ULFO Meeting: March 6th, 2002

Present: Sally N., Daniel S., Randall H., Joe H., Fran H, Jennifer H, May J, Jim B, Pat M, Martha M, Sonja S, Mary Beth M, Vania, Kevin, Mary S., and Randi S.

Chair, Martha M. called the meeting to order. Next meeting will be May 21st, 2pm-3:30pm in UL 1116. The Annual Election will be on the agenda.

Agenda:

I.   Changes/additions to agenda (2 min.)
        No changes/additions were presented by members.

II.   Critical Announcements (15 min.)
        ☺ Mary Stanley announced that her promotion to full librarian was approved

        Vania explained IUIE and the data storage:
        - Name of mainframe location is "IUIE"
        - IUIE offers excel spreadsheets containing acquisitions data.
        - Vania noted that this was easier to use and download than the current web product.
        - IUIE provides circulation stats and generates reports, new title lists, and such.
        - This is good for generating new title lists for Faculty/schools.
        - Anyone who has a staff account can request access to IUIE
        - Vania offered to provide training on IUIE at a forthcoming ULFO meeting.
        Martha M proposed that this be on the May agenda.

III.   Trustees Teaching Award (5 min.)
        Committee met yesterday and will be reviewing applications. If you want to be considered, you need to provide materials by Monday, March 11th. Mary S. sent guidelines to ULFO. Other committee members include Randi S., May J, and Kathleen H.

IV.   ULFO Research Leave Policy (15 min.)
        Randall explained the criteria for Research Leave
                Issue: broaden the definition of reasons people may apply for leave "language in I A"

                Martha added that this is known as a research leave and that it might be useful to broaden the context for how the leave might be used beyond research to address professional development and/or performance.

Jennifer H noted that the focus, intent of focus, has always been on professional development and not performance.

Jim B. explained that if the activity is related to performance then it's considered administrative and the administration ensures that the resources and time are available to accomplish the task or project.

Martha noted that given the increased focus on instructional programs this leave might be a good way to allow for a mechanism to encourage research and activities regarding the instructional initiative. She suggested that perhaps the language needs to be changed – i.e., removing "acquire skills…performance response."

Vania G expressed concern regarding the use of the leave for creating materials for particular class. She was comfortable with the application on a grander scale integrating research regarding instructional activities and such.

Martha M.noted examples of what a broader larger scale might look like, i.e. how to become involved in capstone sources, or such as the e-portfolio

May J. noted that in such cases she felt this still relates back to performance and should go back to the administrator to give the release time.

Mary Beth suggested that the sentence stop after acquire skills, ie., "To attend a course or program to acquire additional skills"

Jennifer reminded members that this is a peer-review process which is an honor bestowed upon a colleague by their peers

Randall H. will circulate the revised language and Sonja S. will put this out for call for vote.

V. First-Year Experience Seminar Library Learning Outcomes (30 min.)
Survey and interviews regarding the U110 courses showed that the template was taking on too many objectives. Martha asked for feedback from the members regarding what UL would prefer our objectives be for these 110 courses. For example, #5 objective: it is felt that the language just isn't useful and transferable to the audience.

Martha asked that we either form a subcommittee or find a way to have discussion in order to develop meaningful objectives. She noted that the learning outcomes should be measurable, the language simple, and the number of learning objectives reasonable. She suggested that there be a limited

number of objectives that provide a baseline for the U110 courses. The focus should be on more basic services and knowledge base such as distinction between the 'open' and 'closed' web, familiarity with the building, and familiarity with the library catalog.

Vania G. suggested that Martha recruit volunteers to serve on a subcommittee to explore the issues and bring back a suggested template to ULFO for further discussion.

Martha asked for volunteers to work with her to draft a set of objectives. Randi and Fran will work with her. Martha will also post to the ULFO list for more volunteers.

The meeting was adjourned. Next meeting is scheduled for May 21, 2002, 2:00 – 3:30 p.m., UL1116.