Librarian/Library Faculty Meeting

Date: March 23, 2015  
Location: Library 116  
Time: 1:30 p.m.

Attendees:
Cataloging Librarian  
Coordinator of Community Outreach  
Assistant Director  
University Archives and Interlibrary Loan Librarian  
Technical Services and Electronic Resources Librarian  
Director

❖ Approval of Meeting Minutes, March 10

❖ Discussion Items:

1. Library Statistical Information – The Serials and Electronic Resources Librarian distributed copies of the completed annual IPEDS and Wintergreen surveys.

2. General Education Committee Report - The Serials and Electronic Resources Librarian discussed committee efforts designed to improve student learning.

3. Assessment Meeting – Meeting participants discussed expectations for the April 3 workshop. The Director will communicate those expectations to the presenter.

4. Vacant Positions – The Director asked the librarians to think about what is needed in terms of qualifications and position duties.

5. Meeting with President McArthur – The Director asked all to attend the upcoming faculty/staff meeting.

6. Campus Events – The Director asked all to pay attention to the excellent campus events offered this Festival year and to attend them when possible.

7. Continuing Education – The librarians will visit Lawton Public Library on April 10. The Director will provide library patron service training on March 24 at 1:30 p.m.

8. Title IX Expectations – The Director reminded everyone to remain familiar with training information.
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- Important Dates:
  - March 25, 2015 – “You Can’t Sit With Us!” – The Inclusive Person’s Guide to Making Fetch Happen with Jordan Scribner, 2:00 p.m., MCC Buddy Green Room
  - March 26, 2015 – Graduation Fair
  - March 26 – 27, 2015 – Transformative Learning Conference at UCO
  - April, 2015 – Invited Speaker (Global Food Security), Dr. Roger Beachy, Founding Director, New World Food Center, University of California – Davis, TBA (School of Science & Technology)
  - March 27, 2015 - Spring General Faculty and Staff Meeting AT 3:30 P.M.
  - March 31, 2015 – Deadline to submit annual evaluation of Director Form A3. Submit completed forms to the office of Academic Affairs.
  - April 8 – 10, 2015 – Leslie Williams Cain – Visiting Artist (Department of Art)
  - April 15, 2015 – Deadline for Dean to return Annual Academic Performance Review with comments to department chair and faculty (Faculty Handbook)
  - May 2 – 8, 2015 – Final Exams
  - May 8, 2015 – Commencement
  - May 11, 2015 – Intersession classes begin
  - May 11 – 12, 2015 – Art and Jazz in the School Garden at Pat Henry Elementary (School of Education & Behavioral Sciences)
  - May 12, 2015 – Final grades posted to AggieAccess by 4:00 p.m.
  - May 12, 2015 – Faculty Offices close at 5:00 p.m.
  - May 29, 2015 – Intersession ends
  - September 17, 2015 – CEP Meeting at UCO. Save the Date!
Date: March 10, 2015  
Time: 1:30 p.m.

Location: Library 116

Attendees:
Cataloging Librarian
Coordinator of Community Outreach
Assistant Director
University Archives and Interlibrary Loan Librarian
Technical Services and Electronic Resources Librarian
Access Services Librarian
Director

Agenda and Notes

- **Discussion Items**

1. **Library Staff Position Descriptions** – The Director thanked those who reviewed the position descriptions for accuracy, and asked everyone to become and remain familiar with them. They are located at W:\Workgrps\library\Job Descriptions & Duties\job desc. She asked that supervisors bring any future needs for change to the Assistant Director’s attention.

2. **Business Continuity Plan Update** – The Assistant Director noted that the Library equipment/computer inventory list has been added to the plan as an attachment. The Director thanked the librarians for participating in the meeting designed to increase familiarity with the plan.

3. **FMLA Training** – The Catalog Librarian, the Access Services Librarian, the Library Assistant for Interlibrary Loan, and the Director attended the FMLA training session. During the session, the Director of Human Resources clearly presented informative explanations of campus policy. The Director encouraged attendance at future training sessions.

4. **Images of Oklahoma Project Update** – At the Director’s suggestion, the Coordinator of Community Outreach applied for participation in the Oklahoma Department of Libraries Images of Oklahoma digital initiative. Project coordinators selected Cameron University Library for participation. The University Archives and Interlibrary Loan Librarian described how Cameron Library is participating in the project.

5. **Visit to OU Library Report** – The University Archives and Interlibrary Loan Librarian reported that he and the Computer and Archives Specialist visited OU library to learn about use of digitization software and hardware.

6. **Library Survey for Faculty** – The survey has been distributed to campus faculty. The Library Associate for Serials is compiling the results.

7. **Director Visits to Deans Chairs** – The Director of Library Services reported that she is visiting with each Dean and Chair. She is providing each Chair with lists of departmental
library resources and new book lists. She thanked the Cataloging and Technical Services and Electronic Resources Librarians for helping to compile the lists.

8. Faculty Senate Report – The Cataloging Librarian reported that the President visited Faculty Senate to discuss budget allocations and hiring and that the Vice President for Academic Affairs visited to discuss the importance of promoting excellent classroom teaching. The Cataloging Librarian said that the formation of a “Going Green Committee” is under discussion and reported on the work of an ad hoc committee interested in facilitating faculty productivity.

9. Oklahoma Council of Academic Library Director’s Meeting Report – The Director participated in the February OCALD meeting. She told the librarians that ODL Executive Director Susan McVey reported on her efforts to try to secure needed funds for state library projects including state-wide database access. She explained that database funds are made possible by Federal grant funds that are dependent upon a certain level of state funding. If state funding is inadequate due to the gas and oil situations, she will try to ask for an exception that would make continued Federal funding possible. Vice Chancellor for Academic Affairs, Dr. Blake Sonobe, reported to the librarians about the higher education funding outlook.

10. Council of Chairs Meeting Report – The Director said that the Vice President for Academic Affairs is focusing the group on the importance of excellent classroom teaching and mechanisms for the evaluation of teaching. The Assistant Director reviewed strategies the Vice President has suggested for the evaluation of teaching. The Assistant Director is reviewing those strategies for incorporation into the librarian evaluation process.

11. Chairs’ Continuing Education Meeting Report – Vice President Vanderslice is conducting a series of continuing education meetings for Council of Chairs’ members. Meeting participants are reading the book, *The Essential Department Chair*, by Jeffrey Buller. Topics include course rotations and scheduling, search and interview processes, coaching to improve performance, fostering a collegial atmosphere and evaluation and assessment. The Director and Assistant Director are finding the sessions to be informative. The Director encouraged the librarians to read the book. A copy is available in the Library’s collection, and she has a copy that she will be happy to lend.

12. Oklahoma Library Association Workshop Report – The Cataloging Librarian reported that the Oklahoma Library Association collection development workshop she helped present was a success. Although the majority of participants were public library librarians, they enjoyed learning about collection development in academic libraries.

13. Military Science Book Donations – The Chair of Military Science is donating books to the Library that his students use. This will improve the Library’s collections and military science student access to the books.
14. Recorded Information Literacy/Library Orientation Project – The Cataloging Librarian reported that she will be recording library information for online students.

15. Community Services – The Director mailed copies of a flyer to each one of the area high school principals detailing CU Library resources and services for high school teachers and students. She circulated a copy of the flyer and thanked the librarians for their work with community patrons. She thanked librarians for publicizing the library in the community.

16. Continuing Assessment Education – Rogers State Library Associate Director Sarah Clark will visit CU on April 2 and 3 to exchange information about assessment practices.