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## Georgia Southern Commons

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Assessment Work Team Essence Notes

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**Assessment Work Team Meeting**  
**March 14, 2017**  
**Essence Notes**

Attending: Fred Smith, Lili Li, Jeff Mortimore, Crystal Walters, Dana Dreger, Billy Glasco, Debra Skinner, Adam Blaylock, Kyle Herman, Clement Lau

- Meeting began shortly after 3 P.M.
- Clement reported that the IPEDS 2017 annual survey was completed and submitted online ahead of schedule. He thanked all library colleagues who helped in the data collection. He will use the data collected to respond to surveys requested by the American Library Directory and Library Technology Report by the end of this month.
- Fred updated the attendees on the pretest of the new library services satisfaction survey. He reported that several Access staff members and Tech student assistants participated in the pretest. They found the survey form was easy to use. Further comments from the attendees included the selection of responses, number of choices/questions, and layout. Improvements to the form were made during the discussion. Attendees also discussed how to administer the survey. Suggestions included having Tech student assistants take the tablets to the users and ask them to fill out the survey. We could leave one tablet at the front desk for users to fill out. Fred will work with the staff on the process. The survey would begin in early April until end of April.
- Jeff asked if we wanted to continue the survey of the discovery tool posted on the library website. The consensus was to remove the survey from the website.
- There was no other business or announcements. The meeting adjourned shortly before 4 P.M.