

**AMERICAN LIBRARY ASSOCIATION
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COLLEGE LIBRARIES SECTION
EXECUTIVE COMMITTEE MEETING MINUTES**

Annual Meeting

Saturday, June 16, 2001

9:00 a.m. – 11:00 a.m.

Hyatt Regency – Pacific Concourse H

San Francisco, CA

Present:

Mickey Zemon, Chair

Scottie Cochrane, Vice-Chair/Chair-Elect

Mark Cain, Secretary, Incoming Vice-Chair/Chair-Elect

Susan Richards, Member-at-Large

Lis Chabot, Incoming Member-at-Large

Jo-Ann Michalak, Co-chair, Medium Sized Academic Libraries Discussion Group

Charles Getchell, Co-chair, College Libraries Directors Discussion Group

Lewis Miller, Chair, CLIP Notes Committee

Damon Hickey, Chair, Leadership Committee

Catherine Lee, Editor, CLS Newsletter

Melinda Dermody, Chair, Communications Committee

Rita Gulstad, Chair, Continuing Education Committee

Paul Frisch, Member-at-Large

Bill Nelson, Chair, Standards Committee

Tara Fulton, Co-chair College Libraries Directors Discussion Group

Jody Caldwell, Incoming Chair, CLIP Notes

Chris Millson-Martula, Chair, Research for College Librarianship

Marilyn Martin, Incoming Chair, Continuing Education Committee

Welcome and introductions

Adoption of agenda

Agenda was adopted

Approval of minutes of prior meetings (January 13 and January 15, 2001). These minutes had been approved via e-mail, and were re-approved again this morning. /

Chair's report: Mickey Zemon wanted to express her appreciation to John Jaffe, past chair, who could not be here today, for his service over the past three years. She also thanks Lewis Miller, Rita Gulstad and Mark Cain for their service as well.

Mickey asked that everyone show up for the business meeting tomorrow to approve the bylaws.

The Virtual Membership proposal has been approved for CLS by ACRL. We need to have an article in the next newsletter, describing what virtual membership is. We also need to have virtual membership forms on the web site. Melinda Dermody will work with John West, Webmaster for CLS, to modify the application form to allow the option to designate virtual membership.

We need to have job descriptions for virtual members for those committees that will have them. Committees that will have virtual members include CLIP Notes, Research, Program, Communications and Continuing Education. Alice Bahr, incoming Secretary, will have to add information about virtual membership to the next edition of the manual.

We need to modify the job description for the member-at-large position. Paul is asked to develop a timeline for the Friday Night Feast.

The Executive Committee commented on how valuable John West's contributions have been over the years as Webmaster for the section.

Thank you for everyone's assistance in developing the document that shows how CLS activities tie into the ACRL strategic plan. We will do this annually, as a form of annual report.

Sections Council: Althea Jenkins, Executive Director of ACRL, has taken a job at Florida State, so she is stepping down. Mary Ellen Davis is assuming the Executive Director position. Tyrone Cannon and John Popko will be the candidates for President of ACRL.

The committee discussed the ACRL/CLS archives. Evaluation forms, attendance at the Friday Night Feast over the years, any kind of brochures, meeting flyers, minutes, newsletter, annual report, items on the website, manual, and bylaws will be included. The Communications Committee is asked to discuss what form the website should be captured for the archives and when. The College Library Standards as they change over the years should also be included. Mickey will put together a packet of all these things. The archives are housed at the University of Illinois-Urbana/Champaign. We will ask Alice to compile a list of items that will go into the archives and add this list to the manual. It will be the responsibility of the outgoing chair to submit these materials to the archives.

In the June 15 Sections Council meeting, there was talk of using technology to assist the work of the committees and sections.

The Council discussed the Initiative Funding. In the past it has been difficult to get this funding, so they are changing the nature of the initiative funding, and making these funds more accessible.

Council also discussed plans for shortening Midwinter by a day.

1. Chair-Elect's report: Scottie Cochrane

The Committee appointments have been made, however, there are still a few last-minute changes. Scottie will send the complete list of the rosters to today's attendees. Scottie briefly reviewed the chairs of the committees and discussion groups. She will add institution name to individuals listed on the rosters. She will send the names of committee and discussion list chairs to Melinda for posting on the Web site.

The ACRL Charlotte Conference, April 2003: Mickey proposed that we have a CLS social event at the conference. Scottie is co-chairing poster session proposal review with Sue Stroyan, so get your proposals in. The deadline is about a year from now.

Scottie talked about the various awards given by ACRL and sections. She wondered if CLS should have any awards. Damon will have his committee discuss this and bring it back to a future Executive Committee meeting.

Scottie got a letter from Bill Cohen of Haworth Press, which is the publisher of *College and Undergraduate Libraries*. The Press would like to have a more active role in CLS, including sponsoring a reception, free advertising, promotion of the section, etc. The journal will be mounted on the Internet in two months. It will be free for those who have paper subscriptions. The group decided to approach Haworth with a cautious positive response, ask them to come to a meeting at Midwinter, talk about the Friday Night Feast as a possible event to subsidize. Mickey asked Scottie to keep the Executive Committee informed about the progress of discussions. The next step would then be to contact ACRL about their openness to letting us do this.

2. Members-at-Large report: Susan Richards and Paul Frisch

CLS had 47 reservations and 43 attendees at last night's Friday Night Feast. Food was good, and the event was very successful. The group thanked Susan for her efforts. ACRL has now decided to keep only the deposit to the restaurant for their services, rather than a flat 10 percent fee. Meeting the ACRL deadline for having events of this sort arranged is always a challenge. Some of the group discussed adding in a few extra reservations for individuals who did not find out about the event until the last minute but would like to go.

There is a joint proposal from CLS, ULS and CJCLS about the ACRL initiative funds. Such a partnering would make available \$4500, instead of the normal \$1500. The idea is to build upon the "at-your-library" theme, taking the ALA logo and adding a mortarboard to it. It would also include a website, creating a template that individual libraries can use and modify. One would be a generic description about what makes academic libraries different from other libraries. There would also be a place for specific information about your library. A brochure about your library could also be on the site for downloading. A poster is also a possibility. Another meeting will be held on this at Midwinter.

3. Committee reports

a. CLIP Notes: Lewis Miller

Lewis submitted his usual written report. He did draw specific attention to the fact that the Committee has developed a job description for a committee member.

b. Communications: Melinda Dermody

We had two wonderful newsletters this year. John West has been doing a great job. He is proposing ALA host the web site, rather than Austin College. About 1/3 of the ACRL sections are hosted on the ALA website. John has asked that by 2003 or sooner someone else become the new Web editor.

Mickey commented that we might want to make a revision of the website to be more visual, and less text-heavy.

Mickey proposed that a subsequent newsletter piece focus on John West and his important contributions over the years as Webmaster. She also proposed that a certificate of appreciation be prepared and presented to him. Melinda reported that John did a lot of work re-formatting the manual for Web publication. Perhaps in future that kind of work could be performed by another CLS member.

The brochure is now three years old. Scottie will need to request funds next year for revision of the brochure.

c. Conference Program Planning (2001): Marilyn Dunn

It should be a wonderful presentation.

d. Conference Program Planning (2002): Robin Wagner

The committee was meeting at the same time as the Executive Committee.

e. Continuing Education: Rita Gulstad

The committee is considering whether or not to develop a tutorial on applying the new Standards for College Libraries. Right now, the committee will establish a listserv to discuss the standards. We do not have FAQ's on the new standards, but that is a possibility as well. We will do a session at ALA 2002 to "train the trainers," i.e., individuals who could teach workshops on how to apply the standards.

Mickey proposed that the committee investigate using some of the new technologies, like chat, to provide people who can't attend conferences an opportunity to participate virtually in some professional activities.

f. Leadership: Damon Hickey

The committee has not met yet, but has a full agenda for Monday. He will report on Tuesday.

g. Membership: Susan Richards

Membership hasn't met yet either. It will meet on Monday. One activity it has done recently is comparing the CLS membership list and the people who are on the COLLIB-L listserv and the people who attend conference discussion groups. There is not a lot of overlap among the three constituencies. The Committee will be contacting those folks participating in these other venues and seeing about their interest in CLS membership.

We are looking at the ACRL membership surveys. We have the data for our section and four other sections. Unfortunately, it does not appear to be very helpful in helping CLS make decisions.

h. Nominating 2002-2003: Ray English

Scottie reported for Ray. His committee included Paul Frisch, Kate Hickey, and Debbie Malone. They did all their work virtually. The nominees for vice chair/chair elect are Marilyn Dunn and Susan Richards; Kristen Senecal and Chris Millson-Martula are standing for secretary; Melinda Dermody and Rosemary Arneson are running for member-at-large.

i. Research for College Librarianship: Christopher Millson-Martula

We will have a number of new members, because many current members will be completing their terms next summer. Alice Bahr will be passing on the editorship to a successor. We have pretty much completed our first semi-annual update. It went pretty well, except the virtual member didn't work out. We have new titles in addition to those in the first edition. Chris and Alice will be meeting with Hugh to get his perspective on how things have gone. The committee is preparing to track college library participation in ACRL conferences. This is a two part process—tracking those who have been selected to present and also to track the acceptance rate. Chris has contacted Larry to get this information not only for Charlotte but for all subsequent conferences. Larry thinks this may be a major burden, but he will investigate. This data could perhaps profitably be funneled into the Status Taskforce to help them in its work

j. Standards: Bill Nelson

We have had a long and profitable relationship with the Continuing Education Committee. They have not yet met at this conference, but Bill wanted some feedback on an idea. There is a lot of desire for people to get practical information on how to use the standards to apply to an accreditation process or an ongoing evaluation of a library. Mickey had suggested that we needed a cadre of people who could help train people to do this. One possibility would be a pre-conference on applying the standards; another possibility would be a train-the-trainer workshop. Delivering these workshops is not

easy. It was noted that ACRL has chapters in most states. Perhaps the ACRL chapters groups might be willing to support this. This will be brought up at the Chapters Council.

4. Discussion Group reports

- College Library Directors: Tara Fulton and Charles Getchell

The Group will meet tomorrow, 2-4, in the Marriott, Salon I. The Annual conference usually has lower attendance than Midwinter. Tara will report on Tuesday.

a. College Librarians and Staff: Cecilia Knight

There has been very low attendance at meetings of this group. We need to discuss whether or not we want to continue the discussion group in its current form.

b. Medium-Sized Academic Libraries: Jo-Ann Michalak and Daniel Ortiz

This group is meeting on Monday 9:30-1, in the Moscone Center, 307-309. One topic will be on using the Standards.

Susan Richards asked that discussion group facilitators send lists of attendees to the Membership Committee.

5. Information items and announcements

6. Adjournment

The group adjourned at 11:02 a.m.

Respectfully submitted.

Mark Cain

Secretary

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Annual Meeting

Tuesday, June 19, 2001

8:30 a.m. – 11:00 a.m.

Moscone Convention Center – Room 123

San Francisco, CA

Present:

Mickey Zemon, Chair

Scottie Cochrane, Vice-Chair/Chair-Elect

Mark Cain, Secretary, Incoming Vice-Chair/Chair-Elect

Lis Chabot, Incoming Member-at-Large

Jo-Ann Michalak, Co-chair, Medium Sized Academic Libraries Discussion Group

Damon Hickey, Chair, Leadership Committee

Catherine Lee, Editor, CLS Newsletter

Melinda Dermody, Chair, Communications Committee

Bill Nelson, Chair, Standards Committee

Tara Fulton, Co-chair College Libraries Directors Discussion Group

Chris Millson-Martula, Chair, Research for College Librarianship

1. Introductions
2. Adoption of agenda

The agenda was adopted without modification.

3. Committee reports
 - a. CLIP Notes: Lewis Miller

No report. [Secretary's note: Lewis provided a written report at the Saturday meeting.]

- b. Communications: Melinda Dermody

The committee meeting had a light turnout. We had two good newsletters this past year. The committee decided to have a member mark up the newsletter for HTML, so John West wouldn't have to do it. There will not be a registration form for the Friday Night Feast in the newsletter, because it comes out after the deadline for registration. Instead, we will simply promote it through the newsletter. The committee intends to remove some outdated items from the web site, such as the slides from the PowerPoint presentations on applying the new college library standards. We will also be removing old links. Once we've done the weeding, the committee will ask COLLIB-L for new newsletter links. John is asking to be relieved of CLS webmaster duties by 2003. At Midwinter the committee will be reviewing the homepage. We will need a room that has Internet connectivity. (Scottie will see to this.) Mickey suggested that the committee look at some of home pages of some of the other sections. Some are more colorful and attractive than ours.

As an aside, the committee discussed the process of setting up rooms. Melissa Cast will contact Scottie at a certain point in the fall. Scottie will propose meeting times to the current chairs.

The Executive Committee will meet Saturday morning and Monday afternoon at Midwinter.

The Communications Committee will be investigating moving the web site to ACRL server. The committee will bring a motion forward at Midwinter.

The COLLIB-L LISTSERV currently has over 1000 subscribers.

John West will take care of modifying the volunteer form to allow for virtual membership.

The Committee decided to archive selected pages once a year from the web site. This will be done after the end of each annual conference.

While ALA currently doesn't archive electronically, the committee thought this practice should be considered.

c. Conference Program Planning (2001): Marilyn Dunn

Marilyn could not be at the meeting, but Mickey asked for comments about the session. Most were very pleased with the session, but there was general agreement that it was too long.

d. Conference Program Planning (2002): Robin Wagner

Robin could not stay, but Scottie reported for her. Only one other person attended each of the committee meetings. For the ALA Atlanta Conference, we are requesting a two-hour slot, but we are deliberately making the program shorter than that. Speakers will include a line librarian (as opposed to a director), faculty member, and student who will talk about designing and implementing relevant services. We want a program that is shorter, more interactive, and more user related than the 2001 program.

e. Continuing Education: Rita Gulstad

Rita could not attend, but Bill will report about this committee in part when he does his report.

f. Leadership: Damon Hickey

There are three projects in different stages of development. One is an article that would go to a non-library publication, such as the *Chronicle of Higher Education* and *Change*, on successful recruiting of the library director; Rick AmRhein is coordinating this project. Next, on Scottie's theme, will be a series of

articles on "the extraverted library/librarian," that might show in *Library Trends* or *CLIP Notes*. The third item was brainstorming ideas for Mark's year as chair. He would like for the theme of his year to be recruiting for the profession: This would include how people are doing this well now. We might also see about producing a 10-15 minute video on librarianship as a profession; the video could be housed in college libraries and in college career centers. A session on recruiting might be the program topic. It was noted that Carolyn Sheehy just did a session on recruitment, but the session for summer 2003 might have a different slant.

g. Membership: Susan Richards

Susan could not attend, so Catherine reported for her. The committee will be working on the CLS brochure in collaboration with the Communications Committee. Scottie needs to let Melissa Cast know by December 1 that we need funds for FY 2003 to update the brochure. The Friday Night Feast continues to be successful. A volunteer from the University of West Georgia and Ginny Moreland from Agnes Scott will help us identify possible restaurants for the feast. Susan worked with the COLLIB-L list and cross-checked it against the CLS list; we were surprised to find that 625 people on COLLIB-L are not CLS members. This is a wonderful tool for recruitment. We will target them individually via e-mail. We will tell them the benefits of membership and ask them why they are not members. Are they support staff, students, ala staff members, etc? We have not done the cross-checking yet with the discussion group meetings, but we hope to do the same sort of thing. These individuals will be contacted via letter instead of e-mail.

We also talked about other uses for the brochure once revised. We intend to have it sent to the state and regional ACRL chapters. We will also get a list of contacts in the chapters and contact them so they will be more familiar with the section.

We expressed some concern about how we cannot get an electronic version of member information from ACRL. We get printed mailing lists.

Scottie gave Catherine labels of people who have dropped from the section. Catherine will give them to Susan, and the Membership Committee will contact these individuals.

h. Nominating 2002-2003: Ray English

Report was made at Saturday's meeting.

i. Research for College Librarianship: Christopher Millson-Martula

Concerning librarian participation in the ACRL conferences, the committee feels we need to reflect both submission rate and acceptance rate. We want a check-off box that would capture section name the type of academic library on the

submission form so we can do this analysis. Related to that, the committee brought forward a motion,

That ACRL consider standardizing its responsibilities and procedures for the submission and acceptance of contributed papers and other presentations at all ACRL national conferences.

We want this standardized so that the process is consistent and so that there is equal opportunity for all.

The Executive Committee endorsed this. Scottie will take this forward to the ACRL Executive Board at Midwinter.

In addition, we are going to attempt a survey of publishing and presenting opportunities in each state, and we hope to involve some other committee members in this. This would be geared to people who might not have financial or other ability to participate nationally, but who would be active at the state level.

Mickey asked if the committee had plans for virtual membership. This hasn't been done yet. They would have to poll the membership of the committee. It was pointed out that this was the committee that did not have a good experience with virtual membership.

CLIP and Communications committees currently have virtual members. We want to encourage more virtual members, so if you see opportunities for virtual committee participation in your committees, please consider it.

Melinda asked for an electronic copy of the guidelines for virtual membership. If they are not already posted on the web site, Mickey will forward them to Melinda for posting.

Imprint: the database continues to grow. We have 129 titles listed in the second electronic version; 13 new titles have been added since January. There were 86 in the print edition. The database will migrate to an ACRL server sometime this summer. While the print version sold well [about 800 copies], the sales figures for the electronic version are unsatisfactory. Hugh Thompson will try to include it in the ALA approval plan and target library schools. In addition, he plans to do some marketing abroad and work with state libraries and state library associations. We have identified an editor, Ravil Veli from SUNY Plattsburg, to replace Alice Bahr.

j. Standards: Bill Nelson

The Standards and Continuing Education committees continue to work together on a number of projects, so he is reporting for both committees. The Standards Committee was considering a possible name change to Standards and Accreditation, to match the ACRL counterpart committee. However, the ACRL

committee is rethinking its own role, so the idea of a name change is being tabled for now.

The standards and their promulgation: this is where the collaboration with the Continuing Education Committee naturally fits. There were several proposals discussed electronically by the two committees. A number of ideas came from these discussions. The ones endorsed by the Executive Committee were:

- i. There would be a discussion group at New Orleans on issues related to the standards and a fairly wide-ranging discussion that likely would attract others to CLS. Lis Chabot would organize this and be facilitator.
 - ii. ACRL is going to publish the workbook for the workshop on academic library standards. This should be available by Midwinter.
 - iii. There should be a pre-conference workshop in Atlanta. Bill will fill out the form and send it to Scottie, who will submit it on behalf of the section. We will try to give preference to college librarians, rather than university librarians.

This kind of training may need to be institutionalized, because there will be a constant need for this, in light of ongoing accreditation efforts across the country by individual colleges. We need to work with the regional bodies to help us with this effort. It may be that what we need is to make a standing pre-conference at every annual conference.

One suggestion was that ACRL might have a consultant position to do this on a full-time basis. It could be a revenue making opportunity for the division or section.

4. Discussion Group reports
 - . College Library Directors: Tara Fulton and Charles Getchell

Thirty people attended. We advertised on COLLIB-L, on the new directors list, and on a California academic libraries list. We may have picked up one person from the California list, but most of the people there were regulars.

- a. College Librarians and Staff: Cecilia Knight

Cecilia was unable to attend the meeting. The Executive Committee expressed concern about the viability of this group. Sometimes it hasn't met at all, and when it has met there were few attendees. The Executive Committee will put the possible dissolution of this discussion group on the agenda for Midwinter.

- b. Medium-Sized Academic Libraries: Jo-Ann Michalak and Daniel Ortiz

Over 50 individuals attended. The main topic was using the new ACRL standards as assessment tools. The conveners of the group are now looking for the next great topic, to be discussed at Midwinter. They will use COLLIB-L to generate ideas.

5. Liaison reports

- . ACRL Board Liaison: Lois Cherepon

No report

- a. ACRL Standards and Accreditation: Bill Nelson

See 3.j., above.

- b. ACRL Membership: Catherine Lee

The ACRL Membership group is continuing to look for members for the new mentor program. Currently there are eight unmatched mentees. Incoming ACRL Vice President/President Elect Helen Spalding proposes ACRL membership should be given to SPECTRUM scholars. They're already getting ALA membership. She wondered if we could give them CLS membership as well. We will discuss this more at another meeting.

John Popko was at the ACRL Membership meeting. He proposed affiliate memberships in ACRL for RUSA, LAMA, and LITA members. These would be partial membership for partial membership dues. It's an idea they will pursue.

- c. ACRL Research: Christopher Millson-Martula

No report

- d. ACRL Government Relations: Paul Frisch

No report

- e. University Library Section: Jo-Ann Michalak and Daniel Ortiz

Susan Cirillo had to drop out as co-chair, due to responsibilities at her home institution. Dan Ortiz and Jo-Ann are supposed to serve this liaison role, but there are always scheduling conflicts, so they are not able to do this well. Dan is not at this ALA conference due to sickness, but he plans to be at Midwinter.

Scottie wondered if we could expand the idea of virtual membership to a "virtual liaisonship." In other words, liaisons would watch the LISTSERVS of the bodies to which they are liaisons, read the meeting minutes rather than attending the meetings of the other sections, etc. This was readily agreed to.

6. Old business

Contact by *College and Undergraduate Libraries*. Before we make an overture, we need to make sure ACRL is informed and behind us on this. Scottie will follow up with ACRL.

Melinda reported on the joint initiative funding project with the three academic sections: representatives from the three met on Sunday. She will send us the electronic format of a web site for our comments. She needs comments back before Midwinter. Also look at the "at your library" logo on the CJCLS web site. The poster component to

the program would be like the ALA "Read" poster, but it would be a "research" poster. Melinda will send a copy of the document describing this initiative, along with the CJCLS URL.

It was suggested that it would be good to have a guidebook or plan on how to implement all these ideas at an individual library.

Most of the ideas would not need funding, so everyone should be thinking of how CLS could use some of the initiative funds to help along this project.

7. New business

No new business

8. Information items and announcements

None

9. Adjournment

Committee adjourned at 10:30.

Respectfully submitted,

Mark Cain