***Faculty Librarians Meeting***

**Meeting Minutes**

**Date:** 8/4/2015, 9:00 AM – 2:00 PM

**Location:** J-204

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Present | Absent | Excused | Guest\* |
| Dr. Eileen DeLuca | x |  |  |  |
| William Shuluk | x |  |  |  |
| Timothy Bishop |  |  | x |  |
| Arenthia Herren | x |  |  |  |
| Mary Ann Walton | x |  |  |  |
| Anthony P. Valenti | x |  |  |  |
| Cindy Campbell | x |  |  |  |
| Jane Charles | x |  |  |  |
| Maria Van Boekel | x |  |  |  |
| Frank Dowd |  |  | x |  |
| Dr. Thomas Rath |  |  |  | x |
| Steven Kolberg Bianco |  |  |  | x |
| Whitney Rhyne |  |  |  | x |
| Dr. Mark Herman |  |  |  | x |

\* Attended as incoming members of the Library Advisory Committee.

Meeting was called to order at 9:08 AM

1. Updates from the Summer SACSCOC Conference
   1. Dr. Eileen DeLuca after attending the summer conference noticed an increased focus on Libraries and their relation to the importance they play in the accreditation process.
      1. There were many sessions held which focused on the Library
      2. The increased scrutiny of the Library as a critical academic support service is positive. Areas of focus include, but are not limited to:
         1. Student learning outcomes, how can the library improve student learning? Is the LIbrary involved in the new program development stages?
            1. Professor Shuluk mentioned that libraries face challenges with rapid new technologies and methods of content delivery. These challenges come from being able to balance the budget with such uncertainties and finding the funding to ensure the different programs have the appropriate content.

Decisions are made based upon best practices, are data-driven, and have thoughtful consideration behind their creation.

* + - 1. Faculty involvement in the collection development process.
      2. Professor Shuluk added that the Library has made efforts to work with the different schools in program resource development and these efforts need additional refinement, they are a bit fractured.
         1. efforts will include revamping the Library Advisory Committee and combing current efforts carried out by Collier and Charlotte campuses to make a Division-wide committee.

Time and meeting commitment expected to meet 2/3 times per year and have a Canvas shell. Focus would be on faculty input and coordination with Library Services .

Programs should have a driving force in the acquisition of electronic resources and print sources.

Committee should review the collected survey data from the faculty and students to better steer the direction of library initiatives.

* + - * 1. Dr. Rath mentioned that a Library impact area should be added to the new program development process. This should be proposed to the curriculum committee.

Programs are allotted funding for resources where the library can work with the programs to assist with content delivery and program support.

This can help avoid the library needing to make a decision to renew or cancel program specific databases and electronic subscription services.

* + - * 1. Professor Herren is working on a program mapping process to better align collection development for the 47 different programs with our print and electronic collections.
      1. The library is already strong in survey collection and documentation. Focus should be placed on meeting minutes, clear narrative explanations of initiatives related to standards, and survey analysis.
         1. Dr. DeLuca recommended to Professor Shuluk to have standing operational outcomes within the annual unit planning.
         2. Focus should be placed on accurate meeting minutes, survey data analysis from patrons, and narrative documentation relating to standards.
      2. Library faculty, staff, and administration’s continuing education and qualifications. What development have the library assistants been doing? What conferences or events have the librarians participated in?
      3. Bibliographic instruction: what comments are being made from the instructors and students about the sessions? Do the sessions match the needs of the academic program?
         1. The qualitative feedback from these different sessions have led to changes in how the librarians focus the instruction and for SLS sections this led to the development of the 2 workshops offered by the library.

1. Library Advisory Committee
   1. Professor Shuluk would like to consolidate the active advisory committees at the Charlotte and Collier campuses with the stagnant Lee committee into a single committee.
      1. Faculty members from the Lee campus have volunteered, along with a Dean and a Library Assistant and the serving members at Collier and Charlotte will continue.
      2. This will be an agenda item again at the next Librarian’s meeting it was decided that the first meeting of the Division Library Advisory Committee would be held the morning of August 28, 2015, during Professional Development Days.
   2. The consolidation of this committee is a move to better steer the Library’s initiatives Division-Wide and to better integrate the different schools into the collection development process.
2. Collection Management Update
   1. After discussion of the new title list format/delivery, Professor Herren stated she would run the reports for the division to see if this works for the monthly report.
      1. She also reported that the current weeding project of the collections are moving at a steady pace.
   2. Discussion followed on the Library’s collection scope and mapping the 47 programs at the College to Library Resources.
      1. Professor Herren has spoken with Professor Shuluk and has completed two samples which she shared.
         1. Discussion followed and it was decided that this would further the scope of the Collection Management Strategy to gain a clearer picture of resources supporting the various programs at the College.
         2. This will be an agenda item for the next Librarian’s meeting.
   3. Professor Shuluk spoke briefly on the biannual database review process and stated there are two times per year when decisions are needed for the renewal or cancellation of both consortium licensed resources and subscriptions licensed by the College.
      1. These two different review periods are driven by the billing cycles/fiscal years of the two organizations.
      2. Professor Campbell needs annual decisions for College licensed resource renewals by April 1. Faculty input is a practice which should aid in the effectiveness of the renewal decision making process.
         1. Professor Campbell is currently researching methods of database review processes. She and Professor Van Boekel presented a PowerPoint outlining considerations and methods for database review.
            1. Professor Valenti and Shuluk volunteered to trial the new evaluation process with the College Faculty once it is in place utilizing ProQuest Natural Sciences as the database under review.
            2. Additional discussion was tabled until the next Librarian’s meeting.
   4. In regard to the streaming video Professor Herren and Campbell reported they have reviewed our current practice of delivering streaming content and recommend the current practice continue for another fiscal year due to its present cost effectiveness.
3. Professor Campbell and Walton gave an update of the product BrowZine with their impressions after attending a product demonstration webinar.
   1. The web software solution allows users to create and organize personal libraries, or bookshelves, of consolidated journal issue from separated database articles and gives users the “print” experience with page flip animations.
   2. They felt that this was not something we should consider presently, but as the software solution improves it might be something to consider in the future.
   3. Professor Shuluk thought this may be effective for FSW Online users but Dr. DeLuca commented that this should be offered to all students, faculty, and staff.
4. Professor Herren discussed the incorporation of Ask-A-Librarian Chat services be added into the regular schedule.
   1. She will demonstrate the Ask-A-Librarian Chat function at the next Librarian’s meeting when additional members are present.
5. LibGuides
   1. Professor Walton had a question about outside persons linking to a LibGuide and stated she had received e-mails requesting she link content to a LibGuide and that these links are visible when she goes to a LibGuide (not visible to students).
   2. She inquired whether there was a way to erase these links.
      1. Professor Valenti and Charles thought there is probably an administrative fix and Professor Charles will investigate a solution.
6. Research Instruction
   1. The Librarians decided that this will be an agenda item for the next Librarian’s meeting when all members are present.
7. Unit Planning
   1. Professor Shuluk led a discussion on this year’s Unit Plans.
      1. Dr. DeLuca and Professor Shuluk discussed how these plans are directly aligned to accreditation standards and supporting documentation is entered directly into Compliance Assist.
         1. Discussion followed on carrying forward and “closing the loop” with effectiveness plans and outcomes from one cycle to the next.
      2. Professor Shuluk thought we had made good progress on this past year’s Unit Plan and should continue with some of the same outcomes and goals in next year’s plan.
         1. This would include the goals and outcomes to further develop and refine the Collection Management strategy
         2. Further linking the Bibliographic Instruction program to instructor and program needs.
   2. This item will be an agenda item for further discussion at the next Librarian’s meeting when additional members are present.

Meeting adjourned by Professor Shuluk at 1:30 PM, with the next meeting being held Monday, August 17, 2015 on the Thomas Edison (Lee) Campus.