Committee Members
Present: Marlene Porter, chair; Laura Kinner, Valerie Brown, Jolene Miller, Dave Remaklus
Absent: Thomas Atwood, Elaine Reeves

I. Meeting was called to order at 10:00 a.m.

II. Minutes for 16Oct2012 were approved with corrections.

III. Update on Action Items
   a. J. Miller needs to glue the broken one at Mulford back together again – found a second box in the CLRC that could be used
   b. Get a suggestion box for McMaster Library – L. Kinner and M. Porter will discuss
   c. M. Porter and D. Remaklus will meet with Vicki Leidy to talk about developing procedures for these – will be done in January 2013
   d. M. Porter will create the Google form for online submission – to be done
   e. M. Porter will email the Carlson reference librarians for an evaluation plan for the new reference model (data from patrons as well as librarians) – to be done

IV. Survey Updates
      i. Forms have been collected; survey input form has been created with SurveyMonkey; data still needs to be input
      ii. Fall 2012 data will be compared with Spring 2012 data; however, no changes were made from Spring 2012 survey results
   b. Association of Academic Health Sciences Libraries (AAHSL) survey for FY2012 has been completed and submitted; uploaded to LibGuide
      (http://libguides.utoledo.edu/loader.php?type=d&id=607420)
      i. Collecting of HSC interlibrary loan data was discussed; C. Rigda will be asked to perform a Banner data dump into ILLiad; will be done for FY2013 (by July 1, 2013) and patrons will be notified before the change occurs
   c. Academic Library Survey (ALS) is open and M. Porter will begin collecting data in January 2013; survey closes February 25, 2013

V. University Assessment Committee (UAC) update
   a. M. Porter will present the University Libraries Assessment report in January 2013 to the UAC; the presentation will be shared with Library Assessment Committee (LAC) before she presents
   b. It was suggested that M. Porter give a presentation to the Library faculty and staff about assessment (in general and library specific) so M. Porter will set up a time the first week of January 2013 for a presentation to all Library faculty and staff.

VI. Computer/Information Literacy Survey
Library Assessment Committee (LAC)
Minutes
Tuesday, December 18, 2012
10:00 a.m., CL 1009

a. M. King-Blandford request that survey be done
b. M. Porter compiled 10 questions (5 regarding computer literacy and 5 regarding information literacy) (L:\Assessment Committee\Surveys\Computer-InfoLit Fall 2012\Questions\Survey Questions for Seniors and Freshman.pdf)
c. Institutional Research created the survey and emailed it to all UT freshman and all seniors with 90+ hours in engineering and business; email with survey link sent Monday, November 26, 2012 with a reminder email sent to those who did not respond initially on Monday December 3, 2012
d. Closing date of survey was Friday, December 7, 2012; data was emailed to M. Porter who uploaded it to L:\Assessment Committee\Surveys\Computer-InfoLit Fall 2012\Data (Excel and SPSS formats)
e. Data will be analyzed January 2013
f. 1,466 seniors and 3,522 freshmen received emails; 92 seniors and 211 freshmen completed the survey

VII. Open Access Evaluation
a. M. Porter distributed the results of the Open Access Day evaluation
b. Question was raised about policy of LAC always having to approve use of SurveyMonkey; it was decided that LAC Chair would only ask the LAC for approval if the request is questionable.

VIII. New Item
a. Benchmarking with other institutions; M. Porter will talk with M. King-Blandford concerning the criteria UT uses for benchmarking
b. Renovation of Carlson Library second floor – M. Porter will talk with M. King-Blandford concerning the in-house survey results which might influence the renovation

IX. Adjourned at 10:42am

Action Items highlighted in bold red

Respectfully submitted by
Marlene Porter, LAC chair
Tuesday, December 18, 2012