University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, February 12
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

**Personnel Update**
Jeff Banks noted there would be an ALA webinar at 1:30 on Wednesday, February 18, in MULN 486 called “How to Respond to Security Incidents at Your Library.”

The Admin Group approved the creation of a Senior Level Archival Manager position for a one-year, non-classified appointment. This position fills the vacancy left by Krista Oldham.

**Institutional Repository / Open Access Update**
Molly Boyd will add the members of the Admin Group to the IROA Sharepoint site, so they can monitor and keep up with the information posted there.

**ITHAKA Survey**
ITHAKA S + R will be conducting their triennial US Faculty Survey in Fall 2015. This is the first year that ITHAKA will be running the national survey and local surveys concurrently, which provides the opportunity to measure our results against our peers. The survey measures faculty's experience with data preservation, ebook adoption, undergraduate instruction, and other topics. The average response rate is 30 percent. Results will allow us to make evidence-based decisions about strategic planning and service development. ITHAKA will host an information session about the survey at ACRL in Portland on Wednesday, March 25.

**Collaboration Rooms Third Floor of Mullins**
The Admin Group reviewed proposed floorplans and budget estimates for the proposed collaboration rooms on the third floor of Mullins Library. The budget request will include funds for the renovation of that space. We also may need to upgrade the technology in the existing study rooms. The collaboration rooms are intended to be used by students and faculty, so they can be booked, but users can obtain immediate access if there is no booking for that time slot.

**SEC Workshop**
The SEC Workshop on Open Access, hosted by Texas A & M, was very informative and interesting. If they post links to the presentations, the dean will distribute that. The University of Arkansas Team drafted the following goals: faculty adoption of open access policy by the end of April, hiring of Institutional Repository staff by July 1, launch the institutional repository by March 31, including loading the theses and dissertations, converting electronic resources we already have on Islandora and DSpace and CAST materials, create greater awareness of author rights with faculty and students through participation in the institutional repository, Open Educations Resources resolution signed by March 31, and Open Educational Resources sessions scheduled for faculty and students by the end of April.
Rice University has an Open Educational Resources program through which they create digital textbooks for all subject areas for free with printed copies at minimal cost—the most expensive is $50. We need to review their program and encourage the University of Arkansas to participate—talk to the faculty and the bookstore. Fred Speigel writes textbooks for them. This program saves students $100,000 to $200,000 annually. Miran King reports that some faculty are using these resources for online classes. The students who participated in the workshop are going to put together a common SEC resolution that they hope all schools will endorse.

**Discovery Analysis Task Force**
The Admin Group reviewed the report presented by the Discovery Analysis Task Force. The best solution proposed by the group would be to purchase Summon and customize a top layer using Blacklight. We will have to build support for this into our own budget and work cooperatively with UITS to meet our needs. Ask the committee to contact Proquest and find out what, if any, customization support they provide. Also, we need to know what data is collected or assessment made with the software. We need to be clear about what features we need, and then ask Proquest if those adaptations are possible.

**Proposal for Visit by Courtney Green McDonald**
The talk should not just be focused on discovery, but also include mobile web technologies, and the ipad program. McDonald writes about interviewing different student types to identify “personas” for needs and services. The directors will plan a one-day workshop with McDonald and establish a methodology for how to get it done.

**Blackboard Materials**
Lora Lennertz will pull data to see the usage of materials on Blackboard.

**Scanning Materials at LISA**
Tess Gibson, Jimmy Ray Jackson, and Periodicals staff are planning a new program, whereby materials will be scanned on a Bookeye at LISA rather than transported to Mullins Library, scanned, and returned. Two staff members will make the trip to LISA twice a day. Libraries IT needs to hook up the Bookeye at LISA. There will be a set schedule, and someone should let HR know who has gone to LISA.

**Budget Hearing**
The Admin Group reviewed information for the annual budget request to the campus administration, which will occur next Thursday. The budget request includes: materials budget needs, library position requests for one faculty and two graduate assistants, facilities upgrade requests for the 3rd floor collaborative study rooms, security cameras for Mullins and three branch libraries, the off-site storage facility, Mullins Library facelift (minimalist renovation), and the Science Library (proposed), and the positions and equipment for the Institutional Repository (directory, one faculty, two research assistants, server, software, etc.).

**Reports & Updates**

**Dean’s Roll and Chancellor’s Lists**
Campus administration has published guidelines for Honor Roll to regularize the criteria campus-wide. After the end of each semester, all colleges/schools in the university publish an honor roll of the names of the undergraduate students who achieve a 3/75 to 4.00 grade-point average. Students are eligible for the honor roll if they are carrying at least 12 semester hours normally required for graduation by their college for their respective year. The honor roll is the Dean’s List. In addition, a Chancellor’s List is published each semester that recognizes those undergraduate students who achieve a 4.00 grade-point average. Students must also be carrying at least 12 semester hours normally required for graduation to be eligible for the chancellor’s list.

**Promotion & Tenure**
The provost sent recommendations to those who prepare applications for promotion and tenure that include the request NOT to include external reviews from department chairs where the candidate went to school or previously worked, or from individuals who previously served as an external reviewer for the candidate at another promotional level. The provost also requested that feedback on collegiality be included at all levels of review.

**Graduate Student Study Carrels**
The directors will evaluate the graduate carrels, which are now assigned to two students per carrel per semester. We need to survey the use of the carrels and determine if that system is working. Also look at the spaces and determine if renovations are needed.

**Spousal Hiring Guidelines Update**
The policy is to assist in recruiting and retaining a faculty member with a spouse and outlines methodology for deans to work collectively to determine and facilitate a hiring opportunity in their unit, if the spouse meets qualifications. These guidelines are for the hiring of spouses for faculty positions only, not staff.

Process: 1) Dean interested in hiring a faculty member with a spouse or equivalent long-term partnership (#1) gets CV of spouse and shares with Dean in appropriate college/school (#2) and with the Provost. 2) Dean who is asked to consider spousal or partner hire works with academic unit to determine if there is interest. Department reviews, determines interest, and gives approval or does not approve. 3) Both Dean discuss funding models for spousal hire [for example, will Dean #1 offer some funding to Dean #2? Does Dean #2 have a vacancy that the candidate can fill? Can the provost assist in partial funding?]. Funding plan must be shared with provost. 4) If the spouse is offered a position, (i) a variance through OEOC must be applied for, (ii) a letter of offer for the candidate is prepared, and (iii) an MOU between the two Deans (cc. to provost) is developed. The MOU should include: a) salary and who is funding and for how long, b) length of offer, c) tenure track or non-tenure track, d) what happens if there are negative reviews of the faculty member? e) other significant information.

All job offers are subject to all policies of the University and Board of Trustees. The MOU is between campus units and shall not be deemed, construed, or interpreted to grant any rights to a job candidate.