Admin Group
Meeting Summary
Wednesday, March 29, 2006
Dean’s Office

Present: Dean Allen, Alberta Bailey, Judy Ganson, Janet Parsch, Juana Young, Anne Marie Candido

Dean Allen asked Juana Young to discuss the “Dress Down to Raise Awareness” event scheduled to be held on April 28 on campus. This event will consist of a “Take Back the Night” march designed to raise awareness regarding sexual harassment and violence toward women. Dean Allen asked Juana Young to send an e-mail to all employees about the event asking if anyone wants to serve as a team leader for the event.

Janet Parsch summarized the Personnel Services Review requests that had already been discussed in draft form in a previous admin group meeting. Alberta Bailey asked that a technician position in support of Performing Arts & Media be added to the list. Dean Allen emphasized the need to keep the personnel lines flexible so that they could be used for whatever positions are needed in the future. She mentioned that none of the previously suggested position lines be eliminated because they could be used to hire personnel in other areas. She asked that the position descriptions be “generously generic.”

Anne Marie Candido told the group that Dean Allen’s five-year review is coming up and that Provost Smith wishes to speak with various configurations of groups comprised of library personnel--each group emphasizing different facets of Dean Allen’s performance. The input from these sessions with personnel will play a part in the final determination as to whether Dean Allen will be reappointed for another five-year period. She mentioned that it was not advisable for the admin group members to be present in these meetings (except, of course, for the special meeting of the Provost with the admin group alone).

Candido mentioned that the results of the Idea Center administrative evaluations should arrive early next week.

Alberta Bailey commented on the report given to her by the library’s Instructional Task Force which includes recommendations. She outlined the report findings and recommendations. One of the major points of the report is that the library should be aware of the technological “tools and toys” that students are familiar with and use today and that librarians should try to make use of the best technological tools possible in bringing knowledge of the library’s resources to them for their research. Instruction should be more student-directed while at the same time geared to the wishes of the class instructors. Dean Allen and the group gave Alberta approval to proceed with the recommendations. The first step will be to purchase a new interactive software called “Camtasia,” which provides the capability for a voice and video component that would give online instruction a more “live” feel to it.