

Standard Five -- Self Study Committee Library and Information Resources

Agenda

Tuesday, October 28, 2008

Room 1020

4:00 pm

1. Minutes/Introductions

2. Accreditation/Self Study Process (5 minutes)

Purpose – “*appraisal of the institution’s strengths, weaknesses, and achievements relative to each standard.*”

- i. Get to know our institution
- ii. Identify where we excel and where we need improvement
- iii. Plan how we are going to work on improving our shortcomings
- b. Timetable for self study
 - i. Fall 2008 documentation gathering
 - ii. Spring 2009 draft self study

3. Getting to know our Library

- a. Student’s viewpoint (5 minutes)
- b. Librarian’s viewpoint (10 minutes) *Library Functions and Processes (ppt)*
- c. Administrations viewpoint (5 minutes) *Library Annual Report (ppt)*
- d. Website (5 minutes)
- e. Tour (10 minutes)

4. Brainstorming (20 minutes)

- a. Where is the library strong?
- b. Where is the library weak?
- c. How do we know?
- d. What are some strategies to improve?

**Standard Five Self Study Committee
Library and Information Resources
Meeting Minutes
Tuesday, October 28, 2008
4:00 p.m.
Donaldson 1020**

ATTENDEES

Janice Bacino, Mike Cronin, Danny Straw, Marci Watson, Alan Thompson, George Sonnenberg, Dave Kneebone. Excused absent: Suzanne Hunger, Candace Pescosolido.

MINUTES

As this was the first meeting of the subcommittee, there were no minutes to approve.

SELF STUDY

Purpose of the self study was summarized as 1) to identify what we are doing well; 2) to identify what we are not doing well; 3) to propose how we can improve our shortcomings; and 4) to specify a timeframe in which to accomplish this. The overall purpose is to better understand our institution.

INFORMATION ON LIBRARY

Janice presented three items to familiarize the committee with the library. The first was a document on the library from a student's perspective, the second was a PowerPoint of library functions and processes from the librarian's perspective, and the third was a PowerPoint on the library from administration's perspective.

LIBRARY TOUR

The committee members took a brief tour of the library's virtual library (on

the school website) and then a tour of the physical library.

OBSERVATIONS AND SUGGESTIONS

Throughout the presentations and tours, several observations and suggestions were noted by the committee:

- post more information on use of public computers
- make the main entrance more welcoming and inviting
- create a station for accessing the OPAC
- create seating arrangements proximate to electrical plugs for laptops
- create more guides and signs on how to use the library

BRAINSTORMING

The group discussed how to proceed from here. Marci suggested that we examine each of the Standard Five indicators, answering the four questions stated above – “what are we doing well”, etc. for each indicator. By consensus, the group excitedly agreed that a blog would be a fun and dynamic way to carry on this discussion. **ACTION:**
The chair will design a blog for use by the subcommittee and other interested individuals.

MEETING SCHEDULE

The committee's next meeting is TBA.

With no other discussion to come before the group, the meeting was adjourned.