**Library Faculty Department Meeting Minutes**

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| **Date:** | **August 15, 2018** |
| **Time:** | **1:00pm – 2:00pm** |
| **Location:** | **J-326 Study Room (Lee Campus)** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | X |  |  |
| Cindy Campbell | X |  |  |
| Catherine Carney | X |  |  |
| Jane Charles | X |  |  |
| Eileen DeLuca | X |  |  |
| Jill De Valk | X |  |  |
| Frank Dowd | X |  |  |
| Arenthia Herren | X |  |  |
| Peggy Phetterplace | X |  |  |
| William Shuluk | X |  |  |
| Anthony Valenti | X |  |  |

1. **Student Newspaper**
	1. Bill Shuluk invited Professor Ron Feemster to attend the Library Faculty Department meeting as a guest speaker to give an overview of the recently relaunched FSW School Newspaper.
	2. The librarians discussed how they could informally partner with Prof. Feemster to distribute and promote the FSW School Newspaper.
	3. Professor Feemster spoke at length, and left the meeting after his presentation.
2. **One Book, One College, & Librarians**
	1. Tim Bishop spoke about Prof. Don Ransford’s College-wide initiative to bring a One Book, One Campus event to FSW in 2019.
	2. Professor Ransford sent an email soliciting faculty and staff from all departments and divisions to participate. Tim Bishop suggested that, in lieu of any other librarian volunteers, he would serve on the committee.
	3. The librarians determined that Tim Bishop would represent Library interests on the committee.
3. **Budget Update**
	1. Bill Shuluk informed attendees that the libraries received some minor budget cuts, but overall, the libraries’ budget remains healthy.
	2. Cindy Campbell officially announced that the libraries have re-subscribed to the Ovid nursing database as of July 2018. Ovid finally redesigned the database to become ADA compliant. Moreover, the database costs less now. Previously it cost approximately $13,000. The new subscription costs $8,850.
4. **Catalog Update**
	1. Cindy Campbell and Arenthia Herren presented about the change over from the Primo discovery tool to the Mango discovery tool happening likely sometime in August 2018. More information will be forthcoming when the changeover actually occurs.
5. **Collections Update**
	1. Arenthia Herren updated the librarians about the plan to work on General Education collection maps.
	2. The project will begin with the Humanities.
	3. Arenthia Herren asked the librarians to complete their chosen collection maps by November 16, 2018, and to return the completed maps directly to her.
6. **Assessment & Research Instruction Updates**
	1. Jane Charles shared the AY 2017-2018 Faculty Satisfaction Survey results and analysis reports. Librarians discussed how re-subscribing to Ovid will resolve the nursing faculty’s repeated concerns. Librarians discussed the high number of faculty using the library to conduct their own scholarship, and how promoting ILL to faculty engaged in scholarly research will help support them. That up to half of all faculty have never used library resources in part relates to the disciplines represented, but librarians discussed the need to continue to engage faculty. Jane reminded the librarians that during AY 2018-2019 she and Dr. Van Gaalen will distribute and assess the Student Satisfaction Surveys.
	2. Jane Charles created a short video, in partnership with the TLC, which was emailed to all faculty this week. The video promotes Research Instruction and Collection Development. Arenthia Herren and Jane Charles will present at the English Department Faculty meeting to promote RI and CD immediately following the Library Faculty Department Meeting.
	3. Jane Charles reviewed the AY2017-2018 Library Instruction Analysis Report. The number of Library Instruction sessions at Collier, Charlotte, and Hendry Glades increased, while the number of Library Instruction sessions delivered at Lee decreased. Hurricane Irma resulted in the cancellation of many Library Instruction sessions scheduled at Lee.
	4. Adjunct faculty scheduled far more RI’s for ENC 1101 than full-time faculty did. Full-time faculty who teach ENC 1101 and ENC 1102 scheduled RI’s in low numbers in comparison with full-time and adjuncts who teach courses within other disciplines during AY 2017-2018. Librarians agreed that presenting assessment data to promote RI’s at the English Department meeting is a good plan.
	5. Jane Charles and Arenthia Herren discussed their idea to deliver professional development workshops on creating and assessing effective research assignments through the TLC, as well as the development of an online Research Instruction and assessment for online students.
	6. Jane Charles shared that more faculty are preparing their students before the scheduled delivery of RI’s as a result of librarian encouragement. Librarians will continue this effort.
	7. Jane Charles will continue to work with Dr. Van Gaalen to refine assessments and surveys.

Recorded by Tim Bishop; the meeting ended at 2:00pm.