recommends one percent of recovered funds from federal or state grants should be dispersed to the Libraries. Jim Rankin also recommends that Libraries be supported from the general fund and faculty start up funds at a set rate.

Jim Rankin also recommended to the academic deans that start up funds be distributed with set parameters about on what the funds could be spent, and with set goals and guidelines on what the university expects in return, such as research funding, scholarly publications, or creative endeavors of a set number and time frame. Human Resources and the Admin Group will review and set defined goals for library faculty start up funds to stay in sync with other departments on campus. Faculty start up funds used to be a general fund dispersed at the department’s discretion; now it is a faculty-specific fund set up for each separate faculty member.

The equipment requests have all been processed or ordered, except the two Cannon microfilm readers, which will be ordered. The new chairs for Physics Library and new tables for Chemistry/Biochemistry Library were received yesterday, just in time for classes to begin.

Facilities is gathering information for an estimate of what it would cost to renovate the kitchen in the Staff Break Room. The desire is to replace the refrigerator, stove, and dishwasher, and to relocate the refrigerator to the left of the sink to enable ice maker function.

Jordan Neilson will have office location at the Walton College of Business near Barbara Loftin’s office. While he is not there, Barbara’s assistant will answer his phone line, if the lines can be properly joined for transfer. Barbara is looking into the phone line issue. WCOB is also considering adding a graduate assistant for Business at the Libraries. The business faculty seem excited and pleased to have Jordan located in that building.

Jimmy Ray Jackson will begin taking down shelving in Bay 1 on level 1 of Mullins Library. The Admin Group requested that he put caution tape around the areas where shelving is stacked to protect students.

Frank Schiede has been named the faculty library representative for the Graduate Council.

The Graduate School has paid for “Turn It In” plagiarism software for graduate students (not for undergraduates) and is requiring its use for theses and dissertations. The software does not work well with Blackboard.

Marty Matlock has been named the Executive Director of Sustainability. Facilities is looking to place his office somewhere nearer to campus.

The Hillside Auditorium will have two green roofs; one will accommodate special events of up to one hundred persons.
The associate deans were informed of an upcoming university accreditation review, for which the university is requesting a focused review on degree completion rather than a full review of all areas. The Graduation Task Force made many suggestions to help improve the degree completion rates.

Fulbright College is investigating the possibility of substituting a quantitative reasoning course for the required college algebra credit hours.

The campus is working to improve the orientation experience, taking surveys for suggestions, and trying to improve the planning process for colleges to enable them to better accommodate the incoming students.

Ro Dibrezzo is heading up a new first-year experience program called RazorQuest. This year’s class will be called RazorQuest 2017, to reinforce the gradation time schedule. Ro will speak to every unit on campus about the new hybrid program, which is a one-hour credit class. It will count toward scholarship hour requirements but not toward requirements for the major of study. The hybrid program will include some in-class instruction and some online assignments. The program will have seventeen graduate assistants, “mentors” for the School of Architecture, which does not have a graduate program. Each class will have four core components on alcoholism, financial responsibility, academic integrity, and personal growth, and additional elective components selected by the instructor.

The dean and Jeff Banks will meet with Chief Gahagans of the UAPD about non-affiliated persons in the Libraries on August 28. This is a follow-up to Emergency and Safety Workshop on Tuesday, August 14. Jeff will check with the Fayetteville Public Library about any policies they might have about unaffiliated persons prior to the meeting.

The academic deans discussed the new Research Center guidelines that include annual reviews of research directors, who previously had not been reviewed.

Campus administration is revising the conflict of interest policy to combine with the grants application, administration, and hiring process.

The dean has revised the Libraries’ capital campaign goals at the request of the provost, eliminating significant costs for the Mullins Library renovation, the automated retrieval system, and the proposed science center. She will send the revised goals to the library faculty and staff after they have been approved by the provost. The transformational goals for the university still include major upgrades for the Libraries.

The new student welcome is scheduled for this Sunday, August 19, at 3:30 p.m. in Bud Walton Arena to be followed by a burger bash at the Gardens. This more informal event replaces convocation, and is an attempt to find an event that is more fitting with the university climate.

The Office of Finance and Administration is changing the budget presentation process. The dean’s presentations will be made in January and should represent not what we want but a realistic picture of what portion of the total budget we can be allocated given the current climate.

The Honors College awards to students have not increased in number or size since the founding of the college, despite an increase in students and in applications. Increasing the Honors College funds for awards will be a push during the upcoming capital campaign.
The university is also looking to increase funding for all levels of student scholarships.

Molly Boyd and Jennifer Rae Hartman are completing paperwork for the Catalyst Project IMLS proposal with San Jose State University, which if granted would make us the host library for a resident from an affiliated library school.

Special Collections has obtained a grant to preserve the Mary Parler audio files of $15,000 for two years. The first installment is expected to arrive next week, so the project will begin soon. We asked for $50,000 to cover the costs of the restoration, and got $30,000. We will ask donors to cover the remaining costs of completing the project.

The Joint Committee of State Agencies meeting will be held in the Walton Reading Room on August 24 from 1:30 to 3:30 p.m. Richard Hudson and Senator Madison will lead the group in a tour of the campus and hold their meeting in the Walton Reading Room. Campus Special Events will take care of facilities arrangements.

All requests to use the Walton Reading Room should be referred to the dean. In general, she approves any requests made by the chancellor of the university or president of the university system, or any request made by an academic department or program that is collaborating with the Libraries in support of a major university goal. She will not grant requests that fall during mid-term tests, end of semester, or finals weeks.

Juana Young will be out of the office on vacation for the next two weeks. She will return on September 4.