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Library Department Head Meeting Essence Notes

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Library Department Heads

January 25, 2107

Essence Notes

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

Deans Council Report:

Consolidation update by Bede. The Consolidation Implementation Committee (CIC), will consist of President Hebert, serving as chair, and representatives from both GSU and Armstrong. A meeting held January 11 established the committee which will be announced soon. The group will travel to Atlanta on February 1 to receive the committee's charge from Chancellor Wrigley. The CIC will begin development of their mission and organizational structure. Once completed and approved, sub-committees will be appointed. The Deans will meet with President Hebert February 7 to address issues related to the consolidation steps and timetable. Due to the consolidation, the Provost Search timetable may be affected to include Armstrong representatives on the search committee.

New faculty and staff positions that become available are to be filled although consolidation may bring changes in position descriptions. How the consolidation will affect administrative positions is unclear. Dr. Bartels will follow up on our current Head of ISD search and will advise us.

President Hebert has requested that all departments develop guidelines on which academic programs are to be offered on each campus.

Alma implementation should proceed as two separate institutions until fall of 2018. Dr. Bartels requested that departments not reach out to Armstrong regarding consolidation issues until such time that the CIC has met and gives approval to do so. Bede suggested that we share Henderson Library's calendar with Doug Frazier at Lane Library to set a February date to have a skype conference with them regarding Alma implementation issues. It is anticipated that by May's Library Day we will be able to involve Armstrong in consolidation discussions. Bede will follow up with Doug on possible dates.

President Hebert has recommended that his investiture as president of Georgia Southern be postponed until after the consolidation is finalized.

Discussion followed on the scenarios of consolidating the two library budgets, how it will affect our current subscription review, tuition rates, athletic teams, etc. Clement reviewed a comparison of library expenditures and library FTE expenditures of the two institutions.

Performance/Attendance Expectations: Discussion followed regarding the practices posted for faculty review and feedback. It was the consensus of the group that before we adopt a library-wide policy, we create a draft of the practices we want to keep, condense some of the wording, and incorporate some items from Human Resources. The draft could then be reviewed and expounded upon during a workshop of faculty and supervisors. A tentative date for such a workshop was set for March 3. Department heads were asked have their supervisors hold the date open and to send suggestions for agenda items to Bede.

Public Services Expectations: Discussion took place on how to implement the public services expectations to the staff. Because the group felt it important that the expectations be presented by the dean, Bede will attend each department's meeting to discuss the expectations and answer any questions. Fred stated the importance of including this document in new employee orientation, having the document posted at both of the

service desks and making sure that the expectations are followed through by all staff, supervisors, and student assistants. Debra will review the document for edits, etc. and it will be uploaded to Digital Commons under Policies and Procedures.

Management Expectations Retreat: Bede stated that it is the responsibility of the departments to establish management expectations with staff and student assistants. Clement stressed the importance of incorporating the five values brought out in the public services expectations. He added that the list of student duties posted at the service desks incorporates the expectations.

Alma Update: David reported that templates to encourage campus participation will be coming out soon. The PRIMO interface is having issues and they may have to go back to the older Classic version. The new GilFind will be the new catalog. The schedule for the cutover will be communicated to campus and a timeline will be published on the Alma webpage. Clement suggested that the liaisons assist in communicating the cutoff times and encouraging faculty get reserves in early. David announced that the ARC conversion take approximately three days and will be done the day after Library Day, May 8.

Library Statistics: Clement reported that the draft of the ACRL survey has been posted to the R-drive for review. Please advise him of any problems you find. He will finalize and submit by February 1. The survey will also be the base for the upcoming IPEDS survey. He will be assisting departments in creating a system for collecting their survey data in order to be more accurate and consistent. From that data he can create analysis of our resources/expenditures that can assist in negotiating with vendors.

Announcements:

The cushions of the curved group seating located in the Learning Commons will be picked up over the next several weeks for reupholstering. They should be returned by the end of spring break.

Bede distributed copies of the approved list of Peer and Aspirational Institutional Recommendations.

Bede will be out on Friday, January 27 and Monday, January 30. On Friday he will be attending the RACL meeting in McDonough. The committee will be discussing a deal that could bring the HathiTrust online book collection to all campuses across Georgia. He added that although Georgia Southern will incur expenses for the collection, it will be an exciting prospect to have access to the collection.

Fred announced that the lease on the staff color copier will expire February 28. A new lease is being negotiated. Discussion took place on the cost of the overage copies and how to maintain control on the number of copies individuals can make.

Self-evaluations are due to Bede by March 1.