

Library Assessment Committee (LAC)

Minutes

Tuesday, August 20, 2013

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 18Dec2012 were approved as written.
- 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 – **Done**
 - b. Get a suggestion box for McMaster Library – **Done**
 - c. M. Porter and D. Remaklus will meet with Vicki Leidy to talk about developing procedures for these – **On hold**
 - d. M. Porter will create the Google form for online submission – **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) – **On hold**
 - f. University Libraries 2012
 - i. Forms have been collected; survey input form has been created with SurveyMonkey; **forms given to M. King-Blandford for input; SurveyMonkey form was not used**
 - g. Academic Library Survey (ALS) – **Done**
 - h. 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 – **In progress**
 - i. Benchmarking with other institutions; **M. Porter will talk with M. King-Blandford concerning the criteria UT uses for benchmarking – In progress**
 - j. 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 - **Done**
 - k.
- IV. Survey Updates
 - a. Association of Academic Health Sciences Libraries (AAHSL) survey for FY2012 is open and **M. Porter will be asking for data**
 - b. M. Porter will compile and analyze the Fall 2012 survey once the data is received
- V. University Assessment Committee (UAC) update
 - a. M. Porter explained that the assessment report templates have been updated
 - b. M. Porter announced that she would be holding meetings with several groups of University Library faculty and staff to explain about completing the assessment templates for Student Learning Outcome and Service Outcomes. She will be compiling all the information into 2 reports then completing the Liaison reports which will be sent to the UAC for review

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VI. Adjourned at 10:40am

Action Items highlighted in **bold red**

Respectfully submitted by
Marlene Porter, LAC chair
Monday, September 16, 2013