Present: Interim Dean Connie Foster, Deana Groves, Brian Coutts, Timothy Mullin, Jennifer Wilson, Amy Hardin, Bryan Carson, Kristie Lowry and Jan Renusch

Minutes: The May 9, 2011, minutes were approved as submitted.

Dean’s Report: Connie recommended changing the CLDH name to Library Leadership Council (LLC) as more reflective of the group’s membership and purpose.
- She reminded everyone about the student and part-time reductions for FY 12 (covered so far by lapse salaries).
- Connie requested any additional memorandum of agreements or understanding (MOA/MOU) that have not been sent as the Provost’s office is preparing a list this summer.
- Connie will establish a committee for an introspective report on the library due in August: department heads will send a summary of strengths, weaknesses, opportunities, and challenges (threats) as the framework for the report. Consultants will come this fall for an external review. Then everyone will have a chance for additional input as the process progresses.
- Staffing Plans, a reminder for department heads to be thinking about staffing plan needs that will cover fall 2013.
- Connie requested ideas for the Fall Kickoff professional development segment. The main priority was Primo training so she will arrange for someone to train and share ideas for user instruction as the afternoon session. The kickoff is Wednesday August 24 at 10:30, with lunch at 11:30 and then the afternoon session at 1:00-2:30.
- There will be no LLC meeting in July. The next meeting is August 15.

Web & Emerging Technologies: In Haiwang’s absence Deana Groves gave a demo of the WKU Libraries Web site which is still a work in progress due to the migration to OUCampus CMS.

Development: Amy and Jennifer met to discuss WKU Foundation accounts, information for the membership brochure, the libraries’ home page and also MAC and LAC membership and purpose and the annual report.
- Amy is working on letters to former Book Fest Sponsors and letters to potential sponsors for Christmas in Kentucky event and The Horse in Kentucky exhibit.

Literary Outreach: The dates for the 2012 Book Fest have been selected. Children’s Day and the Kentucky Writers Conference will take place on Friday, April 13 and Book Fest will take place on Saturday, April 14. Those dates will coincide with the Kentucky Library Association meeting which will be in Bowling Green that week. *** Please note, once Kristie got back to her office, she found out that April 13 and 14, 2012, fall during Spring Break for both City and County schools, so she will be changing those dates!
- As Connie indicated, the Literary Outreach Assistant position is supposed to be posted today. If anyone knows of a person who is interested, please direct them to the website.
- Kristie continues to work on the Louisa May Alcott events for this year’s SOKY Reads! The dates have been selected and cleared with the scholars.
working on the project, and the Kentucky Museum has been reserved. They are currently trying to decide which books should be included in the give-away.

Marketing: Jennifer recently met with the committee that is completing the Research Steps video which should be finished shortly. She mentioned that DELO is willing to put together a video that summarizes the library. John Gottfried, Roxanne Spencer, Amanda Hardin and Jennifer have met to discuss the video and work on script writing. Brian Coutts mentioned the DLPS has a committee that is trying to also put together a video for WKU Libraries. Much discussion covered the video and it was agreed that Brian needs to be included in to the activities taking place with DELO. Jennifer also brought up the need to get revised information for the Library Liaison flier that is used for the New Faculty Orientation. She asked that all individuals attending the ALA conference bring back any promotional material samples for fresh ideas. A student worker for the ERC is willing to do some graphic design projects so communicate any needs to Jennifer. Bryan Carson mentioned the Walking Tour brochure is needed as the supply is depleted.

Grants & Projects: Bryan presented the final report of the Task Force on Universal Information Literacy. Bryan chaired the task force, which consisted of John Gottfried, Amanda Hardin, Jonathan Jeffrey, Sara McCaslin, Tammera Race, and Amy Slowik. The report, entitled "Preparing Information Literate Students at WKU: Report of the Task Force on Universal Information Literacy," was approved by the dean and department heads. (See attached)

Department Reports:
DLSC: The vent cleaning project is not yet finished. The 2nd and 3rd floors need to be re-insulated. There is no ETA on permission to proceed. Decorative Arts remains closed until the project is completed and the library will have limited access when the work is taking place.
-Construction for HVAC (de-construction) begins Monday, June 20. The first floor ceilings will be torn out. Timothy said they are working in advance to get those areas prepared – shelving sealed, things covered up, and collections cleared out.
-Lynn Claycomb’s computer has died and Lynne Ferguson’s computer doesn’t have many days left. Deborah Cole’s computer is so old that it can’t handle most email. Timothy requested that David Runner put these replacements on the priority schedule.

DLTS: Uma Doraiswamy’s article, “The Information Search” has been accepted for publication in the journal Community and Junior College Libraries.
-Nelda Sims loaded GPO Pilot Project test records into our training database for the GPO free records program. Four sets totaled 1,404 bibliographic records.
-Jack Montgomery was promoted to full professor.
-Acquisitions received the Ward Helstrom "Southern Women Writers" gift collection of nearly 3,000 volumes. Many of these are autographed first editions.
-Deana Groves, Uma Doraiswamy, and Amanda Drost will be attending the ALA Annual Conference in New Orleans. Deana will move into the Past President office of the ALA New Members Round Table. Deana will also be a 2011-2012 committee member of the International Relations Round Table Poster Presentation Committee.
-Technology Highlights: Dean’s area: replaced Kristy’s computer after replacing power supply and hard drive failed to resolve problems.
DLTS: installing OCLC Connexion client upgrades; resolved conflicts between MS Visual C++ Runtime library and Symantec Endpoint on multiple computers; working on shelving project in office;

DLPS: updating various software programs on computers in Helm 5, Helm 108b, RCL 100, RCL 111 and VPAL classrooms; resolved conflicts between MS Visual C++ Runtime Library and Symantec Endpoint on multiple computers; prepped computer at RCL 4th floor Circ desk for Reference staff use during Helm power outage; working on resolving problems at ERC w/ barcode readers, network printing, malfunctioning keyboard and mouse on public computer; prepping computer in DLPS office for new student assistant; remotely troubleshooting virus problems in Owensboro - site visit will be required; assessing problems w/ barcode printer for 4th floor circ desk; prepped and supplied laptop for multiple projects in GWH; re-imaged and installed additional software on one Public workstation in Reference area.

DLSC: preparing to replace power supply in staff computer to see if that is only problem w/the computer; installed OCLC Connexion client updates; gathered information required prior to installing new computers for Inventory Control office since they have not been able to get to the Library since computers arrived; awaiting release of Windows 7 image from IT prior to installing the computers; checked on problem staff member was having w/ attachments - problem was resolved

Systems: Josh worked on KULS updates; various monthly/weekly voyager Reports; Crystal Reports; AD summer additions/deletions.

DLPS: While the Helm Library was closed on Thursday and Friday of last week to fix the a/c critical parts have still failed to arrive so a further shutdown may be needed. In the Cravens Library the vent cleaning crew will begin work on Monday which will necessitate shutting down the air handlers on the floors they are working on. There are four separate air handlers: ground and first floor, 2nd through 4th floors, and two serving the front and back halves of the 5th through 9th floors.

- Eric has been coordinating the new public copier contract. New machines have been installed on the 2nd and 4th floors of Cravens and in the basement, 1st and 2nd floors of Helm as well as in the new ERC. The libraries will be taking over the responsibility for managing these machines and Eric is currently working out the details.

- WKU has received a collection of 48 volumes from our sister city in Japan. These include a 26 volume collection on Japanese history from legend to post WWII reconstruction along with selected works in other fields such as Buddhism, Japanese language and even classic novels from authors like Yukio Mishima. In return Brian has selected a collection of 14 new Kentucky themed titles for shipment to Japan including Nancy Baird’s “Josie Underwood’s Civil War Diary” and Glen Conner’s “Til Freedom Came.”

- Rosemary Meszaros, Coordinator of Government Information and Law, has been promoted to Professor, effective August 15, 2011.

- Daniel Peach has accepted a new position in Louisville at GE and will also be attending graduate school at the University of Louisville. Christopher McConnell is our new summer Student Assistant.

Provost’s Initiatives for Excellence Program Revisions: Connie distributed an email from Doug McElroy regarding revisions and enhancements to the Provost’s Initiatives for Excellence Program for review and discussion.
Adjournment: With no further business before the Council, the meeting was adjourned at 12:45 p.m.

For the Council,

Jan Renusch
The following recommendations represent the consensus view of the members of "Preparing Information Literate Students at WKU: Report of the Task Force on Universal Information Literacy," the task force, formed only after a thorough review of related academic literature, and adopted unanimously:

1. WKU Libraries recommends that information literacy instruction be implemented within the context of the University Experience program. Both programs have similar objectives, and both provide students with necessary tools for academic success.

2. WKU Libraries recommends that University Experience be made mandatory for all first-time first-semester students. University Experience is vital to retention efforts at WKU, and is too important to be left to a later semester.

3. WKU Libraries recommends that University Experience be expanded to three credit hours. Some students are hurt by the lack of a 3-credit class, and instructors are not given enough time to meet the learning outcomes of the course.

4. WKU Libraries recommends that each University Experience course include three class periods of information literacy instruction. Three is the minimum number of classes needed to cover the several distinct areas that students must understand in order to be academically successful at WKU, broadly characterized as:
   a. Services, units, and physical layout of the libraries;
   b. How to use the library’s website and its online resources, including academic research databases;
   c. How to evaluate materials and resources (critical thinking); and
   d. How to make legal and ethical use of resources.

5. WKU Libraries recommends that class sizes for University Experience be increased from 24 students to 30 students. The program will have to accommodate almost twice as many students as it does currently. Increasing the class size slightly would allow this process to take place in an orderly, efficient manner, without overburdening faculty.

6. WKU Libraries recommends that summative student learning assessment consist of a full paper or project. This is the recommendation of library faculty, though if necessary the current annotated bibliography project—with the addition of formative assessment methods and a research diary requirement—could suffice.

The full report provides a detailed rationale for the recommendations of the task force, along with suggestions for implementation of the program, possible learning outcomes, and incorporation into the curriculum. The report will be transmitted to University College and the Provost, and will be available in TopSCHOLAR at http://digitalcommons.wku.edu/ulstats/9.