

**Library Cluster Minutes
Ybor City Campus
October 15, 2004**

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

Visiting: Karen Griffin and Pat Manack

The meeting was called to order at 1:34 p.m.

The Minutes were approved as corrected.

Immersion '04 Information Literacy Workshop: Jacquelyn Cress

Jacquelyn reported on her experiences at the Immersion '04 Information Literacy workshop that she attended during the summer at the University of Washington in Seattle. The Immersion program had 90 total participants from across the U.S. There were two learning tracks: the Teacher track and the Program track. Jacquelyn provided to the Cluster some copies of materials that she received at the workshop. Alicia Ellison and the rest of the Cluster thanked Jacquelyn for her generosity in sharing what she learned and for providing copies of some of the materials.

Jacquelyn reported that the Immersion '04 program covered a wide of topics such as the following: learning theories, learning styles, instructional effectiveness, assessment, leadership, and changing paradigms from teaching to learning. The Immersion '04 program participants were also given a list of required readings. Jacquelyn shared with the Cluster information for the readings she felt would be of greatest interest to the Cluster members. Jacquelyn recommended the following: "The Phenomenon of Information Literacy" by Christine Bruce, "From Teaching to Learning: A New Paradigm for Undergraduate Education" by R.B. Barr and J. Tagg, and "What makes Great Teachers Great" by Ken Bain.

During the presentation, Karen Griffin suggested to Jacquelyn that her experience at Immersion '04 sounded like an excellent basis for an in-service program, especially the material covered in the learning styles section of the Immersion program.

Policy Review: Karen Griffin

Karen reported that she and Jeneice Sorrentino have been reviewing library policies as part of the policy review process mentioned in the previous Cluster meeting. They discovered that many of the policies and procedures were left from when Derrie Roark was Associate Vice-President for Learning Resources at HCC. Karen also mentioned that Wendy Foley had sent to her a packet of training/informational materials from the Brandon library. Karen felt that putting together a policy/procedure manual incorporating some of the Brandon materials would be a good idea. Vic Harke and Jacquelyn Cress also reported that the Dale Mabry library has a similar informational packet for new employees.

Alicia Ellison brought up the issue of community borrowers. Jeneice mentioned that the community borrower policy was an official policy at one time and that there were even brochures promoting the borrowing policy. She also stated that approximately 2 years ago the Cluster voted to do away with the community borrower policy. Jeneice stated that she would look back through the Cluster meeting minutes to determine when the Cluster voted on the policy and forward that information to Karen Griffin. Jeneice also mentioned that non-HCC patrons needing to use HCC material do have the option of contacting their local public library and requesting items through Interlibrary Loan (ILL). Alicia mentioned that Dr. Carley should be made aware of the ILL option for non-HCC patrons.

Wendy Foley questioned community borrowers using HCC library computers. Karen Griffin stated that she remembered an issue in the past with community borrowers using computers to print and using a large amount of paper. Jeneice Sorrentino stated that the Ybor City library explored the possibility of charging for printing and determined that it was not worth the effort.

Vic Harke brought up the issue of alumni borrowers. Karen Griffin stated that HCC alumni should be allowed to check out materials. Jeneice Sorrentino also mentioned the benefit of checking out materials to retired HCC employees and stated that she thought this benefit was even written into the FUSA faculty contract. Vic Harke reported that he did not remember having voted on the issue of eliminating the community borrower card and felt that eliminating the policy sent a bad message to the community.

Jacquelyn Cress questioned if community borrowers were charged for their cards. Jeneice Sorrentino stated that there was a \$25 annual fee for community borrower cards, but that she had only processed two community borrower cards in her time at HCC.

Pat Manack suggested that the Cluster may have to define what is meant by community. Would community borrowers have to be residents of Hillsborough County? Carlene Reeves reported that the situation that occurred that first raised the issue of community borrowers during a spring 2004 Cluster meeting occurred at the Plant City campus when a non-HCC patron, and resident of Polk County requested a community borrower card to check out CLAST video tapes. The current policy states that not even current HCC students are allowed to check out video tapes.

Alicia Ellison suggested that the community borrower issue be included on the November 19, 2004 Cluster meeting agenda.

DLTS Update: Pat Manack

Pat reported that she still had not received the information from EBSCO regarding periodical cost and is not able to supply the campuses with their 2004/2005 budget information. She will have that information at the November 19, 2004 Cluster meeting.

Pat reported that she attended the Region IV Advisory Board meeting on Monday, October 11, 2004 at South Florida Community College. The big discussion at the meeting was the recent hurricanes. Richard Maddus from CCLA reported that the 1/3 of the faculty at the community college in Pensacola lost their homes and were being sheltered in the college.

Pat reported that before the end of the year, a new version of ALEPH would be released. Following this, version 17 will be released in 2006. Pat reported that she was informed that everyone would need to participate in training for version 17. She also reported that with this version the ILL module should be operational.

Committee Reports:

Database Committee: Alicia Ellison

Alicia reported that Jeremy Bullian sent an email to her in regard to the CINAHL database issue reported at the previous Cluster meeting. In the email Jeremy stated that Lucy Harrison of CCLA was finally able to ascertain that the libraries actually were NOT being billed twice for CINAHL. The problem stemmed from unclear language on ProQuest's invoice. So, the libraries are only getting CINAHAL through EBSCO, and have agreed to continue to do so.

Alicia also brought up the issue of expanding the e-books collection that was mentioned at the previous Cluster meeting. She reported that Jeremy Bullian had been in contact with CCLA about the possibility of merging the netLibrary e-books with ALEPH. He still has not heard back from CCLA. Alicia reported that Region III had also discussed this issue at their meeting. She read from Region III's recent meeting minutes (posted on LINCCForum) that stated that the CCLA staff was working with ExLibris and that they are making excellent progress towards being able to merge the records. Jacquelyn Cress asked if a date for completion had been set. Alicia responded that one had not been set, or at least not indicated in Region III's minutes

Alicia reported on the input given for the Region IV Executive Committee meeting. Susan Anderson stated that the meeting had been cancelled due to the hurricane.

Pat Manack reported on the Department of Education's Products and Services survey. This survey is designed to measure the services provided by CCLA. It is to be sent to library staff, college staff, faculty and students. The questions are currently in a revision process. January 5, 2005 is the target date for the survey. Alicia Ellison questioned why the survey was being conducted. Pat stated that she did not have an answer to Alicia's question. Wendy Foley suggested that it might somehow be related to outcomes.

Pat also reported on the Region IV Users Group meeting. CCLA is coordinating the meeting. The meeting will take place on Friday, October 22, 2004 at Manatee Community College. Librarians and staff will attend. Each region in the state will have a similar meeting. The morning session will be primarily for circulation issues and the afternoon session will be for technical services.

Pat reported that the next CCLA Executive Committee meeting will be held in December with FCLA in St. Augustine. The Advisory Board meets in June in West Palm Beach.

Information Literacy Committee: Jacquelyn Cress and Wendy Foley

Jacquelyn and Wendy reported that they both attended the TBLC Special Interests Group Information Literacy meeting on October 1, 2004. Wendy reported that there was a discussion at that meeting regarding the formation of a sub-committee of USF and community college librarians to develop shared freshmen competencies and basic upper level skills for transfer students. Wendy reported that Ilene Frank and Mark Dibble from USF attended, as well as several individuals from Manatee Community College. Manatee CC is currently going through the SACS review. Wendy suggested that the Library Cluster might be able to gather some helpful information from them concerning the process.

Wendy reported that applications are now being accepted for Immersion '05, scheduled at Eckerd College in St. Petersburg July 29-August 3, 2005. The application deadline is December 6, 2004.

Wendy reported that everyone at the meeting shared information about information literacy assessment. USF Tampa is participating in SAILS a project for the standardized assessment of information literacy skills The URL for the SAILS project is: <<http://sails.lms.kent.edu/index.php>>. This is the third and final year for the grant project. Kent State or ARL may continue the program. The 2004/2005 year has 80 schools participating. SAILS expands the ACRL Information Literacy Skills to 12 skill sets, 30 minute, 45 questions test. USF is going to administer it to their LIS 2205 (3 credit class) in November 2004.

Wendy also reported that the group discussed ways of streamlining the one-shot instruction session. The following were suggested: using re-tests to eliminate some topics, asking for a show of hands for topics and adjusting the presentation accordingly, and providing online tutorials for information a majority of the students already know.

The group also discussed the pros and cons of using Landmark's citation machine which includes MLA and APA. The URL is: <www.landmark-project.com/citation_machine/cm.php>.

Jacquelyn reported that the Cluster's Information Literacy committee is planning on having one or two meetings this year. She mentioned the committee's plan to customize the TILT to meet HCC's needs. Alicia Ellison commented that this was a good idea. Vic Harke questioned where Jacquelyn thought information literacy was going at HCC. He wondered if or when the Cluster would approach Dr. Carley to promote information literacy as an idea for a course. Jacquelyn suggested perhaps conducting some kind of a pilot to gather information to present to Dr. Carley. Vic asked what schools have a good model for HCC to follow. Wendy Foley and Pat Manack replied that St. Petersburg College has an excellent information literacy program. Alicia felt that with HCC being

structured differently from St. Petersburg College that they might prove difficult to follow. Discussion about possibly implementing a more formalized information literacy program followed. Jacquelyn stated that perhaps the Information Literacy committee could meet to brainstorm on an action plan.

Statistics: Jeneice Sorrentino and Karen Griffin

Jeneice presented the Cluster with three recommendations for library usage statistics: 1) that compilation of monthly statistics be resumed at each campus and submitted to Viveca who will compile an annual composite report; 2) that key data elements be extracted from the annual composite report for posting on the HCC Libraries web site (format and content samples were supplied); and 3) that the monthly statistical reporting form be modified at the beginning of FY 2005-2006 in three areas (handout illustrating suggested modifications was supplied). The three suggestions to modify the monthly reporting form are as follows: add "Library Website Usage" as a category 3 under Section A, add an in-house usage count by either expanding the "Reserve Transaction" category or by adding "In-House Usage" under category 4 Section C, and deleting Section 5 E Collections.

Wendy Foley mentioned that the Brandon campus has chosen to eliminate from the form the areas pertaining to slides and cassettes and to include CDs and DVDs.

Carlene Reeves mentioned that she liked the in-house usage statistics idea and felt that it should be in the separate category and not added to the reserve transaction section. Jeneice commented that ALEPH does have the capacity to count in-house usage. Wendy Foley felt that having to count in-house usage might prove to be too difficult at Brandon due to the staff shortage. Vic Harke commented that it could be problematic for Dale Mabry too. He would need to consult with the staff person currently responsible for such tasks and see if it could be implemented. Further discussion ensued. Alicia Ellison suggested that this be put on the agenda for the next Cluster meeting for further discussion.

Alicia then asked if the cluster wanted to vote on the categories, and if so, was there a motion. Vic Harke motioned to accept the proposed categories for the composite report to be posted on the web as listed on the handout provided by Jeneice Sorrentino. Wendy Foley seconded that motion. The motion was unanimously approved.

Pat Manack provided the Cluster with handouts regarding LINCCWeb external database connections. The October 2004 CCLA Administrative Report states that the LINCC Reports Service (LRS) provides staff with access to more than 225 LMS and LINCCWeb statistical reports. Carlene Reeves reported that she had contacted the CCLA helpdesk approximately a month ago with a question regarding circulation reports from January 2004 through May 2004. These reports are not available via the LRS nor are they available through the ALEPH Task Manger. Carlene reported that she had not yet received an answer from CCLA regarding the missing reports. Pat also mentioned that the information provided to her from CCLA regarding usage if the College Source database is different from information provided directly from the vendor regarding usage.

Discussion about possible explanations for the discrepancy ensued.

Roundtable:

Carlene Reeves reported that the Plant City campus library had received a number of qualified applications for the Learning Resource Center technician position. Some interviews have been scheduled for the last week in October. She also reported that she would be doing a short demonstration on the netLibrary e-books database at the Plant City Success Center to better promote this resource to students sometime in November.

Jacquelyn Cress reminded those involved in the “Faculty/Librarian Collaboration for Information Literacy Success” presentation conducted at the Fall Faculty In-Service to be sure and schedule a time with Carl Schweibinz to be videotaped.

Wendy Foley reported on a pamphlet prepared by Financial and Business Services (State of Florida) entitled “Florida Community Colleges & Workforce Education: Resource Allocation Funding Model”. This is an extremely complex formula that comprises the “ideal” funding request submitted to the legislature for community college funding. Several of the pages explain the funding for community college libraries. Wendy offered to distribute copies of this to anyone interested.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,
Carlene Reeves