

Library Assessment Committee (LAC)

Minutes

Tuesday, December 18, 2012

10:00 a.m., CL 1009

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
  - a. University Libraries 2012
    - 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

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- 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