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## Library Department Head Meeting Essence Notes

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**Library Department Heads**  
**September 6, 2016**  
**Essence Notes**

**Attending:** Bede Mitchell, Clement Lau, David Lowder, Ruth Baker, Jessica Garner, Fred Smith, Alva Britt.

***Deans Council Report:***

1. Enrollment is up some compared to last year, but the official registration census is in October. The library's future budgets could be affected if enrollment drops.
2. Phillip Bruce, Director of Career Services, reported on a new program to promote experiential learning at Georgia Southern. The new portal is available to both students and faculty. The library is interested in helping promote this program.
3. Study Soup, a private business, has been banned from the GSU Campus. They have been on campus soliciting students for class syllabi, class notes, etc. and offering payment. They have been instructed to leave campus. If identified, instruct them to exit the campus. If they refuse contact Public Safety.
4. Date for shifting exempt personnel to non-exempt status has been scheduled for November 1.
5. Jean Bartels to retire effective June 30, 2017. Recruitment will begin as soon as possible.

***Update on FY17 Institutional Effectiveness Plan:***

The library's plan has been submitted. No feedback received at this time.

***Department Reports:***

None

***Old and New Business:***

Clement reported that the 2016 ACRL Survey is now available and due February 15, 2017. He is gathering data and will be approaching the different library departments for their data probably in January. He stated that the Academic Library Survey is due in April. He plans to gather current information that can be submitted for both surveys.

At the September 8 Library Staff meeting, Jessica Garner will present her idea of round-table discussions for staff in library school, or who might be interested in attending.

David reported that the new Events Calendar is ready to be utilized. He asked that everyone check it out and direct any feedback to him.

Clement announced that the FY16 LibQUAL Survey information is now accessible in the R-drive – Common folder. He reviewed some of the information with the group.

***Announcements:***

Debra reported that due to the weather, Heather Potter's campus interview for Special Collections Librarian has been rescheduled for Monday, September 12.