

**UK Libraries Fall Faculty Meeting
Committee Reports 2002-2003
August 25, 2003**

Assessment Committee Report:

<u>Assessment Committee Members, 2002-03:</u>	
Terri Brown Toni Greider Reinette Jones Gail Kennedy Beth Kraemer	Pat Lloyd Mary Molinaro Janet Stith Judy Wiza, chair Ann Doyle, 2003-

The Assessment Committee's major focus for 2002-03 was the UK Libraries Program Review for 1997-2002, which was required by the University Administrative Regulations. Members of SCT selected individuals to serve on the Program Review Coordinating Committee which consisted of the Assessment Committee plus representatives from: Law, Science & Engineering and Special Collections & Archives. The members of the Program Review Coordinating Committee met weekly from August through October to prepare the Self-Study report using assessment data and broad-based staff input collected over the past 5 years. The UK Libraries Self-Study report was submitted to the Provost by the November 15th deadline.

Program Review Coordinating Committee Members:

Terri Brown	Gail Kennedy	Matt Morrison
Toni Greider	Beth Kraemer	Tom Rosko
Maggie Johnson	Pat Lloyd	Janet Stith
Reinette Jones	Mary Molinaro	Judy Wiza, chair

The Program Review required broad-based input from unit employees and as a follow-up to the *Library Employee Survey* for the Program Review, the Assessment Committee offered a series of 3 brown bag open forums to allow the staff an opportunity to discuss issues and ideas generated by the *Library Employee Survey*. The dates and subjects for the open forums were:

July 2, 2002	11:30 am - 1:00 pm, Young Gallery: Communication
July 16, 2002	11:30 am - 1:00 pm, Niles Gallery, Little Library: Service
July 30, 2002	11:30 am - 1:00 pm, Young Gallery: Work environment

Ideas and suggestions offered during the open forums were compiled and used along with the Library Employee Survey data in the Program Review Self Study. The Assessment Committee also compiled a list of actions that had been taken as a result of the suggestions from the open forums and distributed the list to library staff via the ALL-LIB listserv.

A program (Powerpoint) summarizing and reviewing the *2002 UK Libraries LibQUAL+ Survey* results was presented at the "all-library-staff meeting" held in August 2002.

The Assessment Committee also coordinated the Libraries participation in the 2003 ARL LibQUAL+ survey during the spring semester 2003. A random sample of 6,000 faculty and students were invited to complete the survey. The 2003 survey provides data by "library used most frequently". The Committee will be working with the SSTARs Center staff to analyze the library-specific datafiles which are not included in the standard report from ARL. The "comments" for individual libraries have been distributed to the appropriate SCT directors and libraries.

During the spring semester 2003, the Assessment Committee devoted two meetings to brainstorming the future direction of the Assessment Committee now that University re-accreditation and the Program Review Self Study have been completed. With the focus of providing data useful for management and strategic planning, a list of ideas was compiled which will be implemented in 2003-04.

Lastly, from May 12-25, 2003, the Committee conducted a follow-up to the *Library Employee Survey* to collect data to assess the Libraries progress toward the 2002-03 Annual Plan goal for improving internal communication. All library employees were invited (via ALL-LIB email) to respond to the web-based survey and approximately 90 employees responded. Beth Kraemer coordinated the web-based survey and distributed the complete results to the SCT members. Comments from the survey are being analyzed and compiled. The Committee is experimenting with a software program for qualitative textual data analysis for this project.

Respectfully submitted,
Judy Wiza for the Assessment Committee

Electronic Theses and Dissertations update:

- See the ETD website (<http://www.uky.edu/ETD/>) for program description and access to documents.
- There are now 85 ETDs in the database.
- Migration to a new database system is underway. The new system includes an online submission module. We hope to have it ready for a pilot in the fall.
- UK will host ETD2004 June 3-5, 2004. Beth Kraemer is the local conference coordinator. (See <http://www.uky.edu/ETD/ETD2004/>.) Let Beth know if you are interested in participating in conference planning.

Jay Baker
Eric Weig
Roger Hamperian
Matt Harris
Bill Marshall
Mary Molinaro
Becky Ryder
Kate Seago
Stacey Greenwell
Veronica Walker
Beth Kraemer (chair)

Information Literacy Committee

The Information Literacy Committee members for 2002-2003 were:

Jill Buckland
Carla Cantagallo
Benita Clarke
Roxanna Jones
Beth Kraemer
James Manasco
Sandra McAninch (Chair)
Sarah Vaughn
Eric Weig

The Information Literacy Committee for 2002-2003 was charged with:

- 1) teaching another UK101 expanded section (full semester) as a graded course for 3 hours of credit in Fall, 2003 (**Carla Cantagallo will be doing this**)
- 2) developing ideas for alternatives to our UK101 section on library research as ways to deliver information literacy training to a larger number of undergraduates. The following ideas were discussed:

--partner with Teaching and Learning Center to promote library's instructional services

(committee suggests that the reorganization of this unit include an instructional librarian)

--add additional library instruction session to UK 102 (**done**)

--work more closely with Discovery Seminar faculty and Undergraduate Research Program (**done**)

--develop online tutorial for credit and include toolkit for faculty use; some strategies for doing this that were discussed:

a. participate in:

TILT (Texas Information Literacy Tutorial)

< <http://tilt.lib.utsystem.edu/> >

TLT (Teaching, Learning, Technology)

< <http://www.tltgroup.org/TailoredWebsites/InfoLit/BestPractices.htm>

>

SAILS (Standardized Assessment of Information Literacy Skills)

< <http://www.arl.org/arl/pr/SAILSII.html> >, an ARL initiative

(committee agreed that any or all would be good if funding and staff support are provided)

b. link to KyVL's tutorial on our home page

(some committee members suggested that we wait until the current KyVL tutorial is revised)

c. create our own tutorial/toolkit using Blackboard

--require consultation with librarian or drop-in course completion before end of freshman year

--develop an information literacy certification process within the University Studies Program

Our benchmark institutions were surveyed in Spring 2003 to determine what information literacy strategies they were using, and here are the results:

General Synopsis (18 out of 19 reporting):

--all provide the usual course-based instruction and consultations

--all provide web-based resources to assist their users

--five institutions use online tutorials to meet their information literacy needs

--six institutions have tried or are trying to teach formal courses

**at least two institutions do not use library staff to teach their course

**only three are currently teaching such a course (all are for credit)

--seven make no mention of "information literacy" at all; just describe library instruction by library staff

The committee also discussed the following suggestions/issues:

--define what we mean by information literacy and put it on library website

--create a home page for the committee

--explore the possibility of having UK 101 instruction activities be part of a library faculty member's DOE rather than overload **(committee agreed this would be a good idea if funding could still come to library)**

--relationship of our committee to the work the LI group is doing--should we merge?

(came to no consensus on this issue)

Unless we have indicated that decisions were made or tasks were completed, the ideas listed above could be addressed by the 2003-2004 committee if these issues fall within their new charge. The outgoing committee also suggests that there be representatives from both Fine Arts and Sci/Eng/Ag Teams on the new committee.

--Report submitted by Sandra McAninch, Chair, Information Literacy Committee, 2002-2003

Marketing Committee Annual Report 2002/2003

Members: Mary Carr (replaced by Melanie Mauer), Esther Edwards, Mary McLaren (sabbatical), Sherree Osborne, Valerie Perry, Michael Razeeq, Debbie Sharp, Chair

The Marketing Committee met monthly throughout the year to discuss strategies and ideas for implementing a marketing plan for the libraries with little to no budget. The strategies centered on low-cost, in-house development and creation of marketing ideas and materials and the increased presence of library staff in marketing opportunities. Throughout academic year 2002/2003, the Marketing Committee was able to:

- Distribute library pencils through campus book stores and tutoring centers
- Send a welcome-back-to-school letter advertising library services to all faculty
- Develop and roll-out a marketing web site as a way to share ideas and resources within the library system
- Propose a job description for Libraries Development Officer that includes marketing responsibilities
- Obtain a consolidated events and exhibits calendars on the libraries' website
- Send PSA's to WUKY and WRFL for National Library Week
- Create display and coordinate staffing for freshman advising conference
- Publicize ACTS events
- Develop idea for library consultant mentoring program

Organizational Procedures Committee

The Organizational Procedures Committee was charged with:

- Develop a form for the evaluation of Service Center Directors by team members and by faculty and staff outside of the team
 - Asked for faculty input, discussed at faculty meeting and accepted
 - Sent to Dean
- Suggest a procedure for the evaluation of Service Center Directors
 - Sent suggested procedure to Acting Dean and Dean
- Make a proposal towards the definition of the UK Library System's Committee Structure
 - Judy Sackett is going to take to SCT
 - Sent proposal to Acting Dean and Dean
- Bring UK Library Faculty Handbook up-to-date
 - Please find at <http://www.uky.edu/Libraries/fachb.html>, a link for the printable form is available here too
 - This will always be a work in progress
- Update UK Library Faculty Organizational Procedures Handbook
 - A work in progress

Members of the Committee

Rob Aken

Nancy DeMarcus

Lew Bowling

Kerri Scannell

Roger Hamperian

Judy Sackett, ex-officio

Pat Wilson, Chair

Promotion and Tenure Committee

Committee Members: Jill Buckland, Ann Doyle, Tagalie Heister, Jeff Suchanek, Mary McLaren, Chair, Judy Sackett, Ex officio.

Committee Activities:

- Established a calendar of events and procedural deadlines.
- Held meeting for untenured faculty, Nov 19, 2002, to explain the tenure and promotion process and to offer suggestions for building and compiling dossiers.
- Reviewed files of six candidates eligible for promotion. Presented the candidates' files for discussion at tenured faculty meeting. Received, read, and considered written peer letters of recommendation. Submitted Committee letter of recommendation to Acting Dean.
- Reviewed files of nine candidates eligible for contract renewal. Presented the candidates' files for discussion at tenured faculty meeting. Received, read, and considered written peer letters of recommendation. Submitted Committee letter of recommendation to Acting Dean.
- Reviewed file of newly hired Dean of Libraries. Presented the *University Guidelines for Expediting Initial Appointments for Senior Faculty* at tenured faculty meeting. Received, read, and considered written peer letters of recommendation. Submitted Committee letter of recommendation to Acting Dean.
- Revised procedural documents which are posted on the Libraries' web site at: www.uky.edu/Libraries/ptforms.html
- Revised checklists for both Promotion and Contract Renewal dossiers in accordance with revised Administrative Regulation (AR II-1.0-1, Section 1) as directed by the Provost.
- Led a discussion of issues related to promotion and tenure at the full faculty meeting, March 28, 2003. It is recommended that the following topics be included in meetings for untenured faculty: Explanations of tenure, probationary and terminal contracts; information about the University Area Committee; information on the appeals process; include a handout of the University AR flowchart; stress that candidates should submit appropriate letters of commendation to the Dean's Office for inclusion in their personnel files early and often; include only 'significant' materials in dossiers.
 - * Two issues that need clarification are:
 - What is / is not 'Overload'?
 - Must / should teaching evaluations be included in dossiers?
 - * One issue will be referred to the Dean for her consideration:
 - Which of the tenured faculty can / must submit letters of recommendation for eligible candidates?

Report submitted by Mary McLaren, 8/20, 2003

Scholarly Communication Committee

The Scholarly Communication committee worked to organize a symposium for UK faculty, staff and students, which was held on April 7, 2003. The purpose of the event was to educate the campus community about the crisis in scholarly communication, to brainstorm about what we can do at the University of Kentucky to impact this crisis, and to explore the opportunities related to the evolution of scholarly communication. The event was well-attended: Total attendance was 114. Forty-eight of those were non-librarian and 35 were non-UK. We plan to continue to develop additional activities to promote awareness of scholarly communications issues on campus and possibly statewide. Committee membership is being revised, but at the time of the symposium the committee members were:

Ling Hwey Jeng (School of Library and Information Science)
Mary Molinaro
Jennifer Nelson (Graduate Student, Classics/Library Science)
Kandace Rogers
Tom Rosko
Ross Scaife (Associate Professor, Department of Classics)
Stephen Wrinn (Director, University Press of Kentucky)
Bonnie Cox
Beth Kraemer

Symposium co-chairs were Bonnie Cox and Beth Kraemer, but the committee is now being chaired by Mary Molinaro.

Staff Development Committee

Provide training (including student assistants) and financial support for continuing education and team development. Improve job expertise. Emphasize employee enrichment. The Staff Development Committee focuses on continuing education within the library system.

The Charge - The Staff Development Committee is charged with developing, coordinating and delivering Student Assistant Orientation classes to new student assistants at the beginning of the fall and spring semesters. The committee sponsors Staff Appreciation Day during National Library Week. The committee also keeps the UK Libraries staff informed of training opportunities.

The Committee 2002-2003

[Laura Hall](#), Reference and Information Services

[Roger Hamperian](#), Library Reprographics

[Bev Hilton](#), Audio Visual Library

[Judy Sackett](#), Library Administration

[Kate Seago](#), Electronic Resources

[Marsha Seamans](#), Serials Cataloging

[Andy Spears](#), AV Services, Chair

Student Assistant Orientation

Ten sessions of the Student Assistant Orientation were held the week of September 23, 2002.

Ten session of the Student Assistant Orientation program were presented during the week of February 3, 2003. Forty-three students attended the program.

Staff Appreciation Day and National Library Week

The Staff Development Committee coordinated Staff Appreciation Day during National Library Week on Wednesday, April 9 in the William T. Young Library. Refreshments provided by Ovid's were available in the W.T. Young Gallery beginning at 9:00 am. The program started at 9:30 am in the Auditorium and included remarks by Mary Molinaro, and presentation of University service awards and perfect attendance certificates. The perfect attendance certificates were printed by Paul Holbrook, University Press. ACTS presented the Library Leadership Awards.

National Library Week door prizes were awarded through random drawings. Also in celebration of National Library Week the Staff Development Committee provided each library with bookmarks for distribution to patrons and a National Library Week banner was displayed in the Young Library atrium.

Staff Development Committee Web Page

Several committee meetings were devoted to developing a Staff Development Committee web page. The Committee would like to acknowledge the invaluable contribution of Rob Aken in making the web page a reality.

<http://www.uky.edu/Libraries/staffdev.html>

Teleconferences sponsored by the Staff Development Committee

Title: **Incorporating Racial and Cultural Diversity Programs in Libraries**

Date: September 18, 2002

Title: **Safeguarding Our Patron's Privacy: What Every Librarian Needs to Know about the USA Patriot Act & Related Anti-Terrorism Measures**

Date: December 11, 2002

Title: **Reference Services: Virtual, Digital, and In-Library – a New Model for Effective Delivery**

Dates: February 7, 2003

April 11, 2003

The Committee also arranged for videotapes of past "Virtual Reference Teleconferences" to be replayed in the William T. Young Library in March 2003.

Videotapes of all of the teleconferences listed above are available from the William T. Young Library Audio Visual Services.

Space Advisory Council, Etc. (SpACE)

Charge: "To come to grips with how we are going to shelve and house the Libraries' collections."

Members: James Burgett, Barb Hale, Gordon Hogg, Tom Hecker, Mary Vass, Nancy Lewis (Acting Chair after Mar.1), Mary McLaren (Chair) (Sabbatical), Becky Ryder

The group has examined issues of storage, collections and access.

One year ago:

- ✓ Geology moved to join Maps in King Annex
- ✓ International Documents and Research Collections (IDRC) was established.
- ✓ Management of the Storage collection moved to Young Service Center.

In the past year:

- ✓ Reorganization of King Annex was completed
- ✓ IDRC has been fine tuned.
 - League of Nations and Irish University Press material in Highbridge was retrieved, cleaned, catalogued and integrated into the IDRC collection.
 - A reference collection for IDRC was established.
- ✓ A web page for the University of Kentucky Storage Facilities was established to provide information about access to our Storage material.
<http://www.uky.edu/Libraries/storage.html>
- ✓ A Storage policy for procedures to process and transfer material was posted on the Guidelines, policies and procedures web page.
<http://www.uky.edu/Libraries/bp20.html>
- ✓ Two new procedures have been implemented into the Young workflow to continue the transfer of boxed books and JSTOR back files to a storage facility as an ongoing process.
- ✓ Mary McLaren has been on sabbatical from March 1st - Sept 1st gathering information about storage options for the Libraries to consider

VIRTUAL REFERENCE TASK FORCE

BACKGROUND:

Began meeting in May 2002, initially to explore software options available for virtual reference. Second charge from SCT was to investigate and propose methods for implementing a virtual reference service. Approved in March 2003 to initiate subscription to OCLC's QuestionPoint software.

CURRENT STATUS:

- Subscription to QuestionPoint activated in July. Submitted institution profile to OCLC in August.
- Experimenting with software and planning pilot project to prepare for participation in ASERL shared virtual reference service, January 2004 (see attached).
- All participants attended full-day SOLINET training on how to use QuestionPoint in July.
- In addition to Task Force members, currently 27 participants from all Service Centers.

TASK FORCE MEMBERS:

Rob Aken
Carla Cantagallo
Cindy Cline
Frank Davis
Tiana French
Gail Kennedy
Beth Kraemer
Amy Osborne
Meg Shaw
Mary Vass
Kandace Rogers, Chair