

Minutes of Public Service meeting

September 1, 2011

Room 486

Present were: Carolyn Allen, Judy Ganson, Beth Juhl, Luti Salisbury, Lora Lennertz Jetton, Joshua Youngblood, Phil Jones, Tim Zou, Kathleen Lehman, Donna Daniels, Tess Gibson (Dawn Lingelbach-minutes)

Dean Allen gave an update from the Academic Affairs Group:

Amy Allen gave a presentation on University Archives

Bob McMath gave an overview of the guidelines for grants in the Academic Deans meeting. Dean Allen will send the guidelines for review. The guidelines are detailed information that was presented by Carole Gattis in the library several weeks ago. Dean Allen indicated that the key for us is participation. Every effort should be made to coordinate with teaching faculty to help develop new courses.

The chancellor is interested in the university forming a relationship with Botanical Gardens of the Ozarks, mainly in helping to start more K-12 programs to form connections to the university.

Online course evaluations will again be used this semester; they were used in the summer with minimal success. The faculty will need to alert students.

The university has purchased the license to Echo 360 which will be integrated in blackboard.

The guidelines for research faculty and distinguished professor are being reviewed by a promotion and tenure committee.

The consensual relationship policy is being reviewed.

The new centralized room scheduling seems to be working somewhat, with the exception of some faculty changing class times. Per Lora the library has suffered some fall out from this due to the fact that professors were given rooms without proper a/v equipment and are having to try to reserve rooms in Mullins to fulfill their needs. There was some discussion and Dean Allen requested that Lora provide her with a write up so that she can present it to the provost and the deans so this issue can be solved if it is a major concern if this is an ongoing problem.

The University is getting ready to begin Strategic Planning. There will be more discussion at the upcoming CAPC meeting. The administration will be asking for input on what faculty, staff and students think is important. There will be an online survey and in several open forums. The hope is to hold these activities by the end of January.

Interior Design had their review and it was reported this is the first time they were given a hint at accreditation afterwards.

A committee is being put together to clarify what is truly a study abroad program vs. an international experience. Faculty has been classifying some of the international experiences as study abroad when they shouldn't be.

A distance education symposium will be held in February. Don't have the exact date yet, but need to pay attention.

The law school is adding 3 new programs.

The Athletic Annual report was passed around and it was pointed out that the first several pages were related to academics.

Luti reported that Chemdraw is now available thanks to the chemistry department funding it.

Phil reported that the Fine Arts library has had several architecture design classes come by which has significantly increased the traffic over the numbers this time last year. He has really been looking into his instructional role and how he can support the faculty in his area. He also reported that the Mark Dion exhibit will be on display at the end of the month.

There was a discussion about patron types. Specifically those related to patron type 7, and those with the Clinton school. Tim, Phil, and Beth are going to be looking into all of the issues.

Lora reported that she has been very busy with course reserves. They are working on getting all of the tour videos posted so they are available.

Tess reported that ILL has started delivering electronic items to people on campus without them coming into the building. They have not started "loudly" advertising, but she gave permission to start letting people know about it. She discussed putting it out on the library discussion list or possibly the Tuesday Times. She also reported that she and Lora had attended at least one CIP webinar and that it was going alright so far. She suggested that first as many library people as possible get involved and understand as much as we can before inviting other university members to join. She recommended the webinars would be much easier to do as a group in a meeting room than on individual computers as it requires you to have your own individual login.

The copyright in the classroom guide is coming soon.

Beth reported that Stephanie from the Physics library discovered a bug in the online catalog, which has been fixed. She also reported that she will be out at Crystal Bridges over the next few weeks helping them with their catalog. She asked everyone to think about what forms they have that could just be put on the web as PDF forms instead of having to use paper copies for sustainability purposes.

Donna reported that the tours have been very successful. She feels carrying them over into the second week of classes made a huge difference in the participation rate.

She also reported that more employee training will occur at the end of the month. The service desk training will be offered again for those who were unable to attend the first sessions, but it may be consolidated down to 3 sessions. They will also be offering training on other areas of the library.

Reference is also working on a project; meet your librarian, where they will go out into residence life. They are currently writing up a proposal to submit to the administrator's group. They are looking at residence halls, sororities, fraternities, non-traditional students, veterans ect...

Donna also reported she will be out for several days and Elizabeth will be in charge while she is gone.

Joshua reported that he has been in the process of evaluating the procedures in his area. They have implemented desk tracker and are working to streamline any duplication. They are working on several upcoming events including the John Paul Hammerschmidt event and archives month in October. He has also been reviewing applications for the library technician position in Special Collections.

Kathleen had a question about where to put short visits to classes to introduce yourself into Desktracker. There was a brief discussion, but it was determined that a longer discussion should be held in another forum.

There was a question asked about having a hold shelf placed at the service desk.

Tim reported that several faculty members had been seeking assistance with copyright materials, especially new faculty. Per Judy we are to let them know this is a one-time thing and we will not be doing it again next year. If they have a large amount of articles they need to go through the bookstore and make a course packet.

Tim also reported that they are looking into another door count method where it measures the count in two different ways to be more accurate. It is through the same company.

The shifting of the P's should be completed by Monday. Lora asked that signage please be placed on level one to indicate the new placement. Dean Allen indicated that she would have facilities take care of this.

Judy reported that the new replacement machines will be starting to be rolled out.

Phil reported that Chancellor Gearhart may film a portion of a video about plagiarism in the Fine Arts library in the upcoming month and they may have to briefly close during that period.