

Library Committee Meeting  
February 26, 2004

Members present:

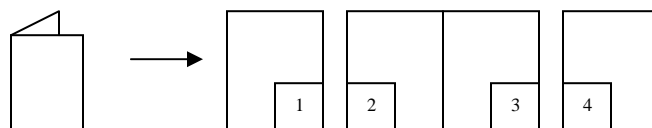
Lynn Cadle, Linda Prior, Samuel Richardson, Bill Nelson (*ex-officio*), Jim Grayson, Natalya Delgado Chegwin, and Camilla Reid (visitor).

Excused members: Dr. Judy Gordon, Anthony Kellman

Guest: Jackie Stewart, Institutional Research

Meeting called to order at 2:34 p.m.

- Minutes approved as submitted
- Agenda approved with amendments
  - o Dr. Nelson's report was short and moved to the beginning of the agenda. He reported that Dr. Sullivan, VPAA, was pleased with the report the Committee submitted and asked the Library for a detailed listing of priorities and costs, which were submitted to him.
- Camilla Reid introduced Jackie Stewart. She was asked to analyze the Student and Faculty surveys in the Fall. Institutional Research no longer scans, so they paid to have our student survey forms scanned. Ms. Stewart stated that the surveys were not exactly a waste of time; however, the surveys have many double questions, and this makes the answers contradictory and mostly invalid. For example, question #31 needs to be answered after more than one semester of work; question #40 needs not assume that convenient and adequate mean the same thing, and the question should be split, or one of the words deleted; question # 41 has the same problem, it should not be assumed that timely and professional mean the same thing—this question, too, needs to be split or one of the words deleted. Ms. Stewart did, however, complement the Committee on cleaning up the faculty survey form. On the Student Survey, Ms. Stewart noticed that question #26 is ambiguous.
- Institutional Research had a problem with the answers in the Scantron papers: Some students and faculty members don't pay close attention to their markings, and marked the wrong answer for a particular question—skipping a line or marking twice in one line. Should the Committee decide to do a paper survey again (there was discussion about doing an on-line survey), the Committee should re-do the questionnaire so that people can answer all questions properly. Ms. Stewart suggested a 4-page survey to look similar to this:



- This is rather expensive, however. Nevertheless, Ms. Stewart informed the Committee that if we wanted to redesign the survey, **now** was the time to do it, because Institutional Research can fund it. The faculty group (200 full-time faculty members) will not be very expensive, and the longer Student Survey is done every other year. This is the “Faculty Survey Year,” 2005 will be the “Student Survey Year.”
- The Committee needs to think about the pros & cons of an on-line survey: Faculty preferences, time consumption, user-friendliness, etc. Certainly the 4-page survey (which would include the answer boxes right beside the question—this would mean the complete deletion of the Scantron sheet) is a must in case the on-line survey idea gets turned down. In case the on-line version is approved, there must be a progress report (saying what percent of the survey has been completed), and we need to make sure that anonymity is protected.

(Camilla Reid began recording the minutes at this point.)

- There was lengthy discussion on a redesign of the Faculty Satisfaction Survey for 2004. The Committee is to let Ms. Stewart know by Thursday, March 4<sup>th</sup> about having an outside contractor redesign the survey. The Committee thanked Ms. Stewart for her excellent advice and offer to fund the redesign of the survey.
- Linda Prior made a motion that the survey be redesigned and that the Committee should let Jackie Stewart know right away. The motion was seconded by Sam Richardson. Dr. Cadle asked Dr. Nelson to let Ms. Stewart know of the Committee’s decision.
- The Committee discussed demographics to be collected. Each faculty member’s department and full- or part-time status are essential.
- Lynn Cadle suggested that questions relating to Media Services be reworked and retained in the survey and that Curriculum Center questions be added. The Committee agreed. There were other suggestions such as adding a question about electronic reserves. Jim Grayson suggested breaking the questions down by category and Dr. Nelson suggested using the categories of the ACRL standards. Also, there was a suggestion to add a “not applicable” choice to appropriate questions. There was a consensus that the questions must address what the Library really needs to know.
- Dr. Nelson and Ms. Reid will take the Committee’s recommendations and the suggestions from the Library Faculty, rework the survey and forward it to all the members for comment and approval. It will then be forwarded to Ms. Stewart’s office.

- The next two Library Committee meetings were scheduled taking into consideration Natalya Delgado's and Judy Gordon's schedules since Thursday afternoons are not good for them this semester. The meetings are scheduled for Monday, March 22 at 2:30 pm and Wednesday, April 21 at 2:30 pm.

The meeting was adjourned at 3:55 pm.