

## San Jose State University Library Board Minutes

March 7, 2005 2-4pm

Attendees: Patricia Breivik, Ji-Mei Chang, Edith Crowe, Miriam Donoho, Allison Heisch, Pamela Jackson, Daniel Nilsen, Bernice Redfern, Pam Richardson, Malu Roldan, Wasin So, Judy Strebel and Blanche Woolls

Special Guests: Toby Matoush and Jo Bell Whitlatch

Missing: Sandra Fischer, Sampath Gadamsetty, David Parent, Dayana Salazar

1. Approval of minutes from February 7, 2005 meeting
2. Approval of minutes from February 21, 2005 meeting
3. Presentation of the ETS Information Literacy Test (Toby)
  - a. Currently on 3<sup>rd</sup> stage assessment of pilot test with ETS.
  - b. This is a 2 hour online test with 30 minute demographic testing.
  - c. Hope to get 300 students to participate in random test but having difficult time finding people. Also test must be completed by March 31<sup>st</sup>.
  - d. A \$25. eGift Certificate is provided to each student taking the test, but this has not been sufficient incentive to bring students in.
  - e. Wanted to use random sampling, but lack of interest has made convenience testing the only possible way to have 300 tests completed by the deadline.
  - f. ULB suggested Toby contact Gail Evans, Associate Dean, Undergraduate Studies to obtain list of all professors teaching GE.
  - g. Jo recommended that if we are going to successfully administer this test in the fall we need to develop a plan for a random sample of classes this spring.
4. Library Program Review:
  - a. Mission/Vision Statement (Allison)
    - i. ULB suggested minor grammatical changes.
    - ii. Allison volunteered to do a draft rewrite and write collaboration mission statement.
    - iii. Please contact Allison by Friday (3/11) with further changes.
  - b. Goals (Jo Bell Whitlatch)
    - i. Goals will be used to develop measurements through our objectives.
    - ii. Please send further content comments to Jo.
5. Collection Inventory Report and Recommendations (Jo Bell Whitlatch)

Inventory was of circulating items only. No journals, reference books or microform were surveyed. Recommendation: Library administration recommends that for the future a ten-year rotating inventory is the preferred. ULB agreed.

6. Faculty procedures for donating books (Jo Bell)
  - a. Current process and policy is on library website  
<http://www.sjlibrary.org/donation/books.htm>
  - b. The library does not accept many book donations for several reasons.
    - i. Surveys show that donated materials are used significantly less than materials that are purchased.
    - ii. It costs about \$32 to add each book to the collection.
  - c. Allison will review information on donation policies and report back to ULB concerning recommended changes.
  
7. Information literacy course integration template (Malu and Edith)
  - a. Template is to help departments integrate information literacy competence principles into undergraduate courses specific to each discipline or major. Want to give faculty great latitude to customize template.
  - b. ULB thinks should add another column for upper division GE.
  - c. Feedback should be sent to Edith or Malu by 3/14. Group would especially appreciate receiving feedback from teaching faculty that addresses how workable the template will be.
  
8. SJSU Library Budget Study Update
  - a. Greatly reformatted on advice of ULB. Verbiage significantly cut down.
  - b. Jo asked to read through before next meeting when we will discuss.
  
9. Remaining ULB meetings for AY 2004/2005 (ULB Binder, Tab 1)  
Spring 05: March 21, April 11, April 18, and May 2

Minutes respectfully submitted by Judy Strelbel on March 09, 2005