Minutes from the November 24, 2009, meeting of the SACS Library and Learning Resources Committee

Present: Booker Anthony (Chair), Phoebe Hall, Adegoke Ademiluyi, Bobby Wynn, Ruth Dial Woods, Matt Lawson, and Evelyn Council

Excused: Todd Frobish, Jonas Okeagu, Maria Orban

Not Present: Nick Ganesan

The meeting was called to order at 2:05 p.m. in the Chesnutt Library conference room. The document draft was pulled up on screen and a discussion followed pertaining to condensing and shortening the document from its current 38 pages to approximately 10-15 pages. Since much of the final document will be in digital format, the following suggestions were made:

Standard 2.9:

1. Wynn suggested a link to all of the databases instead of listing each one separately on page 2 of the document. “Access” is the keyword. Matt suggested a ‘view all’ link and indicated that he would handle implementing that link as well as the editing of the information included.
2. Page 5 will link to the current library strategic plan. Matt will also ‘tweak’ the reference to the mission statement.
3. On page 6, insert one link that will consolidate ALL constituent links presented on this page. Also, verify each link for accuracy, currency, and availability.
4. Wynn suggested that we eliminate any duplication of information on page 7 since it appears more than once in the entire document. Page 7 is the same as the information contained on page 1.

Standard 3.8.1:

1. Page 11—provide a link to consolidate these links. This will allow us to cut pages 11-14 entirely.
2. Correct the hours represented on page 15 by providing a link to the hours of operation for the labs. Leave paragraphs 1 and 2 in but insert links to field specific labs and hours.
3. On page 15, delete the charts and insert a link to the web site and the computing policy.
4. On pages 20-21 keep the narrative but cut the hours and provide a link instead.
5. Matt will correct page 22’s spelling of “Chesnutt” at the top. He will also redo the hours so that they reflect ‘current hours’ rather than by the semester.
6. On page 23, remove the Circulation Process and insert a link in the core Standard 2.9 for the Circulation Policy. Delete pages 23-26 and insert a link in that standard instead.
7. Wynn suggested we go back and insert information for Seymour-Johnson AFB and Ft. Sam Huston satellites. His office will handle that insertion.
8. Check the duplication on pages 27-28 for Library Instruction.

Standard 3.8.3:

1. Check on page 29 the total number of staff positions. Verify all numerical data for that reference.
2. Phoebe will redo the staff chart in terms of cell sizing then resend it to Matt for link inclusion. Dr. Woods suggested that we asterisk their years of experience and reference their outside FSU experience, as well.
3. On page 32, delete and link to the Handbook instead.
4. On page 33, delete and link to the web site instead.
5. On page 35, delete the last sentence which begins, “The staff is working on making resources.....”
6. Add a statement on the top of page 36 to link Fred Sapp’s information and office to the library in terms of learning resources for disabled students and access to library information.

7. On page 36, add the “P” to the “FARC” acronym for the Performing and Fine Arts Resource Center.

8. Hall will review PFARC’s paragraph and information for accuracy and ways to condense.

9. Anthony will check with Marian about the library’s staff and faculty position descriptions—do we need full out descriptions or will the job title suffice? If we need full descriptions, we will need to add those into the document for ALL staff including the field specific lab staff.

10. Dr. Woods suggested that we possibly include a summary of the library staff (i.e. X% has a terminal degree, X% are males, etc.) rather than a more detailed report THEN link to a more detailed report which would include full job descriptions. Check on this.

11. Hall will check older minutes and repost when the final document is due for SACS. (I did check when I returned to my office and could only find this reference to a time frame in a previous copy of minutes: “April will be the date of the on site visit from SACs, so that will give him [Dr. Anthony] plenty of time to write the narrative.”)