ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

COMMUNITY AND JUNIOR COLLEGE LIBRARIES SECTION

ALA Annual Conference – Atlanta

Executive Committee Meeting II

Tuesday – June 18th, 2002

Marriott – London Room

8:30 am – 11:00 am

2nd DRAFT - July 19, 2002

ATTENDANCE: David Voros, Section Chair; Barbara Alper, Bibliographic Instruction Chair; Imogene I. Book, Archivist; Rita W. Jones, Guest; Susan Maltese, Newsletter Editor; Carolyn F. Norman, Research & Publications Chair; Bob Rose, ACRL Board Liaison; Cary Sowell, Standards Committee Chair; Cynthia Steinhoff, Chair-Elect; Linda Winters, Webmaster & Technology Chair; Marianne Rough, Secretary & Vice-Chair Elect.

CALL TO ORDER: The meeting was called to order at 8:30 am by Cynthia Steinhoff, Vice-Chair, in the absence of the Chair.

APPROVAL OF AGENDA: The agenda was approved with changes to include the agenda items not completed in the CJCLS Executive Committee Meeting I.

Unfinished Business:

> **Standards Committee:** Carrie Sowell posed the question: Do Community College Libraries need separate standards? The Executive Committee suggested the possibility of "post-secondary standards". Mary Carr and Carrie Sowell continued to report that ACRL has appointed a Standards Task Force to be chaired by Barton Lessin. Mary Carr and Cary Sowell will be on this task force. One outcomes-measures standards for all 3 types of academic libraries is being considered by this task force. Our standards now stand as they are, until ACRL has completed its standards. In the next 6 months the CJCLS Standards Committee will look at ways to update the quantitative standards that appear in the current Community, Junior, and Technical College Standards.
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> **Nominating Committee:** This committee is just starting their work.
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> **Membership Committee:** No report.

Research & Publications Committee: The committee is discussing the possibility of updating <u>Books for Community College Libraries</u> primarily for Vocational Materials. The committee analyzed the responses for a survey conducted on the list by Chair Lisa Beinhoff. The committee grouped the responses into three categories:

Publication format logistics.

Collection development group and

A question for Hugh regarding cost.

The committee agreed that content and persons to develop and coordinate the content needed to be put in place before the logistics and format of a publication could be discussed. The need for vocational, technical information resources was seen as essential by section membership.

Based on this information a tentative workplan which identified content, methods for content development and soliciting involvement of others were identified. It was agreed that the publication should be a discipline specific list, which focuses on the following types of programs:

External Certifications (nursing, paralegal, aviation, music, etc.).

Certificate programs, and

Associate of Arts Degree.

The following process was discussed:

The College Blue Book or Peterson's Guide among others could be used to identify the disciplines and institutions offering these programs.

An interim step to a publication would be to place a link on the CJCLS web site to the OPAC's of colleges that offer these programs.

Additionally a letter could be drafted and sent to the directors of these institutions to solicit the involvement of their institutions in this project.

From the campuses electing to participate, a meeting would be convened to explain the project, respond to questions and to identify co-leaders to coordinate the work for each discipline identified. Reviewers would be self identified or

recommended. These persons would be known as the Collection Development Group.

The committee's meeting included a brainstorming session which included the following topics:

Providing a tool for collection development.

Facilitating publication of articles in the community college literature

Working with ARL to dovetail on their Spec sheets.

Developing abstracts of Doctoral dissertations or Masters thesis.

The committee believes that there is a need to increase the visibility of what community college libraries and learning resources programs are doing.

A second project identified by the membership that will be the focus of the committee will be English as A Second Language. Two persons have identified and will be contacted regarding this multi phase project. Two complimentary ESL programs were discussed and contact persons identified. One is a migrant workers program developed by South Florida and the other ESL Collection Development Resources appropriate for diverse levels and audiences.

The committee will also work to revise the information on the CJCLS Web page and obtain a sales history for each monograph. The Executive Committee asked if the books to be listed in Books for Community College Libraries would be graded as per level. The committee responded that this question would be passed to the content developers, and or stated criteria for the publication, when we reach that stage.

The ACRL Board encourages more community college librarians to write for publication. Paul Dumont will be on the editorial board. We need to understand how to re-write final reports, grant applications etc. for publications.

The Research and Publications Committee merged into a joint meeting the Library Resources Review committee and the Technology committee. The meeting focused on overlapping activities and the respective roles of each committee in the development on the Books for Community College Libraries Project.

The Board stated that a potential problem is that materials go out of print and get out of date so quickly and so fast that a print version will be out-dated too quickly. "Women's Studies" a project out of Wisconsin may be an example of an ongoing timely publication for the Books for Community College Libraries. It may be best to break down the publications into subject areas.

New Business: There was no new business, but a discussion took place as to what software we might use to communicate. Linda Winters will look into this.

Reports of Standing Committees:

Awards Committee:

Paula Herr will be the new Chair. She was just married and is at Palenet.

Bibliographic Instruction Committee:

Barbara Alper reported that the committee is continuing to review Bibliographic Instruction Websites. The committee is working on a proposal to change its name and charge. Many are working on tutorials - Imogene Zachery has almost finished a grant-funded tutorial, Troy Swanson will be using Lotus Screen Cam to revise a tutorial in collaboration with an English faculty member. Smiti Gandhi has been teaching 2 & 3 credit Bibliographic Instruction courses. The committee is working on finding Information Literacy Websites and asked if they can have their own listserv. The CJCLS Executive Committee will check, but does not think so.

Conference Program Planning Committee:

Toronto 2003:

> Cynthia Steinhoff reported that the theme of this program will be "Assessing Library Services". Kathy O'Gorman will talk on the use of LibQual. She will be able to present 2-3 years of results. We want to include Bibliographic Instruction. The Executive Committee suggested Deb Gilcrest of Richmond Community College, as a speaker. Also Julie Todaro would be a good speaker on Bibliographic Instruction. Another suggestion was to have a College President speak. Discussion included the possibility of co-sponsorship of the Canadian Library Association or just finding a Canadian librarian to talk on assessment. We also want a tour at a Canadian Library, but have not yet located a Community College Library. We want to arrange a dinner both in Toronto and Philadelphia.
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> The tour, yesterday of the new library at Georgia Perimeter College in Dunwoody was just wonderful! If we could find something specialized, (like a new building); this would be good. Busses are a problem. We need to try to avoid getting a bus, because it is very complicated. Maybe we could

arrange to have public transportation available. We need to advertise our tours. They can be for others, (besides CJCLS people), as well. Our tour was the only one that went besides the walking tour. Arrangements must be done well in advance so that they can be advertised by ACRL. We also need to plan an Orlando tour, as well. The Executive Committee asked if the Canadian Group has a list-serv. Cynthia will find out so that we can communicate ahead of time. Their web-page is very basic. They are a small group.

Library Technical Assistant Education Committee: No report.

Planning and Procedures Committee: Reported at the previous board meeting.

Technology Committee: Linda Winters reported that the committee is looking at adding a variety of useful links to the Technology Committee web page. These include links to vocational collections, community college library web pages and to evaluation sites for products and innovative products of interest to community college libraries. The committee also talked about what direction they wanted to go and are looking at new and innovative software.

Web page: Linda Winters reported that web pages were put up for CJCLS schedules at Midwinter and for the Annual Conference. The Bibliographic Instruction Committee forwarded 2 new items, the LOEX link and a review. Linda has had some problems with being able to open submitted materials due to additional virus precautions at Glendale Instructional Technology Services. Rich text format seems to work best.

The web site continues to be used. There were 7,796 page views between July 1, 2001 and June 11, 2002. The home page had the most views, 2,632. Communications was next with 630, Reviews of Web Tutorials had 324, Section Leadership had 207, the Volunteer form 209, and Technology Committee 201. The New Orleans and Atlanta Meeting schedules were 145 and 91 respectively.

The report of top search engines and phrases shows interesting things. There were a number of searches by name for members of the executive committee as "community", "junior", "college", etc. This information comes from our WebTrends log analyzer report.

We Need a link to the Canadian Library Association. Also we will update the list of Committee Members.

Announcements:

Rita Jones went to her first ACRL Board meetings. She reported that the intensity of Board and Board related meetings make it difficult for Board Members to continue to work with their affinity groups. She would like more time to spend with us. She would also like to have all ACRL meetings in the same hotel.

Carolyn Norman reported that the Academic Library Survey (ALS) administered by the U.S. Census Department for the National Center for Education Statistics (NCES) will begin data collection in October of this year. This survey was formerly associated with the Integrated Postsecondary Education Data Survey (IPEDS). Letters will be sent to the College Presidents and Library Directors in August. Susan Anderson and Carolyn are the community college representatives on the ALS/NCES Advisory Committee. NCES is the primary federal entity for collecting and analyzing data that are related to education in the United States and other nations.

An Academic Library Peer Comparison Tool has been developed by NCES based on 1998 survey data. This tool allows users to get information on a particular library, or to customize a peer group by selecting the key variables that are used to define it. I will request that the CJCLS web page provide a link to the NCES web site.

http://www.nces.ed.gov/surveys/libraries/academicpeer/

The 2000 data is scheduled to be added this summer.

Norman reported that at this time, academic libraries would continue to receive both the ALS and ACRL surveys. NCES has a continuous run of library data since 1989. Each survey although similar in scope has a different perspective and criteria for acceptance. NCES needs a minimum of 75% return rate or the survey will be disregarded and the information not made public. ACRL does not have a cutoff at this point nor do they have a data verification or imputation process. The ACRL survey will have a supplemental this year on Information Competency. We need to look at this. It should go into our college strategic plans. IPEDS also has to be done. There are many surveys to be done. It was agreed that all are important.

David Voros reported on ACRL @ your library. He indicated that we need to think from a Community College Perspective. Community College Directors are to be interviewed. A ninety-minute interview will be conducted by an outside agency. This will be done in the summer, (June-July). The product will be a marketing tool. ACRL needs the names of Community College Directors.

David thanked the group for its hard work.

A vote of thanks was given for David's work. He will be the Nominating Committee and needs suggestions for nominees.

Adjournment: At 10:08 a motion was made to adjourn and seconded.

Respectfully submitted,

Marianne C. Rough

CJCLS Secretary