

# ULFO Meeting: 11/8/01

## People in attendance:

Jennifer Hehman; Fran Huehls; Steve Towne; Brenda Burk; Pat McWilliams; Joe Harmon; Dan Schuetz; Bob Hinton; Sally Neal; Karen Janke; Randall Halverson; Bill Orme; Robin Crumrin; Mary Stanley; Jim Baldwin; Kevin Petsche; Kathleen Hanna; Martha McCormick, Chair; Todd Daniels-Howell; David Lewis, Dean; Randi Stocker; Sonja Staum-Kuniej, Secretary

## Agenda Items:

Chair/Facilitator: Martha McCormick

Secretary/Recorder: Sonja Staum-Kuniej

- 1.) Changes/additions to agenda - 2 minutes
- 2.) Critical Announcement - 15 minutes
- 3.) Guest: Susan Slaybaugh - Center for Teaching and Learning - 15 minutes
- 4.) Holiday Party Update (Fran Huehls) - 5 minutes
- 5.) Bylaws Committee Update (Kevin Petsche) - 10 minutes
- 6.) Nominating Committee Update (Joe Harmon) - 10 minutes
- 7.) New Business/Wrap-Up: 3 minutes

Next ULFO meeting: Tues., 4 Dec., 10-11:30 a.m., UL 1116

## I. Changes to the agenda

Martha opened the meeting and asked for changes to the agenda and minutes. No changes to the minutes of October 3, 2001 were offered and they were approved. There was one revision to the agenda. Jim Baldwin was added to the agenda give an update on the Collection Development Group.

## II. Critical Announcements

Librarians introduced themselves to guest speaker Susan Slaybaugh and gave updates. Updates provided by librarians are listed below.

Bob Hinton announced two GPO Access Training sessions to be held Wed Nov 14, 9am-12pm and 1:30pm-4:30 pm. The sessions will

introduce GPO and its components. The databases included are the Federal Register, the US Code, and other Congressional Databases.

Fran Huehls reminded people of the Library Faculty meeting to be held November 14.

Jennifer Hehman announced the Herron Ceramics sale Dec. 7<sup>th</sup> at Herron School of Art.

### III. Guest Speaker

Next Susan Slaybaugh, Office of Professional Development spoke to the group about the role the Center for Teaching and Learning [CTL] plays in supporting instructional efforts on campus. Ms. Slaybaugh serves as a consultant for instructional design at the CTL. In her capacity at CTL she also serves as the liaison to University Library. She spoke about the services and resources available through the center for librarians and faculty. She noted the consulting and networking services that the center provides for faculty and librarians as well as the technology resources and courses on web design. CTL assists with grants as well as to help identify collaborators and networking on campus to build a synergy among academic units. She asked the group for feedback as to how the center might assist librarians in their instructional efforts. She cited some concrete examples of past activities such as assisting with burning CDs, helping with technology, scanning documents, etc. She said she would like to develop activities that build library resources/research into the curriculum that reflect current events. For example, to integrate research into the curriculum that might look at how the World Trade Center might have been designed differently so that it wouldn't have collapsed.

Bill Orme noted a need for expertise on assessment, ie., a. whether what we do works; and, b. if it matters to our constituencies??

Martha suggested that liaisons be in contact with Susan to determine the liaison for their respective schools to enable collaborations between the schools, CTL, and the librarians.

Susan handed out materials describing the goals/function of the Center for teaching and learning.

IV. Holiday Party update

Fran Huehls gave an update on the holiday party. The party will be held December 13<sup>th</sup> from 11:30am-2pm. University Library has donated +/- \$350.00 towards food. She noted that Omar Hackett in Administration is accepting offers for door prizes. There will be a team kick-off event for the party which will involve beanie babies, a target, and the 3<sup>rd</sup> and 4<sup>th</sup> levels. Instead of a white elephant exchange people will be asked to bring a new or slightly used toy to donate to local organization.

V. Bylaws update

Kevin Petsche gave an update on the ULFO bylaws. He noted that the title of the Dean of University Library is not correctly reflected in the ULFO bylaws. The existing title needs to be updated to accurately reflect the appropriate and current title of 'Dean'.

Proposed change:

From:

Article 2, Section B, The [University Librarian, Executive Director of Libraries]....

To:

Article 2, Section B, The [Dean of the IUPUI University Library]....

From:

Article 7, Section E, ...and make recommendations to the [Executive Director of Libraries, IUPUI]....

To:

Article 7, Section E, ...and make recommendations to the [Dean of the IUPUI University Library]....

Kevin asked for discussion/comments from the group. Nothing was offered. Kevin will send out the vote via email [as per Article 9, Section B]. Results will be sent to Sonja to be collected and tallied. Kevin will report results to ULFO.

VI. Nominating committee

Joe Harmon gave an update on behalf of the nominating committee. He announced that the committee needed 2 names to take forward to David Frisby for inclusion on University Faculty Council ballot. Joe asked for names from the group.

Martha M. noted that University Library currently has 2 Librarians serving until June 30<sup>th</sup>, 2003. They are Jim B. and Polly B.

Jennifer H. offered to place her name on the ballot.

Joe H. reminded people that university wide service was a good opportunity to serve for p/t service. He will put out another call for others who might not be at the meeting today. Once the names are determined, a ballot will be forthcoming to ULFO for voting. Then names will go to David F.

VII. Collection Development update

Jim reminded librarians of the critical budget situation and the need to spend monies. He noted that spending for funds is on target. He mentioned that the Collection Development group made up from other teams was working on expanding the approval plan. Some teams are meeting with their faculty to talk about approval plans and why approval plans are useful. This session might lend itself as a good model for other Librarians to follow with their schools

Jennifer H. asked for clarification regarding spending of funds. She asked if the concern was to spend all monies or to encumber?

Jim explained that the concern was to spend the monies and not to carry over cash

David L explained that due to the spending practices to encumber, it appears that there are monies available when this is not the case. The encumbered monies appear as available cash. David L encouraged librarians to spend beyond encumbering the monies.

VIII. New Business/Wrap up:

Fran H. announced a second Holiday event for the 21<sup>st</sup> of Dec. She noted that there would be an opportunity to bring children into the library and have cookies, etc.

Meeting adjourned