**Faculty Librarian Meeting Minutes**

**August 28, 2013**

**Attendees:** Bill Shuluk, Jane Bigelow, Tim Bishop, Arenthia Herren, Frank Dowd, and Cindy Campbell

**We agreed to the following regarding the Lee Campus Library’s Instruction Lab:**

* The purpose of the Instruction Lab is twofold: to teach Research Instruction to groups of students, and to serve as an overflow computer lab for students.
* We only will schedule requests for faculty and staff that do not include Research Instruction during library downtime, which only occurs during Intersession. (Students use the Instruction Lab as an overflow for taking online exams and finishing their coursework during final exams week.) Fridays, Saturdays, and Sundays are less busy, so we need to use common sense when asked to schedule the Research Lab for those days.
* We will not schedule college orientations in the Instruction Lab.
* We will schedule one non-RI as a courtesy each semester, but only if the faculty or staff member requesting the Instruction Lab is in a bind.
* Professors can schedule a second session (AKA a follow up to a Research Instruction session) in the Instruction Lab, but only if the students will use the lab to do research.

**Actions to be taken:**

* Cindy is going to cancel the college orientations scheduled from October through December.
* We will limit the Cornerstone class to one session in the Instruction Lab starting in Spring 2013.
* We need to address the increase in requests to provide Research Instruction to the Collegiate High School with Dr. Pendleton during the next Dean’s Meeting, since this is not officially part of our regular duties.
* Frank will draft a statement regarding the silent loading of filtering software on faculty/staff computers, which he will submit to the Academic Technology Committee. Jane will contact Laura Weir regarding the filtering software as well.
* We agreed to contact Dr. Wright about our collective desire to institute a program coordinator who would oversee all campus/center libraries. Tim agreed to do this.