

Draft Minutes

**Review & Planning Committee
Anthropology and Sociology Section (ANSS),
Association of College & Research Libraries, American Library Association
Midwinter Meeting, Dallas 2012
Monday, January 23, 2011, 8:00-10:00AM, Sheraton Majestic 10**

In Attendance: Jennifer Nason Davis (Committee Chair/ANSS Past Chair); Terry Epperson (Member/ANSS Chair); Jennifer Darragh (Member/ANSS Vice Chair); Wayne Kotter (Member); Erin Gratz (Member/ANSS Secretary)

- 1) **Approve agenda:** No addition or changes.
- 2) **Approved minutes from Annual 2011 R & P meeting:** Approved without changes.
- 3) **ACRL Leadership issues:** Nothing to worry about at this point, but need to stay diligent of paying attention to the discussions and actions of the Communities of Practice Review Committee.
- 4) **ANSS Liaisons applications & Liaison Committee:** The committee was set up at 2011 Annual. To get liaisons into place ANSS needs to develop selection criteria that will be submitted to the ACRL Liaison Board. Currently, there is a Google Group "ANSS Liaisons" that has previous liaison application documents (e.g. past liaisons applications, grant funding request, etc.), Jennifer will remove any personal information in the documents and add the members of the Liaison Committee to the group. Discussion on what the application criteria, whether it should be as exhaustive as ACRL's application, and the division of labor between the Review & Planning Committee and the Liaison Committee.

Discussion on funding for the liaisons. ANSS cannot guarantee funding for liaisons, if this is the case should the application be so extensive? For funding through ACRL, liaisons will need to give a project proposal and a follow-up report, and follow guidelines for reimbursement.

The ANSS Liaison Chair cannot be a liaison. There are currently 4 people on the committee (2 co-chairs and 2 members). Suggestion made to send out a listing of all present Liaison Committee members to ANSS-L.

Guidelines for the Liaison application and funding request should be available on ANSSWeb. Guidelines discussed include:

- Simple application form including: name; position; indication of memberships in professional organizations; statement of interest; list of previous involvement within each organization.
- Membership in ACRL, ANSS and the organization in which the applicants wants to be liaison to (this does not need to necessarily be AAA or ASA, but any relevant professional organization)
- Needs to be clear that funding is not guaranteed through ANSS
- 2 year position.
- ANSS will support no more than 3 liaisons at a time, and only 1 liaison to an organization at a time.

- Appointments should be staggered (1 liaison appointed each year) so they can mentor one another.
- Selection should be based on membership in all of the required organizations; strength of involvement in ANSS;

Discussion of timeline:

- Solicit applicants immediately.
- Applicants need to submit application to ANSS by April 1, 2012
- Applicants need to submit request for funding to ACRL by June 1, 2012
- Term begins in September 2012.

The ANSS Liaison committee will solicit applicants, screen, and pass a recommendation to the ANSS Executive Committee. The ANSS Liaison Committee will come up with the criteria for the application, and will place form (perhaps a Google form) on ANSSWeb. There was a suggestion to create a draft form and have Liaison Committee look at it for approval.

Discussion on whether the liaisons should be added to the volunteer form, it was overwhelming decided that it should be kept as a separate process.

5) **Membership Survey follow-up:** Jen Darragh stated that the survey was discussed in the Membership Committee meeting. The next survey will be conducted two years from the last survey. It is important to show that we announce that we are following up on the issues, for example announce the virtual meeting planned prior to Annual; continue to run articles stating how we are addressing the issues; etc.). In the Fall 2011 Currents, there is an article written by Jen addressing the results.

Terry mentioned that there is an ALA/ACRL document regarding virtual/hybrid meetings that should be linked on ANSSWeb. This will help keep the meetings open and providing information on how to join any virtual meeting. Suggestion to create an Ad Hoc Taskforce to explore best practices and standards for virtual and hybrid meetings; the ACRL guidelines could be used as a starting point and provide support to committees who want to have these meetings.

Discussion on purging people on the volunteering lists from past years. Volunteers tend to select some committees more than others; one of the thinnest for volunteers is the criminal justice discussion group. Note: After 5 years people are supposed to rotate off committees.

6) **Emerging Leaders Program:** Terry has contacted ALA regarding the Emerging Leaders program. Terry will follow up on when the next call for sponsoring sections and how much it would cost to co-sponsor. Some Emerging Leaders are sponsored by more than one section, as it would be an issue to fund a liaison and an Emerging Leader co-sponsoring may be a good possibility.

7) **Identify a custodian for the Rapid Assessment Collections Tool:** An ad hoc committee chaired by David Woolwine created The Rapid Collections tool; at the time it was agreed that the tool should be reviewed and updated periodically. It is time for it to be reviewed. ANSS doesn't have a committee that looks specifically at Collections. David may want to chair the revision process and compile an ad hoc committee. If he isn't interested, then a call should be put out on ANSS-L for volunteers; possibly someone else who was a part of it would want to be involved.

8) **Posting committee minutes on ANSSWEB:** Minutes should be cc'd to the ANSS Chair, ANSS Webmaster and the ACRL Office. The minutes are due February 17th. This is also a good opportunity to write the committee narratives to the Currents Editors. The Webmaster will post the minutes to ANSSWeb as individual documents, and the agendas as a bulk document. This should be added to the duties of the Webmaster and the Manual.

9) **Updates to Manual:** The easiest way to update the Manual is to post as a shared Google Document. Discussion about which changes need to be approved by Executive: revisions should go to exec; corrections (things that have already been decided by Exec) should just be changed. At Annual Executive passed the no upper limits to committee members, and this needs to be changed in the Manual.

Adjourned 9:30 a.m.

Respectfully Submitted,

Erin Gratz
ANSS Secretary