

**Library Faculty Department Meeting Minutes**



<b>Date:</b>	<b>August 14, 2019</b>
<b>Time:</b>	<b>1:00pm – 4:00pm</b>
<b>Location:</b>	<b>Rush Library 326 (Thomas Edison Campus)</b>

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		

**I) Approval of May 22<sup>nd</sup>, 2019 Minutes**

- a. Minutes were unanimously approved.

**II) Campus Updates**

- a. Bill Shuluk gave an update about the Charlotte Campus. With Catherine Carney moving full time to the Lee Campus, Bill and Tim Bishop will be splitting the majority of coverage for that library this fall, with help from Catherine on days of her choosing.
- b. Tony stated that the Collier Campus library is stable and everything is running smoothly.
- c. Bill said that Jerri Awbrey is doing good at the HG Center library. Discussion about Peggy Phetterplace potentially providing training to Jerri on Reserves, and Anatomy Models.

**III) Library Re-Organization**

- a. Dr. De Luca attended the beginning of the meeting to bring all faculty up to date on the ongoing plans she and Dr. McClinton have for implementing a library re-organization in 2019, including the proposed creation of an Associate Dean of Libraries, a faculty Department Chair, and several circulation supervisor positions tentatively titled Senior Library Assistant.

**IV) ENC 1130 Course Overview**

- a. Arenthia Herren presented on her work with the English faculty regarding the creation of an information literacy model in the newly created ENC 1130.

- b. Arentia demonstrated the common course assignment for information literacy that she created specifically for the pilot course.
- c. Feedback was immensely positive and led to extended discussions about creating similar modules for other courses, a revised Research Tutorial, or even as a basis for expanding LIS 2004 into a 3 credit hour course.

V) Effectiveness Plans 18/19 & 19/20

- a. Jane Charles led a discussion that reviewed our 2018/19 AY Effectiveness Plans and looked forward to our 2019/20 Effectiveness Plans.

**Plan 1: Implementation of a New Library Management System**

Prof. Shuluk clarified that the AY 18-19 ILS implementation plan will continue as the Florida Academic Library Services Cooperative did not settle on a next generation ILS during the last academic year. The process was continued into late 2019 and Diane Taylor served as our FSW Libraries representative on the statewide committee which made recommendations to FALSC in May of 2019. Negotiations with a potential vendor began in August of 2019 and remain ongoing.

**Plan 2: Collection Development for General Education**

Prof. Herren reported on the ongoing Print Collection Management and Development project. We have already met some of the 4 major goals. The libraries have moved to a curriculum and data driven collection plan, and the overall age of the collection has decreased. Thus, students and faculty have increased access to current scholarship. The collection is better aligned with college curricula. Switching to the collection mapping cycle method is a more effective approach to collection development and management. The general education collection maps, which are based on collection mapping by degree program, will be completed in AY 2019-2020. Prof. Herren will initiate another weeding project in Summer 2020. As part of the ongoing project, Prof. Herren recommends the libraries:

- Focus on developing an inclusive and diverse collection
- Create library spaces for pulled materials which support special projects/themes/assignments/events to make the stacks more user friendly
- Continue to build the collection in partnership with classroom faculty
- Create end of shelving signage featuring a call range and subject area
- Provide better OPAC stations

The Librarians and staff commended Prof. Herren's work, and determined to continue this work collectively, and to support Prof. Herren in this ongoing effort.

**Plan 3: Set Benchmarks for Student Library Satisfaction Surveys:**

Results of the AY18-19 Student Library Satisfaction Surveys (SLSS), in addition to SLSS's completed over the past several years, show students are least satisfied with the lack of library study rooms at Lee, followed by Collier. Providing more library study rooms at Collier requires a new facility. Providing more study rooms at Lee entails re-purposing space, if administrators permit. Librarians and staff determined that continuing to track Student Library Satisfaction Survey data is beneficial.

**Plan 4: Standardize Reference Instruction:**

Librarians and staff discussed the "Library Transactions Procedures" guidelines, created and initiated by Prof. Charles in January 2018 and periodically discussed thereafter. The discussion focused on reference service. Prof. Charles addressed library transaction procedures and best practices, and provided training on the complexities of reference questions at the Libraries' Faculty and Staff Retreat

in July 2019. However, procedures have not yet been implemented. Librarians and staff determined that changes in, and codification of reference procedures need to be implemented from the top down. Library faculty and staff decided that the extent to which staff and student workers should respond to reference queries requires further conversation. Librarians and staff determined that developing and delivering a series of reference training for front-line staff and student workers would be beneficial. However, librarians and staff determined that short-staffing may hinder the development and delivery of training, as it has in the past.

**Plan 5: Library Instruction Matches Program Needs:**

At the English Faculty Department Meeting in August 2018, Prof. Jane Charles presented national and FSW data which show the extent to which students struggle with academic research. Prof. Charles encouraged English Department faculty to schedule formal Research Instruction for their classes, and to encourage students to ask librarians for help. However, during AY18-19, Library Instruction at the Lee and Collier Campuses has decreased, while Research Instruction at the Charlotte Campus and Hendry Glades Center has increased. Librarians and staff determined this data reflects increasing demands on classroom faculty, as well as student learning preferences. Librarians and staff decided that digitizing Research Instruction would help meet the “Research” general education competency. Creating and incorporating dynamic, mini research tutorials and assessments in Canvas for ENC 1101 ground and online classes, like Prof. Herren has created for ENC 1130 in collaboration with the English Department, would be ideal. However, librarians and staff determined that short-staffing likely would hinder this initiative.

- VI) Other Business?**
  - a.** None.