

**Library Cluster Minutes**  
**Dale Mabry Campus**  
**January 17, 2003**

Attending: Jacquelyn Cress, Vice Chair; Jeremy Bullian, Alicia Ellison, Wendy Foley, and Vic Harke

Guests: Helen Dayan, Karen Griffin and Pat Manack

Excused: Tammy Schofield, Chair and Jeneice Sorrentino

The meeting was called to order at 1:00 p.m.

The Minutes from the previous two meetings on December 6, 2002 and January 3, 2003 were approved as read.

**Program Review:**

Pat Manack noted that the surveys had been distributed to the Library staff. She will talk with staff by the end of January and will compile their responses in February. Karen Griffin noted that she has sent the Deans copies of the Library faculty report and will be presenting it to the Leadership group.

**Administration of Library Surveys, Timetable – Vic Harke:**

A discussion ensued as to the desired timetable for student and faculty surveys. Alicia Ellison moved and Jeremy Bullian seconded a motion that the surveys would be distributed to faculty and students after spring break (March 10-14). The surveys would be completed by April 17, tabulated and be ready for discussion at the Cluster meeting on April 25. The motion was unanimously approved.

**DLTS Update – Pat Manack:**

Pat Manack reported that Ebsco would send us two reports—a list of all current subscriptions and a second list of those subscriptions that advertise the availability of electronic access in addition to the print title.

**General Education Assessment Subcommittee Update/Cluster Goals and Exam Question – Wendy Foley:**

A discussion followed concerning the Draft Library Cluster Goals and Exam Question. (see attached) The three goals submitted are information literacy goals approved by the Association of College and Research Libraries. They are: (1) The student will be able to access needed information effectively and efficiently. (2) The student will be able to evaluate information and its sources critically. (3) The student will be able to access and use information legally and

ethically. Vic Harke moved and Jeremy Bullian seconded the motion that these goals be adopted as Library Cluster goals that will be submitted to the Assessment Subcommittee.

The draft question was discussed. Several changes were made, however, more review was desired. Wendy Foley will distribute revised copies of the draft question and grading rubric for further Cluster consideration.

### **Administrative Update - Karen Griffin:**

The Board in its January meeting approved the copier contract. It will include photocopier replacement and maintenance agreement for 14-copiers.

Karen reported that no one in administration appeared to be in charge of the ID card machines. In light of the problems the librarians mentioned with the machines, the software and the operations, she will pursue the matter further.

The Acceptable Use of the Internet policy that had been approved by Academic Affairs and by the Deans, with the proviso that it be in effect in the Libraries has not been approved at a higher level. Karen reported that according to Dr. Carley, there can be only one college acceptable use Internet policy, and that is the one that is posted on the HCC website. Vic Harke, Chair of the Academic Affairs Acceptable Use subcommittee, pointed out that the policy on the website is based on the FIRN policy and is more suited to a K-12 institution. Karen noted that Academic Affairs should write a memo to Karen Griffin requesting a formal response to their proposal.

### **Committee Reports:**

#### **Information Literacy Committee**

Jacquelyn Cress reported that the Information Literacy Implementation Plan will be completed in early Spring Term 2003 and reviewed progress to date. Jeremy Bullian will be completing an online Information Literacy workshop for faculty and administrators throughout the State of Florida, in conjunction with the IT3 project. Jacquelyn Cress and Wendy Foley are members of the regional Information Literacy Special Interest Group and Wendy Foley is a member of the Assessment subcommittee. Jacquelyn Cress and Alicia Ellison have both taken the Information Literacy graduate LIS course offered at USF.

#### **Electronic Resources Committee**

Alicia requested that Cluster members review the databases that we own, and put together suggestions for add/drops and requests for trials of new databases by next meeting.

She also requested that a librarian volunteer to help her, Viveca Yoshikawa and Pat Manack in their ongoing work to review and revise statistics collected by the Libraries.

### **Disabilities Policy Committee - Jacquelyn Cress, Jeremy Bullian**

The policy that was e-mailed to Cluster members has now been posted on the Libraries web page. The committee requests that the Cluster have a disability contact person for the libraries. Vic Harke moved and Wendy Foley seconded a motion that Jeremy Bullian become the Cluster Disabilities Contact and that Jacquelyn Cress would be his alternate. The motion was approved unanimously.

### **Academic Affairs – Vic Harke:**

Vic promised to e-mail members with a list of new classes and the names of new dual enrollment locations.

The meeting adjourned at 3:55 P.M.

Respectfully submitted,

Wendy Foley