

## STEERING COMMITTEE

Minutes of the meeting of Sept. 9, 2007

Present: J. Canlas (recorder), M. Case, L. Castillo, R. Daugherty, J. Dorsch, K. Ein, D. Enoch, J. Fiscella, A. Ford, E. Guss, R. Holst, J. Lambrecht (convener), F. Logan, L. Naru, E. Schellhause, C. Scherrer, J. Schuitema, M. Shultz, A. Weller.

Minutes of Aug. 1 meeting approved.

### Google/CIC update

Fiscella appointed as point person.

### WOC Update

Lambrecht summarized events from last meeting. Case contemplating adding a catalog representative to group to assist with structure and hopes to determine necessity of hiring an expert. Committee briefly discussed features of CMS. Case encouraged Committee to examine College of Medicine and Wheaton sites and consider possibilities within new system.

### Strategic Plan

Committee examined brainstorming document from August meeting and discussed each goal, making changes and additions.

#### Goal 1: Primary research collections on Chicago

Weller asked Committee if any knew famous Chicagoans or persons of interest, to advise Special Collections. Fiscella noted that CIC purchased subscription to WordCat analysis tool; Library must decide its worth. Tool allows comparison of holdings with other groups to determine unique items; could potentially assist in digitization, Google project, strategies for strengthening collections. Fiscella invited Committee to let her know if they have an inquiry they'd like to see examined in the database.

#### Goal 2: Virtual presence & access

Committee discussed various departmental efforts in developing online course content. Schellhause reminded Committee to consider "keywords" in these endeavors.

#### Goal 3: Health care excellence

Schellhause summarized efforts at Rockford. Committee briefly discussed.

#### Goal 4: Scholarly communications

Case has submitted proposal for full-time, digital publishing librarian to provost, but no response yet. A task force on dissertations and theses will convene and begin work some time in fall.

#### Goal 5: Physical spaces

Case noted that improvements continue, but advised Committee to step back and consider smaller projects. Architectural firm will create palettes for Daley and LHS, cost analysis complete. After approval, work may begin some time this fall. Next step is to develop a long-term priority list, considering cost. Committee discussed current improvements: second floor, furniture, ITL, Writing Center.

#### Goal 6: Marketing and outreach

As a first step, Case would like “marketing” and “outreach” defined, with clear distinction; asked if a few members could consider this to help clarify direction. Committee briefly discussed necessity for plan and potential short-term initiatives (table tents, bathroom stall advertising) .

#### Goal 7: Recruitment and retention

Case announced that Executive Committee will examine residency program and consider reinstatement; will be a topic of discussion at October faculty meeting. Committee then discussed potential approaches for improved staff development: training DVD library, in-person formats, e-resources tutorial. Case stressed importance of alerting staff to opportunities.

#### Goal 8: Technical and financial resources

Case announced that search committee for development officer has been assembled. Official job description forthcoming. She then described upcoming campus campaign kick-off event Library goal is \$15.5 million; already have \$4 million. Next steps include identifying annual donors and increasing numbers; identifying major givers, then corporation and foundation donors. Continued message to faculty and staff: Any transaction is potentially a development interaction—initial impressions can influence perception of Library.

Canlas will make minor adjustments to document. Committee will continue to discuss responsibility for tasks.

#### Budget Update

Campus has not produced a Library budget. Case assumes it will correspond with projections..

#### Library/IT Assessment Task Force

Lambrecht joins Ed Garay, Sigmund Burdin, Stan Delaney, and a student representative in producing a proposal for \$200 student fee to be submitted to student fees committee by early October, then potentially to BOT by February.

#### Global campus

Case and Scherrer met with Global Campus administrators and UIS representatives to discuss Global’s contract with UIS to provide library services to students. Global seemed open to possibility of allowing students to be passed through UIC proxy server and access UIC library resources since they will be UIC students. If ACCC can do, then will see if Global wants to move forward. UIS intent was to provide Global students access to their

databases, then hook into UIC licenses. UIS plan was to investigate with UIC or UIUC to expand existing licenses to accommodate access from all campuses. Case supports cross-campus licensing, but is not interested in providing increased services to UIS on UIC funds. Meeting discussion did not include reference support, tutorials or financial implications; would need to work out details with Global. In short term, impact on licensing would be minimal, but would need monitoring. Committee continued to discuss some background on development of Global's Nursing program, Global's interests and targeted student population.

#### Adjusted Schedules

Committee reviewed previous discussion on procedure for approval of employee adjusted schedules . Case recalled paperwork need only be submitted to HR if schedule violates union rules. Shultz brought up instance when employee made long-term change to accommodate class schedule. Letter was submitted to HR, not requesting permission, but to inform of change. Case added that Cathy Sauer was going to investigate on campus level to discover what needs to be documented, and asked Committee to further consider issue in case other concerns were missed.