Committee Members Present: Marlene Porter, Laura Kinner, Sheryl Stevens, Misa Mi, Mark Horan, Daniel Feinberg

Additional Faculty Present: Wade Lee, Christine Rigda, Arjun Sabharwal, Lucy Duhon

I.   HLC is now requesting more information.

   A. Faculty development
   B. Scholarly publications
   C. Some information about outreach and service
   D. Some of the information that they want does not pertain to the library faculty.

II. Overall report is needed—data farm would be ideal
   A. ACRL statistics would be final reports
   B. Usage statistics
   C. Data should be able to be received and manipulated by an individual.
   D. Discussion if the information should be proxied or open access.

III. Surveys of:
   A. Academic Reports
   B. Annual Reports need to be done
   C. Self Studies
      • IT will be contacted to receive space on the Q-drive.
      • Data will need to be collected from all resources .
      • The data needs to be centralized. This is part of Laura's workload to pull data which can later be centralized.

IV. Data Collection
   A. This work will be a collaboration of the faculty.
   B. These statistics will fit in with our library's assessment plan and the strategic plan.
   C. We can manipulate data once it is farmed.
   D. The goal right now is to simply gather data to be in house until it is organized and neat.
   E. Some of the data will be only obtainable through proxy.
   F. The ACRL report combines Carlson and Mulford.

V. What do we want to do?
   A. The interface in Microsoft Access, to enter data and get a report.
   B. Purchasing a server to collect data from the library
   C. Or utilize SEQUAL.

VI. Looking forward:
   A. HLC is looking at trends.
   B. What tools should we use to collect this data?
   C. The reports are currently uploaded, not being able to be manipulated.

    D.   There are problems we will face.

- EX: e-journals, if accessed without proxy, we gain no statistics for their usage.

VII.   Starting point:

    A.   Decide what data needs to be collected and compile it on the L: drive

    B.   Look at the updated Strategic Plan.