

Library Faculty Meeting Minutes

Date: November 30, 2011

Present: Camilla Reid, Camilla Baker, Jeff Heck, Kyle McCarrell, Rod Bustos, Fay Verburg, LouAnn Blocker, John O'Shea, Yadira Payne, Cindy Britt, Mellie Kerins, Ralph Herndon, and Ginny Loveless

Leader: Baker

Observer: Blocker

Recorder: Loveless

Next Meeting: January 10, 2012

Leader: Blocker

Observer: Heck

Recorder: Loveless

Last Meeting: Minutes of the November 9, 2011 meeting were approved as distributed.

Special Agenda Item: (Verburg): December Reference coverage is complete.

Area Reports:

Media Services: (Ralph Herndon): Many of Media Services' Student Technology requests were approved. These included: student printer cartridges, poster printer ink cartridges, projector lamps, A/V control systems for Science Building rooms 1041 and 1043, A/V control systems for Galloway Hall 206 and 208, document camera replacements for Allgood Hall classrooms, Epson scanners for Media Center's student computer stations, thirty digital cameras for student check out, Final Cut Pro X video editing software upgrades, and iLife11 software upgrades.

Curriculum Center: (Cindy Britt): The Curriculum Center has been busy lately as students finish assignments for classes. Laminating projects and binding books that students must write and illustrate for one of their courses are being completed.

Reference: (Fay Verburg): No report.

Library Instruction: (Camilla Baker): One library instruction class has been scheduled so far for 2012.

Three students are enrolled in the ILIT1500 class for spring semester.

Special Collections: (John O'Shea): Special Collections continues to have many students using their resources to work on papers.

Processing of the Veteran's Oral history project is underway.

University records retention meetings with Carol Waggoner-Angleton and campus administrators have begun this week.

The last remaining set of Lyrasis scans is ready for review by Special Collections staff. They aim to complete the review in order for the shipment to return to the Library prior the holiday break.

The *Augusta's Viewpoint: Understanding the Civil War* grant proposal has been submitted.

Fay Verburg and Carol Waggoner-Angleton have discussed shifting the vertical file to allow for additional space. The project is scheduled to begin in January.

Acquisitions/Cataloging: (Kyle McCarrell): Kyle McCarrell attended two recent webinars: one on how to perform authority control (OCLC) and the other on what the next-generation library management system may look like (RACL).

Reese Library now has an agreement with Book Consignments.com, based near Charleston, SC, to have them sell selected donated books with the hope of making a higher profit than we would through our other channels.

The library received \$17,500 towards the purchase of the Springer e-book collection through a Student Technology Fee award.

Automation: (Rod Bustos): Tweaks to the new library home page prototype are continuing. Rod Bustos has also been doing some testing with Fay Verburg and LouAnn Blocker of the LibraryH3lp reference chat system.

The library's Student Technology Fee request for 11 replacement student computers has been funded. Janice DeLoach, ITS's Assistant Director for Support Services, indicates these computers have already been ordered as part of a bulk order she placed for the campus.

Outreach: (Mellie Kerins): There are new art exhibits in the gallery space by Wenqing Cao and Ruth Pearl.

Electronic Resources/Serials: (LouAnn Blocker): Student Technology Fee requests for databases were approved. One is a new database, Science Direct College Edition Physical Collection, which is a complement to the Life and Health Sciences Collection the library already subscribes to through Elsevier.

LouAnn Blocker asked for feedback on the ProQuest offers for GALILEO cost-share databases. The library must respond to the Board of Regents by December 15.

Fay Verburg, Kyle McCarrell, and LouAnn Blocker worked together to get an order to Gale for ten titles in the Gale Virtual Reference Library. In addition to having records in the catalog, they will be listed in the GALILEO menu.

Government Information: (Yadira Payne): A call for the Reese Library 50th Anniversary as a Federal Depository planning committee volunteers will soon go out.

Business Services: (Ginny Loveless): No report.

Associate Director /Circulation: (Jeff Heck): Interviews are currently in progress to fill the vacant LAIV position in Circulation.

Jeff Heck and Veronica Corradino, Circulation and Interlibrary Loan Manager, are reviewing library privilege policies for full-time temporary faculty members.

Director: (Camilla Reid): Jeff Heck and Camilla Reid met with Dr. Carol Rychly, the Acting VPAA, to discuss a different way to present library assessment data and reports as a part of Augusta State University's SACS review portfolio relating to institutional effectiveness.

Camilla Reid met again with the Media Services' program leaders to discuss the strategic plans for Media Services and the soon-to-be vacant director's position.

Matthew Whittington, Mellie Kerins, Camilla Reid, and Karen Aubrey from the PCAS Deans Office met to discuss planning and programming for the NEH grant that was awarded for a traveling exhibit relating to the role of African-American players in the history of baseball. The exhibit and events are scheduled for January and February 2013.

Camilla Reid reminded the library faculty about the January 6, 2012 deadline for Faculty Role Model Reports for January-December 2011 and for faculty agreements (goals) for January-December 2012.

Rose Axton's retirement event will be a brunch from 9:00 am-11:00 am in the JSAC Coffeehouse on February 2, 2012.

Camilla Reid will be on annual leave the week of December 5th.

Committee Reports: (Blocker): QEP “Jump-Start” committee met November 18. ASU employees need to be sure they can articulate the basics of ASU’s QEP in preparation for the SACS visit in March. LouAnn Blocker will ask Dr. Wesley Kisting, Assistant Professor in the English and Foreign Language department, if he and Dr. Craig Albert, Instructor for Political Science, are preparing a ‘sound bite’ for all of us.

(Bustos): The IT committee met November 11. Chip Matson, ITS Director, reported on several items including the status of the student tech fee process and ITS purchase of a new workstation management software called Landesk. Chip also announced that a campus network upgrade will take place on the evening of December 20. The committee also discussed its mission statement and future directions for the committee.

(Heck): The Faculty Policies Committee is considering the policy of recording lectures in the classroom.

The Institutional Fee Committee met and has decided to keep the six current fees at the same level.

Library Statistics Working Group: Jeff Heck asks that all library faculty members forward information (forms and processes) for all statistics their department uses internally.

(McCarrell): The Online Education Council met and organized its members into subgroups based on the various charges given to the group. The subgroups are beginning to meet and work on fulfilling their respective charges.

(Payne): Yadira Payne is now on the Ft. Gordon Liaison Committee. The next meeting will be December 5.

(Reid): The ASU Compensation Review Committee met with the consultants November 15. They went over their preliminary assessment of all campus wide 12-month, benefitted positions.

The Comprehensive Program Review Committee is working on new formatting and content guidelines for departments preparing program reviews.

The STF Committee has approved the first round of proposals for funding. Depending on the student FTE in spring 2012, there will other proposals funded in the spring. Reese Library and Media Services received full or partial funding for almost all requests.

(Kerins): Upcoming events: Inreach meeting, December 1; Staff Development Day, December 15 (8:00 a.m. - 4:30 p.m.); Library Holiday Luncheon, December 20.

(Verburg): The Library stats group met November 28. Any forms for internal departmental statistics should be sent to Jeff Heck for inclusion in the bindery folder for the stats group.

The *Outliers* Reading Circle Group had its last meeting November 28. As discussion leader, Fay Verburg is responsible for writing the end-of-year report for the group.

Miscellaneous: (Heck): Jeff Heck will be on vacation December 12-December 23.

(Payne): Yadira Payne will be hanging artwork up at the GHSU Healing Arts Gallery in January 2012. She will also have artwork on display at the Columbia Road Queensborough Bank in January.

(Reid): Mellie Kerins’ retirement party will be at the Heck’s home on the evening of December 2; Mellie will retire at the end of December 2011.

On November 29 the architects and interior designers working on the West Campus academic building met with Physical Plant, Media Services, and ITS representatives to further discuss floor plans and programming.

Next Meeting: January 10, 2012 10:00 a.m. Media Services' Conference Room