

Minutes of the CLS Executive Committee Virtual Midwinter Meeting January 13-15, 2003

Participants:

Mark Cain, Chair, College Libraries Section (College of Mount St. Joseph);
Bill Nelson, Chair, Standards Committee (Augusta State University);
Charles Getchell, Chair, Continuing Education Committee, Chair, Nominating Committee (2004) (Quinnipiac University);
Catherine A. Lee, Chair of the Communications Committee and Editor of the CLS Newsletter, (Wesleyan College);
Tara Lynn Fulton, Chair of the 2003 Program Committee and Co-chair of the Directors' Discussion Group, (Lock Haven University);
Carolyn A. Sheehy, Chair, Nominating Committee, 2003 (North Central College);
Lis Chabot, Member at large (Mary Baldwin College);
Scottie Cochrane, Past Chair (Denison College);
Melinda Dermody, Member-at-Large (St. Cloud State University);
Kristin Senecal, Secretary (Dickinson College);
Inga Barnello, Chair of Research Committee (Le Moyne College);
John G. Jaffe, Chair, Leadership Committee (Sweet Briar College);
Nancy Magnuson, Co-chair of the Directors' Discussion Group (Goucher College);
Lois Cherepon, ACRL Board Liaison to CLS (St. John's University-Staten Island);
Susan Richards, CLS Vice Chair-Chair-Elect (Lawrence University);
Daphne Harrington, ACRL Membership Liaison to the Executive Committee (Simmons College);
Lewis R. Miller, CLS Liaison to the Government Relations Committee (Butler University);
Alice H. Bahr, Past Secretary (Salisbury University);
Mary Jane Petrowski, Associate Director, ACRL/ALA.

Chair Mark Cain prepared for the meeting by sending out an agenda in advance and laying out some simple ground rules. Secretary Kris Senecal followed up by asking everyone to give full information in their first posting, so she could develop a participant's list. Mark then opened the meeting at 9 AM on Monday, January 13, 2003 by issuing the first discussion topic:

I. Identifying the CLS needs for assistance with scholarly communication issues

Susan K. Martin, ACRL Program Officer for Scholarly Communications, opened the discussion by requesting input on the following points:

- Authentication: How can they best balance the importance of open, confidential access to scholarly materials with the restrictions that current economic models require?
- Archiving of born-digital materials: what are the emerging roles of publishers, libraries, and trusted third parties?
- Users: What have they learned about our users' changing expectations for digital teaching and learning from the surveys recently conducted by JSTOR and CLIR?
- the spiraling costs of journals
- increasing numbers of open access journals
- copyright issues of various kinds, including the DMCA and UCITA, as well as the RIAA-inspired letter to presidents of colleges and universities

- the question of institutional repositories - something that is often taken for granted at large institutions; can smaller institutions afford them? And if not, what should they do?
- licensing of content

In discussion of these points, the committee came up with the following recommendations:

- CLS needs to have a liaison, possibly someone from the Research Committee, to the Scholarly Communications Committee, chaired by Ray English, to give input from a college perspective;
- CLS should be pushing the larger bodies like ACRL to a) set archiving standards and 2) lobby the major publishing entities out there to make sure archiving of their information is a part of their e-publishing strategy. Sue Martin offered to be used as a conduit to ACRL;
- They should consider creating a central source of information on CLS digital initiatives (CLS website?), so that those of us just starting to consider options would have some colleagues to contact;
- create some fact sheets (one-two pages) that focus on clear opportunities and appropriate roles for smaller institutions to be part of a new, evolving scholarly communications options that are aimed at administrators.

Concern was expressed by members of the committee regarding the following issues:

- control of content - i.e. titles coming and going from digital sources, such as American Medical Assoc titles which were pulled from Gale's Expanded Academic database – forcing libraries to re-subscribe to print format;
- Licensing agreements/contracts - reading the fine print and assuring that they can make appropriate use of resources (e.g. ownership of back files, ILL rights);
- Archiving of born digital content, including this in budgets for projects, and taking advantage of trusted third party options for storage;
- academia to take over the publishing of library science peer reviewed literature;
- libraries need to be active in hosting born-digital publications
- some publishers are forcing libraries to license directly from them rather than through consortia
- current economic conditions are resulting in abandonment of scholarly projects that have traditionally been the province of societies and individual scholars with support from major institutions
- the issue of institutional repositories of paper archival copies for small libraries. Instead of each college library continuing to hold paper issues, setting up a series of repositories geographically located across the country would be ideal
- issues involved with hosting individual e-pubs, such as those offered by ABC-Clio. Issues involve server space, availability of IT support, etc.

II. Chair's Report

The Chair, Mark Cain, reported that he had been busy planning for the virtual executive committee meeting, and ensuring that there is appropriate liaison/coverage at ALA Midwinter in Philadelphia. He also reported that he had arranged coverage of fourteen different

committee meetings, so CLS will be well represented. Within two weeks after Midwinter, those attending these meetings will do summary paragraphs of each meeting and submit them to you as a follow-up report. At that time, if there is any other business the Executive Committee needs to accomplish, it will be handled with another, shorter, virtual meeting.

III. Chair-Elect Report

Chair-elect Susan Richards reported that she has made the following appointments -- 2004 Program Committee: Christopher Millson-Martula, Chair (Lynchburg); Anne Ciliberti (William Patterson); Marilyn Dunn (Hartwick); James Gwinn (University of Richmond); John Pollitz (St. Ambrose); Susan Swords Steffen (Elmhurst). The newly elected Member-At-Large will be appointed in the early summer. This committee will be developing a program on the topic of ensuring student and faculty privacy.

Members of the Nominating Committee are: Charles Getchell, Chair (Quinnipiac); Mickey Zemon (Emerson); Melinda Dermody (St. Cloud State) Member-at-Large; Lisabeth Chabot (Mary Baldwin) Member-at-Large. This committee will be selecting candidates to run for Vice Chair/Chair-Elect, Secretary, and Member-at-Large. She also has contacted all committee chairs and asked them to alert her if persons on their committees whose terms will expire should be reappointed. A message has been posted to COLLIB-L asking for committee volunteers, and will be posted again before March 1. All appointments will be completed by March 31.

IV. Past Chair's Report

Scottie Cochrane reported that she has been working with Chair Mark Cain on planning the virtual meeting and getting her files in order to pass the files along to the Archives. She recommended that the committee not try to update the Bylaws until 2004, when this virtual project will have proven its effectiveness and the details will be more obvious.

V. CLS Member-at-Large Report:

Member-at-Large Lis Chabot reported on plans for the Friday Night Feast. She has selected a restaurant from a list recommended by the Toronto Convention and Visitors Bureau, Dhaba Indian Excellence. The restaurant has confirmed their availability, and she has reviewed the menu and will select a variety of main dishes and appetizers (including vegetarian options). Planning is for 60 people, and Haworth will be contacted after finalizing the menu and costs. With a thought towards including our northern colleagues, she checked the Canadian Library Association web site to see if have a College Library Section. As there does not seem to be a parallel unit, she suggested that dinners be offered to ALA members first, and see what room is left.

Member-at-Large Melinda Dermody reported that she has been serving on the 2003 Program Planning Committee, serving as the liaison for our keynote speaker Maureen Sullivan. She is also serving on the Nominating Committee, which has begun its work for the year.

VI. Committee reports (more extensive minutes of the committees were submitted earlier to ACRL)

a. CLIP Notes Committee – David Wright, Chair

The chair reported that the CLIP note on First Year Student Library Instruction is well underway.

The Committee will do a final proof of Special Collections survey and submit any suggestions or revisions to the Chair by December 16, 2002. Another meeting of the CLIP Notes Committee (in February) will help us finalize the survey on Marketing Plans.

Future topics for CLIP Notes: remote storage/compact shelving issues, copyright (need clarification from inquiry), & Government Documents (policies for paper vs. electronic, depository status changes?). There is the possibility of an initial survey on COLLIB-L to get pulse of interest in the Gov Docs topic. According to Hugh Thompson, ACRL Publications, the figures for CLIP gross revenues and CLIP revenues as a percent of overall revenues show that CLIPs were up last year, the best in about 4 years.

b. **CLS Communications Committee - Catherine A. Lee, Chair**

Lee gave an update from Damon Hickey on COLLIB-L, the CLS listserv. The listserv continues to have more than 1,000 subscribers and be hosted by the College of Wooster. Mike Thompson & Phil Swan volunteered to survey some of the listservs that are housed on the ALA server about the advantages and disadvantages of being housed on the ALA server.

Lee asked committee members to review the new look of the CLS website, which is now housed on the ALA server, and to make suggestions for possible improvements/enhancements. Denise Shorey volunteered to strip down the full-image Publisher version of the Newsletter to a plain HTML text version for archiving on the website. Denise Shorey and Claudia Timmann volunteered to investigate the idea of having a feature, either on the website or in the Newsletter that profiles a college library or a college library website.

The Communications Committee held its first virtual midwinter meeting asynchronously via e-mail November 18th through the 26th, 2002. This method of meeting was not an effective way to generate discussion or to brainstorm ideas. The burden of conducting the meeting in this manner falls entirely to the Chair. There was a problem with limited participation from Committee members and guests to the discussion, even when their participation was solicited. In the future, it is expected that this method of meeting will be more effective.

c. **2003 Program Committee – Tara Fulton, Chair**

The program topic is recruitment, which picks up on Mark's theme for his year as chair of CLS. The keynote speaker will be Maureen Sullivan. Then two new college librarians will present their views and experiences via videotape. They then have a panel composed of a library educator (Prudence Dalrymple), a library director (Jean Donham), and a CIO (Todd Kelley) to react to Maureen's talk and to offer practitioners' insights. They are putting together a bibliography of resources and a list of desired skills/qualifications/attitudes for new college librarians.

As for a "review" of the virtual meeting process -- all of the committee members would agree that it works well for this kind of "update" and logistical meeting. It helped that they sat down face-to-face when they were first brainstorming what they wanted to include substantively in the program, although a videoconference would have been sufficient at that time. In fact they had better participation in the virtual meeting than they did at the last face-to-face meeting because of the number of conflicts of ALA meetings. Minutes were done as soon as the meeting was over to ensure that everyone read the emails the same way and drew the same conclusions. The only thing the chair might do differently in the future is to ask each committee member to definitely respond to each subgroup's report and request for feedback, since it is difficult to

interpret non-response over email. When you only have five people involved, you really count on one another for ideas, affirmation, etc.

d. **Continuing Education Committee – Charles Getchell, Chair**

The Continuing Education committee met in a hybrid environment of asynchronous email exchange and within a Blackboard course page (Quinnipiac University hosted). The CE committee continued discussion on hosting, in some format and at some time, a version of "the Bill and Bob Show" or some other CE type tutorial. This has been a discussion item for a number of meetings now. They will continue and try to reach some closure on this topic.

Committee member Susan Whyte reported on her discussions with Margot Conahan at ACRL about the relationship/connections of our committee to ACRL home office. This among other things has opened some planning doors for Midwinter '04 in San Diego. They also worked on planning a library tour during the ALA Annual Conference this coming June in Toronto. Committee member Lynn Shepard, with nice working knowledge of the Canadian Library Association, is leading this initiative.

For future virtual work, they also discussed examining course management software options (local institutional and ACRL). In order to get even more out of the next virtual meeting, the Chair needs to get things organized quicker--notably the means of communications. Those attending the virtual meeting participated openly, and they're comfortable with both the email and the Blackboard forums. The Chair has institutional clearance to leave the Blackboard course open through June of 2004 (and the end of his term as Chair), so they will be able to have an 'ongoing virtual meeting' as needs arise and a nice chronicle of our discussions in the Discussion Board arena of Blackboard.

e. **Leadership Committee - John G. Jaffe**

The Committee received a report from Larry Hardesty on the Library Director Mentor Program. The Program enjoyed the highest enrollment in its history with 19 participants. Dina Giambi, from the ALCTS Leadership Development Committee reported on meetings for Philadelphia and Toronto. CLS Leadership is a joint sponsor of the Toronto meeting. The Committee's program for Toronto has been scheduled for Saturday, June 21 with the following speakers: Alexandra Rivera-Rule, Spectrum Scholar, University of Michigan; Deborah L. Jacobs, City Librarian, Seattle Public Library; Jane B. Treadwell, University Librarian and Dean of Library Instructional Services, University of Illinois at Springfield; Mark Winston, Assistant Professor, Department of Library and Information Science, Rutgers University.

Cynthia Peterson reported on the survey for directors/provosts. They have a very up-to-date list of new directors and will have the complete lists of provosts/deans to match them very soon. The lists will be split up and forwarded with the survey questions to those volunteers shortly after the new year. There will be an online form where the survey takers can input the information received. There should be a fairly complete draft to give to the committee in Toronto.

The meeting worked well on the technical side. The CLS Leadership Committee met virtually using a list server over a number of days. All active committee members participated, and some observers/non-members participated as well. There could have had more interaction in a different format or had the chair pushed more. All members submitted reports of activities and progress on initiatives but there was limited participation from those who did not have active report functions. How to improve it for next time -- if using an e-mail list format, shorten the time for the meeting to two days

as opposed to more than a week so momentum is achieved and maintained. Possibly use a mixed format with e-mail list for reports and process activities and a chat forum for discussion sections.

f. **Membership Committee - Susan Richards**

The Membership Committee had a very successful virtual meeting the week of November 18, 2002. They had a report on the Friday Night Feast from Melinda Dermody. The committee sent a CLS recruitment letter to COLLIB-L in May last year. After looking at the renewal cycle for ALA/ACRL dues, they decided to send this letter each December. Becky Wilson (Susquehanna) sent the letter in December. Helena Rodriguez (Johnson & Wales) sent out letters (email) to all state ACRL chapters offering CLS brochures for them to use at their conventions. Response was good. They have sent brochures to 9 states. Helena will send the letter (email) again this winter for those states with spring meetings.

They continue to struggle getting timely information from ACRL about new and dropped members. (More about that below, in a separate discussion topic.) Shirley Lankford (West Georgia) will be drafting a letter to send to library schools telling future librarians about the section. They hope to have this letter sent out sometime this spring, as well. The goal is to send a series of contact letters (email) throughout the year to keep CLS in people's consciousness.

They are exploring a cooperative recruiting effort for undergraduate librarians with the University Library Section. They are also discussing "niche" recruiting for librarians who identify themselves primarily as catalogers, acquisitions librarians, library instruction librarians, etc. How do we get them interested in CLS? They expect to discuss this more at Annual.

The group found our email meeting to work well. All could follow the discussion and contribute as needed. (There were two committee members who never did participate, however). Membership Committee votes to do the virtual meetings again.

g. **Research Committee – Inga Barnello**

The committee is continuing an investigation, begun under the previous chair, into how much college librarians participate in national conferences. They plan is to begin a mentoring program to help college librarians publish and present at conferences. The committee will co-sponsor "Get Me to the Press on Time" with the ACRL New Publications Advisory Board in Toronto.

The committee used a chat room on AOL Instant Messenger for their virtual meeting, and it worked well, with quite a bit of lively interchange. It was still the case that not every committee member was able to "attend." To improve on what was done, the chair would add an asynchronous aspect following the synchronous meeting, to allow for more thoughtful reflection on issues.

VIII. Standards Committee Report -- Bill Nelson

The Standards Committee had an asynchronous email discussion last week (Jan. 6 - 10) to provide those who will not be attending Midwinter an opportunity for committee input. Two main issues were discussed:

1. Lis Chabot is leading a committee effort on an "Assessment Toolkit" project. The Committee hoped to sponsor a roundtable discussion at the Charlotte meeting. ACRL was not able to accommodate a Forum on this topic at the upcoming conference in

Charlotte. The forum concept did not "fit" any of the standard ACRL activity categories. One action she suggested was that Bill Nelson and Bob Fernekes could bring this idea to the Midwinter meeting of the College and Research Libraries Standards Task Force for discussion, since the task force has representation from CLS, ULS, and CJCLS.

2. At the request of a committee member, Bill Nelson posted the current list he compiled of those libraries that have applied the College Library Standards (2000 edition) in whole or in part. He then posted a request to collib-l, ULS-l, and CJC-l in order to gain additional information regarding those applying, or planning to apply, the standards. He is still receiving replies, and welcomes any input from the Board. Comments from the online discussion will be shared at the Midwinter meeting and included in the committee minutes.

Additional notes: The workbook on the CLS Standards by Bill Nelson & Bob Fernekes was published in November. Information about the publication is available from ACRL; an article was also published in the November issue of C&RL News regarding the standards; Bob and Bill will be presenting an ACRL preconference workshop at Midwinter and at ACRL.

IX. Discussion Group Reports

a. Medium-Sized Academic Libraries Discussion Group -- Jo-Ann Michalak

The Medium-Sized Academic Libraries Discussion Group will meet face-to-face in Philly on Sunday, January 26, 2003 9:30 to 11:00 am Philadelphia Marriott Salon C to discuss strategies libraries are using to shift from printed journals to ejournals, including best practices, concerns, issues, experience, and learning what others are doing. They anticipate the usual attendance of approximately 75-100.

b. Directors' Discussion Group – Tara Fulton and Nancy Magnuson

This report focused on the plans for the midwinter discussion group. Because of CLS going virtual for Midwinter, they anticipate a smaller crowd than usual, but of course attendance often has a lot to do with location and competition, so attendance will be hard to predict. Nancy Magnuson is the new co-chair and she reported on a model she had observed at another group that she'd like to try out.

X. Other Business

a. By-Laws

The committee agreed with the sentiments expressed by Scottie Cochrane in her past chair report, that we would be better off waiting to be sure that virtual meetings have been proven effective, before we attempt to change the by-laws. Therefore, any by-laws changes will wait until 2004.

b. How to get timely information about CLS members (especially new members) from ACRL

Susan Richards described the central problem for the rest of the committee. The Membership Committee has been working to regularize our contact with new members and dropped members. They have also been designing some individualized public relations emails intended to encourage those who attend or participate in CLS activities to join CLS. ACRL provides each section with mailing labels of those members who have joined CLS and those who have dropped their membership. These labels are generated

each month, but they receive them in batches. Prior to Mary Jane's arrival at ACRL, the labels came very erratically. Susan talked to Mary Jane's predecessor many times, but the labels still were not forthcoming. Mary Jane's intent, Susan believes, has been to send them more frequently. She sent two months out in early fall, but then the committee received five months worth in late December. If the letters CLS sends are going to mean anything to new or dropped members, they need to send them out without too much lag time.

Ideally, the Membership Committee would like to receive them in two-month batches. While they sent letters out as a result of the labels they received in December, they feel certain the members who actually joined in July and August thought very little of the welcome letter when it came five months after the fact. The other issue, although minor in comparison, is that the form in which they get the names (paper mailing labels) is not very useful. An output file that could be loaded into a standard spreadsheet program would be the ideal. Mary Jane has indicated that ACRL is working on this but it is taking some time.

Additionally, it seems to take a long time to get a list of CLS members from ACRL. There have been several times during Susan's tenure as Membership Chair where it took months to get one. The issue for the Membership Committee is that they are working hard at recruitment, information from ACRL is crucial to that project, and they need to get it in a more timely fashion.

Carolyn Sheehy suggested that this CLS Membership Committee issue is really an ACRL Membership Committee issue, since it affects all sections. Scottie Cochrane noted that this is a perennial problem, and wondered if ACRL could simply copy the application forms or e-mail membership forms and send those weekly or monthly to the committee? John Jaffe commented that this issue should go to the ACRL Board because it is one of long standing. He also suggested passing a resolution of concern to take to ACRL Exec in Philly, detailing need both as it relates to our membership and to the association as a whole because this is a critical issue for the association if we are to maintain membership in the association, its sections and ALA. Charles Getchell wondered if there some process by which the membership committee could get the data it needs electronically from ACRL?

Mary Jane Petrowski of ACRL responded that getting the labels out will be a high priority.

ALA sends ACRL paper lists and mailing labels each month for new, dropped, and reinstated members. The ALA membership database will soon be upgraded and Mary Jane is hoping that

the new software will allow ACRL to generate and export electronic files with new, dropped, and lapsed member information, including email addresses. Many members have indicated that electronics lists would be preferable to mailing paper lists and labels. She will check with ITTS (the ACRL information technology office) before Midwinter about the new capability and report back to Sections Council (and at the various Executive Committee meetings).

c. **New Initiatives to be Sponsored by Vendors**

Ideas suggested by committee members included:

--"named scholarships" for first year college library directors to participate in the mentoring program: Leadership Committee to investigate.

-- funding research costs for studies addressing issues on the CLS Research agenda.

-- hosting an annual seminar at one of national conferences or only at ACRL conferences on college reference services or on library space design/redesign, sponsored by major vendor.

-- having a vendor to sponsor an award for best journal article by a college librarian: Research Committee will be following up on this idea.

--Gale has an excellent graphics department and may be potential sponsor for any brochure/recruitment statement of need for librarians to consider college library work.

-- A publisher (Greenwood, Scarecrow, etc.) that specializes in library works might be approached to underwrite some development for a work on implementing new standards and tools/techniques to use.

d. **CLS Manual Changes: Final Summary- Alice Bahr**

Past Secretary Alice Bahr compiled the following changes to the manual from suggestions forwarded to her from the committee members, and a few she noticed herself. They include items such as calling CLS a section of ACRL, changing CLS Program Committee to CLS Program Planning Committee, clarifying that Members-at-Large coordinate the Friday Night Feast during the second year of office, and some inconsistencies such a Members-at-large vs. Members at Large, etc. New text was also approved concerning attendance at meetings, and the duties of the past secretary. The committee voted to approve all the changes, in a vote of 14 yeas, 0 nays.

e. **Other business**

1. **How well did the virtual meeting function?**

Chair Mark Cain asked all participants to contribute their thoughts on how well this virtual meeting of committee functioned. The majority of the respondents were positive about the experience, and felt we all had learned some valuable lessons on how to make things go more smoothly the next time. Several people noted they had difficulty budgeting their time in relation to the pace of different parts of the meeting. Suggestions on how to improve the meeting included setting aside 15 minutes every two hours, in order to be sure of participating in a timely fashion; slowing the pace of the meeting, so people could be sure and participate even if they had other time commitments that day; spacing some of the agenda items farther apart, in order to allow everyone time to comment on them; have people send reports ahead of time, so the committee meeting time is then used for discussion of action items and new business (this model would allow for less intense posting during the actual meeting time slots); blocking out two days with the understanding that large chunks of those days would be devoted to the virtual meeting; and if the committee needs to discuss a significant, controversial matter, schedule an AOL chat or some other synchronous setting with a dedicated two hour block of time to discuss that one issue in real time. If a portion of the meeting is to be held in a synchronous format, a committee member suggested that the committee have practice synchronous session for newbies to the chat room format chosen, and be sure to survey committee members at ALA annual as to availability of access to virtual meeting methods. The Chair noted that he felt starting out the virtual meeting with a substantial issue was important, as it really got the conversation flowing. He felt the biggest change that could have improved the meeting was to assign time frames to the different topics, so participants could have adjusted their schedules accordingly. Mary Jane Petrowski noted that holding the meeting two

weeks before Midwinter, a very busy time, makes it very difficult for someone from ACRL to participate, except in a limited capacity.

2. **Announcements** -- Jessica Alverson of the ACRL IS Preconference Planning Committee for Annual 2003 contacted the Chair about distributing flyers announcing their plans for ALA Annual in Toronto. The flyer was distributed virtually to the committee by announcing the URL of the website where more information could be found.

The Chair, not hearing any of any other business from any of the committee members, adjourned the meeting at 12:06 PM on Wednesday, January 15, 2003.

Respectfully submitted,

Kristin Senecal
Secretary