

Library Cluster Meeting Minutes

September 20, 2002 – 1:30 p.m.
Brandon Campus Library

Attendance: Jeremy Bullian, Wendy Foley, Jeneice Sorrentino, Jacquelyn Cress, and Alicia Ellison. Guests: Celeste Fenton, Viveca Yoshikawa, Karen Griffin, Craig Johnson and Pat Manack.

Excused: Tammy Schofield, Vic Harke

Jacquelyn Cress, Vice Chair, called the meeting to order at 1:35 pm.

The Minutes for the meetings of April 26, 2002 and August 20, 2002 were approved as read.

IT3 and the Information Literacy Initiative—Celeste Fenton

HCC has received a \$1 million grant for faculty development and training in Information Technology. The K-12 program has already begun with the hiring of a curriculum designer and IT instructor. A needs assessment was conducted of community college faculty and resulted in a faculty call for instruction in Microsoft applications AND information literacy. Celeste Fenton noted that she approached the Library Cluster in order to ask assistance in the development of an Information Literacy for Faculty class and assistance in teaching the class once it was designed. Celeste requested an answer by October 4. The members of the Cluster discussed Celeste's request. Members felt that we wanted to assist Celeste, that this was certainly in the Library Cluster's area of expertise, but felt conflicted in that the time period was so short and that many other demands had been made on their time already.

Statistics—Viveca Yoshikawa

Viveca explained that the statistical categories that she keeps for the Cluster may need updating. She passed out copies and asked for input. She particularly recommended that in-house use of materials be added to the counts that we are keeping.

Program Review—Craig Johnson and Karen Griffin

Craig announced that Karen Griffin would replace him as Director of Associates in Arts Program. As such, Karen will be the administrative contact for the Cluster and replace Craig as CCLA contact in the spring semester.

Karen passed out the Library "Program Review and Unit Assessment" Process worksheets and walked the Cluster through the process. This is a time-consuming process beginning in September 2002 and ending June 2003. The Review is designed to identify Program strengths and weaknesses. It calls for recommendation of action plans to address weaknesses. The Review is important for its own sake and also as a part of the SACS review preparation. Karen requested feedback on a) the process and b) the survey questions by Oct. 4. Craig recommended that we incorporate focus groups as part of the process.

District Library Technical Services Update – Pat Manack

The Book Budget will not be reduced by \$53,000 that was the expenditure for the subscription databases and the Interlibrary Loan courier. Unfortunately, it will be reduced by approximately \$5,000 that is an increase in periodical expenditures over the budget amount. (Our periodical budget has been flat for several years, even in the face of continued subscription increases.) Pat will request that EBSCO print out a cumulative, all campus report of subscription titles during January. She will also check to see if EBSCO can give us this report electronically, so that our Library Technicians will not have to do a manual report of titles owned by campus this year.

If you have any selection lists that have not been approved, it is urged that you do so at this time. The funds are available and Acquisitions is waiting for work.

Committee Reports

Disability Policy. Jacquelyn Cress noted that she and Jeremy would continue their work this semester.

Information Literacy. Jacquelyn reported that work continues on the plan and policy, with a draft for Cluster review targeted for the Fall.

Electronic Resources Committee – Alicia is working on discovering what databases we might add (and/or subtract) in FirstSearch. Jeremy noted that this would be in addition to the MLA Bibliographic database that we had already agreed to purchase. Alicia also reported that the current database package included in LINCCWeb/Electronic Resources will continue past December and throughout the 2002/2003 academic year. This is per a commitment letter submitted by Dr. Stephenson to CCLA (thanks to Tammy for investigating this issue).

Capstone Committee

Wendy noted that the Capstone course goals included many mentions of Information Literacy as the Cluster understands it—although not mentioning Information Literacy per se. Jacqueline Cress read the committee's course goals.

Round Table

The two part-time librarians replacing Terri Singer, former Librarian at Dale Mabry are Amy Chapman (Monday to Friday, 8:00-12:00) and Maria Kart (Monday to Wednesday, 4:00 – 8:00 p.m.) The part-time librarian, Jody Ward, works every Saturday.

Academic Affairs

Michael Moats indicates that he would like to be invited to attend a Cluster meeting in order to explain what Academic Affairs is and does. Jacquelyn will ask Tammy to schedule this with Michael Moats. Moats plans to visit every Cluster, if possible.

Brandon successfully presented “Black Knights—the Tuskegee Airmen” to approximately 80 students, faculty and community members on Tues. Sept. 17th. “Black Knights” was a Florida Humanities Council and a Student Government Assoc. sponsored program. Even though it was a narrated slide show, rather than a live performance, it was one of the most highly reviewed programs in the Brandon FHC series.

USA Patriot Act and Libraries – Jeneice asked if anyone was interested and/or able to attend the training on October 2 from 9-12 at Stetson University. Pat Manack offered to ask Craig Johnson if he or Karen Griffin would attend, as the workshop is intended for library administrators.

Grant Workshop – Jeneice Sorrentino and Jeremy Bullian will be attending the weeklong grant workshop at Ybor.

Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Wendy Foley, Secretary