

Library Assessment Committee (LAC)

Tuesday, June 18, 2012

10:00 a.m., CL 1009

Minutes

Committee Members

Present: Marlene Porter, chair; David Remaklus, Laura Kinner, Jolene Miller, Valerie Brown, Thomas Atwood

Absent: Elaine Reeves

- I. Meeting called to order at 10:02
- II. Minutes from May 15th, 2012 approved.
 - a. All past meeting minutes are posted on the University Libraries Assessment LibGuide.
- III. Survey Monkey Policy
 - a. Jolene updated the policy/procedures document to reflect suggestions offered at the last meeting. The updated document was approved by the committee.
 - b. Marlene will email the document to the Library faculty and staff.
 - c. It was agreed upon to post this document only on the L-drive. Posting to LibGuides would be inappropriate since it is for internal use only.
- IV. Update on Action Items
 - a. Discussed projects vs. action items. Action items are defined as topics requiring action in the short term, many times by the next meeting. Projects may or may not be a requirement, and will generally be longer term in nature.
 - b. Maintaining a listing of projects/action items, along with each of their statuses (date started, date completed, etc.) will be beneficial for the group, not only for tracking progress, but as a record of accomplishments. Marlene will put a spreadsheet together.
 - c. The ACRL benchmarking tool, METRICS, was discussed as a necessary assessment tool. The group discussed the types of universities, and their attributes, which would be proper to benchmark against. For example, it may be best to compare ourselves to other universities with similar enrollment numbers and programs. Specific criteria mentioned as possibilities for comparison included; both a medical and law school, undergraduate enrollment, urban setting, multiple campuses.

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- V. Survey Updates
 - a. University Libraries Survey Update
 - i. Marlene is working on the final survey report but is finding Google Docs to be very unfriendly to work with.

 - ii. It was suggested that it might be easier to re-input the data into Survey Monkey to create the necessary information.

- VI. University Assessment Committee Update
 - a. The Library will be submitting reports on the following three assessments.
 - i. Teaching Assessment – Tom Atwood

 - ii. University Libraries Survey – Marlene Porter

 - iii. Mulford Library Facility Survey – Jolene Miller

 - b. Reports will be due no earlier than September 15th. A due date will be given at the July UAC meeting.

 - c. The next LAC has been scheduled for July 19th at 9:00 a.m., which is the day after the UAC meeting.

- VII. Adjourn
 - a. M. Porter adjourned the meeting at 10:50 a.m.

Minutes submitted by

David Remaklus