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Library Department Head Meeting Essence Notes

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Library Department Heads Meeting
August 30, 2016
10am

Agenda

1. FLSA Implementation Update – No further update at this time. The campus will implement the new procedures on a schedule to be determined by the Board of Regents.
2. Update on FY17 Institutional Effectiveness Plan – The version distributed prior to the meeting was submitted to the Office of Institutional Effectiveness, and will serve as our plan for this year.
3. Conflict Resolution Issues – Basic agreement with the consensus of the Library faculty at their August 29 meeting. Bede will work with Human Resources to develop such training, and will see what conflict resolution information can be found online.
4. Future Library Department Annual Reports – Bede and Clement will work with department heads to simplify and streamline the department annual reports. The primary goal of the reports is to demonstrate impact on student success.
5. New Library Personnel Orientation Script - Basic agreement with the consensus of the Library faculty at their August 29 meeting. The script needs to be updated and to include more detail about internal policies and procedures. Bede will revise the script and share it with Library faculty for further comment.
6. Department Reports
7. Old & New Business
8. Announcements