Admin Group  
Meeting Summary  
August 25, 2005  
Dean’s Office, 2:00

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

Alberta Bailey updated the group on the progress of reference service standards. The standards, which the Reference Services Committee created and which have been approved, will be posted soon on the Public Services and Reference Web pages as soon as final editing is completed. Included in these standards are: contact information for reference services at each location, a description of the collection at each location, a description of the reference service at each location, as well as a description of other services offered.

Alberta also addressed the issue of assessing public services. She mentioned that the User Response Form has been revised, and an Employee Response Form has also been created to give employees a chance to express their own views of library services. Other methods to be used to assess services will be determined. Alberta distributed a copy of the Libraries’ “Commitment to Excellence in Service,” which will also be posted at each service desk in all libraries.

Judy Ganson mentioned that Physical Plant needs to give us more information in advance before major maintenance or construction projects regarding what exactly they will be doing and when they will be doing it so that employees can have sufficient time to prepare alternative work spaces and alternative work times, and prepare for other possible contingencies.

Dean Allen presented the draft of the Libraries’ Minority Residency program. After a brief discussion, it was essentially approved, and the Task Force is now released from its charge. The next step is to have an implementation process put in place.

Dean Allen distributed copies of the American Undergraduate Research Society brochure. The University of Arkansas is considering having a chapter of this society.

Dean Allen announced that Howard Brill is the new Dean of Law, Bob McMath is the new Honors dean, and Dan Worrell is the new Dean of the Walton School of Business.

Judy Ganson mentioned that the library is working with Computing Services to add approximately 25 computers on the Lobby Level by this time next year. These will be partially funded by student tech fees. Shelving in reference will therefore have to be reduced.

Janet Parsch announced that the library thus far has 75 work study students signed up to work this semester.
Final arrangements have been made with UAMS and UALR to begin a collaborative subscription to ScienceDirect titles. Work is being done to eliminate duplication of titles.