

Library, Media, and Computing Committee (LMAC) Minutes

9/7/2004, Tuesday, 4 p.m.

Misner Room, Library

In attendance: Randy Bentson, Sigrun Bodine, Karen Fischer (ex officio), John Hanson, Rob Hutchinson, Michael Nanfito (ex officio), "Lotus" LoSun Perry, Geoff Proehl, Ron Stone, Matt Warning, Paula Wilson

Geoff Proehl convened the meeting on behalf of Dean Barry. Committee members introduced themselves. The first order of business was the election of a president. After some moments of silence, Matt Warning generously offered to serve in this position and was unanimously elected. By consensus it was decided that the role of secretary would rotate amongst committee members. Geoff Proehl offered to take minutes for the first meeting.

The committee reviewed and approved the minutes from the final spring meeting of LMAC.

There was no outstanding old business on today's agenda.

New business: The first order of new business according to an initial agenda put together by Bill Barry was a review of the committee's role and function as described in the by-laws. Copies of the by-laws were distributed. Randy Benston asked about the relation between LMAC and the Technology Planning Group. John Hanson and others offered clarification, particularly with regards to this committee's focus on the computing needs of the faculty, but the committee concluded that a useful future agenda item would be some further clarification of this and similar committee's role within the university.

Michael Nanfito then presented a list of potential topics that he would like LMAC to consider in the coming months. (See below.) Hanson noted that a potential item for future discussion might be the replacement process for faculty computers. He noted that some universities rather than replacing desk top system made available to faculty members a dollar allowance for computer needs, a process that allows greater flexibility in upgrade and purchasing options.

At this point, it was noted by way of Bill Barry's agenda that the committee would in the near future be asked to comment on a proposal that would allow faculty members who were coming up for a computer upgrade to request a laptop rather than a desk top system.

Karen Fischer next presented the committee members with copies of the Collins Memorial Library Planning Document for 2004-2005. (See below.) She noted that Kent Hooper had suggested last spring that the document might offer more specifics about the libraries goals, which this revision does.

Warning asked Fischer if she could present the committee with a list of agenda items such as Nanfito's. Fischer noted that the final section of the memorandum she had submitted was essentially that. She emphasized, in particular, need for the committee's feedback on budget consideration, as in the ongoing process of determining how much of the budget to commit to the binding of paper journals when they are increasingly available in a digital format. A brief discussion followed on the issues involved in such a decision. Proehl noted that last year's committee had been briefed on this issue. Fischer offered to review, with the help of other members of the library's staff, the journal storage question for the benefit of new and returning committee members.

With a note that the next meeting was scheduled for Tuesday, Sept. 28, the meeting was adjourned.

Respectfully submitted,

Geoff Proehl, Theatre Arts

Note: The next meeting has now been scheduled for Sept. 21, 4 p.m., Misner Room, library.

Proposed OIS topics for discussion by LMAC, 2004-05:

1. Academic technology strategy.
2. Laptops for faculty.
3. Academic software acquisition and funding.
4. Academic Servers (Blackboard, digital assets, streaming media, Projects, etc.).
5. E-texts for students with disabilities.
6. Blackboard/Courseware support and future development.
7. Electronic (Smart) classroom design.
8. Identifying and installing additional Electronic Classrooms.
9. DVD playback in classrooms (continuing implementation as budget allows).
10. DVD playback in classrooms for zones other than US (region 1).
11. Faculty project/programming support: Academic Technology Consultant to Humanities and Social Sciences.
12. Wireless access points: future development and timelines.
13. Remote maintenance/troubleshooting of classroom projection systems.

Collins Memorial Library Planning Document 2004-2005

Mission adopted 4/16/04

Collins Library supports scholarly engagement of the UPS community by providing an array of academic resources and collaborative, innovative services.

We value

- Being open to creative and innovative ways to complement the university's mission.
 - Providing user-centered services in an inviting environment.
 - Exploring appropriate new services and technologies.
 - Engaging in continuous improvement through creativity and innovation.
 - Providing barrier-free access to our physical and virtual resources.
 - Collaborating with faculty and other members of the campus community
 - Maintaining a positive work environment, respectful of individual differences.
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5-Year Vision adopted 4/16/04

Collins Library thrives as an active participant in a progressive academic and technological environment, is recognized for innovation and excellent service, and acts as a catalyst for learning and teaching.

Library Goals Supporting University Strategic Priorities

For each university strategic priority, the library has established its own goal

University Strategic Priority I: Enhance Academic Programs

Library Goal I: Provide a customized approach to services and access, and a collection responsive to the teaching and learning needs of the academic programs

University Strategic Priority II: Enrich Campus Life

Library Goal II

Provide both a physical and virtual place of learning and teaching that is inviting, flexible, interactive and informative.

University Strategic Priority III: Recruit and Retain Increasingly Talented and Diverse Student Body, Faculty and Staff

Library Goal III

Develop partnerships with diversity groups on campus to support programs, services, and collections that honor an increasingly global and multicultural world

University Strategic Priority IV: Improve Campus Facilities and Technology Infrastructure

Library Goal IV

Coordinate with Facilities to maintain the library in the best condition possible. Collaborate with OIS to initiate/implement ideas that anticipate the technological and informational needs of the campus.

University Strategic Priority V: Improve the University's Overall Financial Strength

Library Goal V

Coordinate the efficient use of staff and resources to provide a pleasant atmosphere, positive customer services, and monitor its budget in a cost conscious manner.

University Strategic Priority VI: Build Wider Recognition of Puget Sound's Identity as a National Liberal Arts College.

Library Goal VI

Identify, develop and publicize the accomplishments of Collins Library that contribute to the University of Puget Sound's reputation as a national liberal arts college.

Library Annual Strategic Planning (2004-2005) Approved by Management Team 8/31/04

Crucial this year:

1. Engage faculty in discussions about the library's material budget leading to an examination of the way the budget is allocated
Rationale: The library's budget cannot sustain its current model of growth.
Coordinator: Peggy F (Library Goal I & V)
2. Review and redesign the library's website.
Rationale: We need to establish an on-going program of reexamining and tweaking our website on a biennial basis to insure continuing ease of use
Coordinator: Jeanne (Library Goals I & II.)
3. Purchase and implement Illiad software for interlibrary loan.
Rationale: Illiad will provide more self-service of interlibrary loan, streamline workflow, and provide statistical information. Timing involves spending capital funds by year's end
Coordinator: Cassandra (Library Goal I)
4. Implement Serials Solutions.
Rationale: Implementation of this service will provide users with complete information about electronic holdings and will allow us to redirect staff time.
Coordinator: Peggy F. (Goal II & V)

Should get done this year:

1. Test current assumptions about reference hours by conducting an experiment spring semester to provide librarian-level reference service Sunday through Thursday nights.
Rationale: There is concern that students' research needs are not being met on evenings and weekends.
Coordinator: Donna (Goal I & II)

Would be nice if got done:

1. Examine current instruction practices and develop a long range plan for moving the institution forward with an information literacy program.
Rationale: We need to assess our existing program and develop a systematic approach to equipping our users with the critical skills necessary to become independent lifelong learners.
Coordinator: Peggy B. (Goals I)

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