Division Librarians Meeting - 6/30/2014

Members present: Dr. Eileen DeLuca, William Shuluk, Mary Ann Walton, Anthony Valenti, Arenthia Herren, Peggy Phetterplace, Jane Bigelow, Timothy Bishop, Cindy Campbell, Frank Dowd.

Meeting called to order at 10:10am.

1. Timothy Bishop's new Reference desk schedule has been received well by the Reference Librarians and Circulation Staff.
2. William Shuluk with the assistance of Dr. Eileen DeLuca went over the new organizational structure effective July 1, 2014.
   1. William will function as the coordinator/head librarian; this position will function like a faculty chair and is over the Division of Libraries.
      1. Regular site visits will be conducted by William to increase the connection between the other Libraries within the Division.
      2. All Library Faculty and Staff must empower William Shuluk to be the leader and head librarian for the Division of Libraries.
   2. Anthony Valenti and Mary Ann Walton will still reside over their campuses and provide site supervision to their employees.
   3. Process of evaluation:
      1. Dr. Eileen DeLuca will sign off on the evaluations of the faculty librarians by means of the information submitted by William Shuluk.
         1. If library faculty has grievances with the information provided by William Shuluk, Dr. Eileen DeLuca will act as an Administrator to settle the grievance.
         2. William Shuluk will be a front-line evaluator of the faculty for information contained on Appendix A and B, which was submitted by Dr. Edith Pendleton in the past.
         3. William Shuluk will be the new budget administrator for the Division of Libraries.
            1. All campuses will need to work with the Thomas Edison (Lee) Campus to have supply orders fulfilled, travel reqresitions fulfilled, and other services.

The staff assistant (soon to be hired) will assist in these processes. This employee will be part-time at up to 25 hours/week.

* + 1. William Shuluk will sign off on the evaluations of other campus staff members by means of the information submitted by Mary Ann Walton and Anthony Valenti. Peggy Phetterplace will sign off on Lee Campus Circulation staff members.
       1. The need for a clear understanding of the evaluation process for faculty librarians was addressed. This being in terms of the factors and weights placed for evaluation criteria, rating, and expectations. Library specific terminology may also need to be implemented into the evaluation language and criteria.
          1. Arenthia Herren, to explain some of her committee work, mentioned that library language is possible but the committee had not settled on any firm language.
       2. In regards to the reorganization, Peggy will not provide evaluations for Hendry-Glades Center library employees.
       3. Concerns were raised about the percentage of Admin/Faculty duties for William.
          1. Site visits will also factor into duties.

1. Hendry-Glades Center will need some evaluation to restructure the Library. The beginning step in this process is to have Arenthia Herren work more days at the Thomas Edison (Lee) Campus to determine which services are needed in her absence.
   1. This is a temporary system: a Library Assistant will be required to watch over the Library 5 days a week, virtual reference can be provided by an experimental computer terminal and powered by all faculty librarians on any campus to fulfill reference services. Telephone reference is also a viable solution to provide remote assistance.
2. Division Staffing and Space allocation of "J" Building.
   1. Staffing is a high priority for the Division.
      1. Staff assistant for the division is currently in the search committee state with an applicant pool of 94 people.
      2. An adjunct librarian will need to be hired for the Collier Campus Library.
      3. An LRA position will need to be opened for the Hendry-Glades Center Library. Money should be available in the budget already, this position will provide the needed coverage to operate the Library.
   2. Rooms J-325 (The Richard H. Rush Reading Room) and J-324 will not be used for space for any administrator or purpose at the moment. The college is aware of the spaces, but plans have not yet been made for their repurposing.
   3. The Third Floor entrance is under evaluation for permanent closure, with exception for handicap access. Calling equipment is already installed to provide immediate assistance to individuals with disabilities who need third floor access.
   4. J-206 is for Library instruction only, this space is for Research Instruction and workshops presented by our Librarians.
   5. The repurposed reference desk which now holds the anatomy realia and material processing supplies, Room J-209 (presently known as the Information Desk), is also a concern for space.
   6. It is possible J-116/117 (The general purpose space next to the Rush Gallery) will be occupied by the writing center. This can significantly enrich library services and provide students convenience to access this great campus service.
3. Mango Discovery Tool - **Timothy Bishop will schedule this meeting.**
   1. The Division Librarians will schedule a meeting on how to proceed with the Mango implementation for the Florida SouthWestern State College's Libraries' homepage.
      1. What facets to keep, rename, or hide.
         1. This type of information can be derived from a search of FGCU Library Services Mango interface or the Test interface for FSW from FLVC.
      2. How initial searches from the widget will pull results from a query.
      3. Other factors will need to be decided so the library can go live with Mango, on or around, July 29, 2014.
   2. After Mango is implemented with the Libraries' homepage, work can be started on the re-creation of the Research tutorial with the new FSW branding and discovery tool dynamics.
      1. Visuals will start to be created after this meeting, more as the website is released, tomorrow.
4. Unit Planning
   1. One unit plan will be developed for the Division of Libraries. Each campus Library will no longer be required to provide a separate unit plan.
      1. Possible operational outcomes from the 2014-2015 unit planning cycle for the Division of Libraries are as follows:
         1. Website redesign and Mango implementation
         2. Re-creation of the Research tutorial, plagiarism tutorial, and other instructional tools.
         3. Coordination between the FSW Libraries and FSW Online; this partnership can allow library tutorials to be integrated into online courses by default to better reach remote students.
         4. Continuing analysis of patron satisfaction survey results; each survey can be an outcome.
            1. Annual Student Survey
            2. Biennial Faculty Survey
            3. Research Instruction Evaluations by Students
            4. Research Instruction Evaluations by Faculty
            5. Data collected from Library Homepage satisfaction widget
            6. Data collected from widgets within LibGuides
         5. Promotion of the Library: advertising services by Librarians to campus divisions, adjuncts, etc… A concerted effort will be set for the Fall of 2014.
            1. New Faculty sessions
            2. Professional Development week events
            3. Scheduling FYE Truth-seeking workshops and planning for FYE sessions.

SLS1515 sections are expected to reach enrollment of 3,000+ students.

1. Joint Meeting with FSW Online
   1. As a part of the proposed unit plan objective: Coordination between the FSW Libraries and FSW Online; this partnership can allow library tutorials to be integrated into online courses by default to better reach remote students. William Shuluk and the Librarians will have a half day session with FSW Online.
      1. This is not only to provide in person relationships with course designers, but place a face with people they have already communicated with.
      2. Goal is to have better integration of LibGuides into the Canvas Online Learning Management System.
         1. Mary Ann Walton made the point of "online learning isn't just online learning," meaning students who take online courses sometimes do not have the access to technology and come to the Libraries for assistance and the computer resources.
         2. The Librarians would like to create a commercial of library services directed at the online learners and have a basic library module in each online course.
2. Dean's Council
   1. Dr. Eileen DeLuca will speak with the Provost/Dean's Meeting members to allot 10 minutes for William Shuluk to propose new ideas and highlight the library.
   2. The Provost/Dean's Meeting happens every Friday Morning.
      1. Due to the nature of the Summer Semester, this talk from William may not happen until the Fall 2014 Semester.
3. Assessment of Library Instruction 2014-2015
   1. The current committee Jane Bigelow is serving on is reviewing the General Education Competencies and reviewing tools available for rubrics. Jane has found that the AACR[?] rubrics are good.
   2. Jane Bigelow proposes more comprehensive assessment projects aside from trying to provide research instruction to all ENC sections.
   3. Plagiarism taskforce
      1. This taskforce has proposed implementation of a plagiarism contact for each course a student takes, this takes a proactive stance against plagiarism and promoting academic integrity.
   4. Feedback from LibGuides and FSW Libraries Homepage.
      1. The widgets to collect feedback information from any user of our online resources goes to Jane Bigelow, this information is monitored to make improvements. Tools will be implemented to better evaluate this information.
      2. A similar tool will hopefully be created for the Mango interface.

Meeting adjourned at 11:35am.