Library Faculty Executive Committee Meeting
August 29, 2016
3pm

Consent Agenda
- July-August Discover Database Trials

Library Faculty Business Agenda

1. Library Information Brochures: What Content Should Be Included? The faculty were generally satisfied with the brochure that had been designed for the New Faculty Orientation. Access Services will develop a brochure for community patrons that is shorter and intended to highlight the benefits of getting a library card, drawing on our resources and services, etc. The current community patron brochure provides considerable detail about policies and procedures, and is therefore better suited to serve as an FAQ, or a handout at the time that a community patron registers at the Circulation Desk.

2. New Library Personnel Orientation: Change the Script? It was agreed that 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.

3. Review of Process for Selecting the Library's Rep to the Faculty Senate Executive Committee. It was agreed we need to modify our bylaws to indicate our representative to the Faculty Senate Executive Committee will be elected by the Library faculty.

4. Recommendations from the Communication Workshop Presenters on Next Steps We Should Take. While no one objected to the recommendations, the consensus was that we need more training in conflict resolution techniques. Bede will work with Human Resources to develop such training, and will see what conflict resolution information can be found online.

5. Interdepartmental Work Teams Reports

6. Department Reports

7. Faculty Senate & Other Campus Committee Reports

8. Travel Reports

9. Old & New Business
   - Elections Committee (Lori Gwinett) – Jeff Mortimore will become Undergraduate Curriculum Committee alternate, Paolo Gujilde will serve on the University Grievance Committee, Lisa Smith will represent us on the Academic Standards Committee, and Ruth Baker will serve on the General Education and Core Curriculum Committee
   - PowerPoint for Classes to Help Achieve QEP Goals (Kay Coates) – Kay shared some PowerPoint slides she developed that relate to QEP learning outcomes. Other Library faculty were invited to use and edit the slides as needed for their own classes.

10. Announcements