

**Library Cluster Minutes
Dale Mabry Campus
January 6, 2005**

Attending: Alicia Ellison, Chair; Jeremy Bullian, Jacquelyn Cress, Wendy Foley, Vic Harke, Carlene Reeves, and Jeneice Sorrentino

Visiting: Karen Griffin

The meeting was called to order at 1:15 p.m.

The Minutes were approved as read.

Ask A Librarian Schedule: Alicia Ellison

The Spring 2005 Ask A Librarian Schedule is as follows:

Jan. 13	Jeneice Sorrentino 3-4	Apr 1	Jeremy Bullian 10-12
Jan. 14	Alicia Ellison 10-12	Apr 7	Alicia Ellison 3-4
Jan 20	Carlene Reeves 3-4	Apr 8	Alicia Ellison 10-12
Jan 21	Jeneice Sorrentino 10-12	Apr 14	Jacquelyn Cress 3-4
Jan 27	Jacquelyn Cress 3-4	Apr 15	Vic Harke 10-12
Jan 28	Carlene Reeves 10-12	Apr 21	Vic Harke 3-4
Feb 3	Vic Harke 3-4	Apr 22	Wendy Foley 10-12
Feb 4	Jeremy Bullian 10-12	Apr 28	Jacquelyn Cress 3-4
Feb 10	Jeremy Bullian 3-4	Apr 29	Wendy Foley 10-12
Feb 11	Vic Harke 10-12	May 5	Vic Harke 3-4
Feb 17	Jacquelyn Cress 3-4	May 6	Jacquelyn Cress 10-12
Feb 18	Jeremy Bullian 10-12		
Feb 24	Jeneice Sorrentino 3-4		
Feb 25	Wendy Foley 10-12		
Mar 3	Jeneice Sorrentino 3-4		
Mar 4	Wendy Foley 10-12		
Mar 10	Alicia Ellison 3-4		
Mar 11	Alicia Ellison 10-12		
Mar 24	Jacquelyn Cress 3-4		
Mar 31	Jeneice Sorrentino 3-4		

Statistics Wrap-Up: Jeneice Sorrentino

Jeneice Sorrentino distributed a handout listing the proposed modifications to the "Library Usage Statistics Monthly Reporting Form." Jeneice commented that at the previous Cluster meeting there had been numerous suggestions for changes to be made to this form. The current handout listed all of the proposed changes in red. Jeneice also commented on Section E (Collections) of the form. There had been some discussion concerning removing "Microform added" and "Microform withdrawn" from this section. Jeneice reported that both Viveca Yoshikawa and Pat Manack informed her that they do use the categories and that they both recommended keeping them on the reporting form.

Wendy Foley brought up the issue of the “Learning Lab Patron Count” in Section A. She commented that the Brandon Library has computers in its lab. She questioned if the Brandon Library was unique in this and if so, how the count should be taken to ensure accuracy. Jeneice Sorrentino suggested that this count be subject to campus interpretation, as each campus has a unique Learning Lab set-up.

Vic Harke moved to accept the proposed modifications as they are listed on the “Library Usage Statistics Monthly Reporting Form”.

Wendy Foley seconded the motion.

The motion was unanimously approved.

Policy Review: Alicia Ellison and Karen Griffin

Alicia Ellison shared with the Cluster information included in a memo she had received from Karen Griffin and Brian Mann.

Alicia reported on the following items:

Each Cluster was asked to designate a representative to serve on a Student Learning Outcomes Committee. Jeneice Sorrentino volunteered to serve as the Library Cluster representative.

Dr. Peggy Maki, national consultant on assessment, who has provided workshops in the past at HCC, will be returning to present again later in the spring 2005 term. Information about times and locations is forthcoming.

A draft copy of the faculty credentials manual was included in the Spring Full-Time Faculty In-Service packet for review. Please provide comments to Karen Griffin by the third week of January.

As part of the credentials process, a Faculty Credentials Committee has been formed. Each Cluster has been asked to designate a representative to serve on this committee. Alicia Ellison volunteered to serve as the Library Cluster representative.

Last year, the policy was approved to post all course objectives online using an electronic format. Clusters were asked to review and submit a hard copy of the electronic form. Completion of this form would indicate for the record that course objectives had been reviewed and approved by the Cluster. A spreadsheet indicating the status of the project was to be included in the memo; however Alicia reported that the spreadsheet was not attached to the memo as indicated. Wendy Foley volunteered to check on the status of the LIS courses to make sure that they had all been updated.

Dr. Mary Bendickson, along with the Faculty Development Committee, is organizing a faculty development website that will include a calendar of events. Any Cluster member interested in providing a development presentation or workshop during the fall or spring terms is asked to contact Karen Griffin.

Karen Griffin reported that she and Jeneice Sorrentino have been emailing one another concerning policies and procedures. Karen recommended that the policy and procedure pertaining to “weeding” the library collection be deleted.

DLTS Update: Pat Manack

Due to a scheduling conflict Pat Manack was unable to attend the Cluster meeting.

Committee Reports:

LRC Tech Committee: Wendy Foley

Wendy reported that Carlene Reeves and Pat Manack both volunteered to serve on the LRC Tech Committee. Wendy would like to see one more individual on the committee and asked Cluster members to consider volunteering.

Information Literacy Committee: Jacquelyn Cress

Jacquelyn reported that the Information Literacy had met and suggested that they would like to move forward with customizing TILT (The Texas Information Literacy Tutorial). Each committee member has selected a TILT module and will be reviewing it. The committee will be meeting on Thursday, February 3rd at 2:30 p.m. on the Brandon campus to further discuss the customization. The development of a pre-test to determine information literacy is still in the discussion stage.

Roundtable:

Karen Griffin reminded Cluster members that she needs the physical descriptions of the campus libraries for SACS.

The meeting adjourned at 2:01 p.m.

Respectfully submitted,
Carlene Reeves