

Senate Library Subcommittee
February 13, 2012
10-11 am, LIB 419

Minutes

Present: Prasad Bingi, Linda Hite, Kathleen Murphey, Cheryl Truesdell
Absent: Chao Chen, Adam Coffman, Donald Linn, Gail Hickey, Barry Dupen

1. Welcome

Cheryl confirmed with the Senate Secretary that the Library Subcommittee can conduct business without a quorum. It was decided that the subcommittee can finish its work this spring semester without seeking temporary replacements for Gail Hickey and Barry Dupen who are on sabbatical.

2. Approval of minutes from September 29, 2011

The minutes for the September 29, 2011 meeting were approved by affirmation.

3. Election of Chair

It was decided that Cheryl will serve as chair until the end of the spring semester.

4. Report of the Dean

a. Materials Budget Update

There will be no increase in the materials budget for 2012-2013. Librarians will be meeting in April to determine cancellations that will need to be made to stay within the materials budget and endowment interest income. The group discussed limiting special needs funds to every other year, freeing money for more subscriptions. However, the monograph budget is very small and using it for serials subscriptions will not solve the problem of increased need and inflation. Cheryl will keep subcommittee members up-to-date on materials budget issues.

b. Strategic Planning Update

The library's strategic plan ended December 2011. The new library plan will set priorities for 2012-2014. Linda Hite led library staff in a strategic planning exercise in January. Since then a draft plan has been developed. All library units and committees will comment on the draft. It is hoped the new plan will be completed by March 15th. This plan is build around the university's three main goals.

c. Learning Commons Update

Writing Center and librarian operations are now established in the Learning Commons. All of the shelving has been removed from the floor and space allocated for student study. The skybridge is part of the Learning Commons and is seeing a lot of use. Faculty are welcome to use this space as well.

d. Archives Update

The office of the VCAA funded a consultant to review the University's archive operation and make recommendations. The consultant spent a day in October meeting with library staff, VCAA, and University Relations. The consultant's primary recommendation is to hire an archivist. This position has not been funded at this time. The library is working with University Relations on their needs for the 50th Anniversary.

e. Highlights of 2011-2012

Cheryl distributed a print copy of the final draft of the library's annual report for 2011. This report is entirely electronic and will be distributed via individual e-mail and through Inside IPFW. Faculty who want to receive the annual report and Helmke Highlights automatically in their e-mail can subscribe using the link within the newsletter or let the library know and we will add to the subscription list. The Senate Library Subcommittee members will be added to the subscription list. Kathleen Murphey also suggested putting a link to Helmke Highlights on the library tab in My IPFW. Cheryl will pursue that.

5. Senate Library Subcommittee and the Academic Program Review

The library is working with the office of the VCAA to prepare its first program review. Cheryl has met with Steve Sarratore and Suleiman Ashur to discuss the library process. The library has begun developing questions for the Self-Study based upon the Association of College and Research Libraries *Standards for Libraries in Higher Education*. Cheryl asked the Library Subcommittee to take a leadership role in soliciting feedback from faculty on the library and library services. What are key issues for faculty? What services are critical? What kind of academic library will they need seven years from now? The Library Subcommittee would like a copy of the self-study questions that the library staff will be using to help them formulate their questions. We can use Qualtrix to send out the survey. The target for the survey is fall 2012.

6. Other

The next meeting of the subcommittee will be in late April to review the Special Needs Fund requests.

Recorded by: C. Truesdell