

*ULFO Minutes*  
*February 7, 2002*

Chair: Martha McCormick  
Recorder: Robin Crumrin, for Sonja Staum-Kuniej  
Guests: Chip Dye, Renee Jackson, Amy Mayo, Mary Ann Shields

**Members Present:**

Mary Stanley, Kathleen Hanna, Joe Harmon, Polly Boruff-Jones, Pat McWilliams, Fran Huehls, Brenda Burk, David Lewis, Steve Towne, Jim Baldwin, Todd Daniels-Howell, Bob Hinton, Vania Goodwin, May Jafari, Kevin Petsche, Janet Feldmann, Jennifer Hehman

Martha McCormick called the meeting to order and welcomed our guests. The minutes of the last meeting were approved.

*Announcements*

Jennifer Hehman: Indiana Wesleyan Library suffered damage from a recent flood.

Kathleen Hanna: Users of AOL and AT&T have reported problems with remote access to UL electronic resources. DLT is working on the problem and will post an announcement on the LIS.

Bob Hinton: Federal depository changes since 9/11 (blocked websites, etc.) will be discussed at the upcoming depository conference. Please check out Documents Data Miner 2, <http://govdoc.wichita.edu/ddm2/>. The site provides a number of document management services to libraries (GOP MARC records, a virtual catalog, shelflisting services). Contact Bob if any of these services are of interest.

Martha McCormick: Scholastic Book Fair sales currently over \$4,000.

*Presentation:* Mary Ann Shields, UL Development Officer

Fundraising is a byproduct of development. A development officer doesn't actually ask for money. The development officer recruits volunteers and paves the way for volunteers to request money. Rather than having a larger UL development team, ad hoc groups are being formed to support development activities. The UL Advisory Board, a group of volunteers, is reorganizing as a fundraising group. The first meeting of the board is Feb. 12<sup>th</sup>. The board will rename itself, set up rotating leadership and write bylaws. Mary Ann will send out a list of the Advisory Board members.

*Public Systems Update:* Chip Dye, Operations and Renee Jackson, Client Support

Report on decision by the Leadership Team to move public workstations from a locked down environment to an open one. The change will allow users to install their own software or software in the UL collection on public workstations. The change presents support issues for both Operations and Client Support. Opening up the public system

does not guarantee that all software will work. Liaisons were encouraged to communicate to the faculty the need to test software at the library before asking students to use it at UL. Problems with game playing on public workstations are likely to increase. An ad hoc committee will review the current game policy and revise it as needed.

Authentication for Martin University students was raised as a concern now that users must authenticate before accessing UL workstations and online resources. David noted that there are still issues to be worked out for those students. Users with no affiliation to IUPUI, but who qualify for borrowing privileges, may obtain temporary passwords from Access Services.

*Merit rankings and Salary Increases:* David Lewis

Before his report, David announced the UL Gift in Kind policy is being reviewed. David is also part of a Lilly funded group in PALNI studying the collaborative process for academic libraries across the state.

Each librarian will receive three ratings as part of the evaluation process for his/her activities in performance, service and professional development. The primary team leader will give the ratings. The primary team leader should gather information on performance from other team leaders to whom the librarian reports. The three ratings, given on a scale of 1 to 5 (high), will be weighted as follows when calculating raises.

|                   |     |
|-------------------|-----|
| Performance       | 70% |
| Service           | 15% |
| Prof. Development | 15% |

Salary adjustments will come off the top of the total merit raise pool.

*Bill Plater's Technology Initiatives:* David Lewis

A draft of a white paper was distributed at the meeting. The plan is to provide a separate division (incubator environment) to review and develop different approaches to instruction using technology. David will be enthusiastic about providing support for this effort. UL is in good shape in delivering electronic resources, but will need to look at other remote services and delivery of print materials. Client-based team leaders will need to discuss UL involvement in the initiative.

*Electronic Portfolio Update:* Mary Stanley

Mary reported on a presentation given by Sharon Hamilton. The technical research lead for the project is Ali Jafari. Under this plan, every student will develop a portfolio. Librarians are being asked to participate in tying information literacy standards into the principles of undergraduate learning. Competencies will be determined at different levels throughout the student's college career. David is asking that at least 5 to 6 librarians participate in a competency planning session to be held on April 12<sup>th</sup>. Contact Mary if you plan to attend the session.

*E.C. Moore Symposium: Martha McCormick*

The E.C. Moore Symposium is on March 1. Martha is leading a session on how UL can support the principles of undergraduate learning and welcomes any volunteers. UL will pay for whoever wants to attend the symposium. To register, drop by OPD or see the OPD events page at: <http://www.opd.iupui.edu/common/events.asp?unit=OPD>

Edward C. Moore Symposium on Teaching: The Consequences of Teaching/  
Consequential Teaching

Friday 3/1/2002  
8:00 am to 5:00 pm  
University Place Conference Center, Auditorium

*Trustee Teaching Award (formerly TERA): Mary Stanley*

UL may make an award of \$2,500 to one recipient this year. May Jafari received the award last year. Mary needs three people to serve on the committee. Randi Stocker has already volunteered to serve and Mary will act as an ex officio member. Martha will put out a call for volunteers.

*Plagiarism Protection System: David Lewis*

UL is participating in the purchase of Turnitin, <http://turnitin.com/>, a plagiarism protection system. Electronic versions of papers may be submitted to the service. They are then evaluated to see how much, if any, of the paper comes from web sources. Martha reminded the group that Sally Neal is giving a presentation on plagiarism on Feb. 25<sup>th</sup> at the Center for Teaching and Learning.

*Introduction: Bob Hinton*

Bob introduced Amy Mayo. Amy is a SLIS graduate student and is working as an intern with Bob. Her attendance at today's meeting was part of Bob's effort to provide a variety of experiences during her internship.

With no other business to conduct, the meeting was adjourned.