

San Jose State University Library Board Minutes

September 20, 2004 2-4pm

Attendees: Patricia Breivik, Ji-Mei Chang, Edith Crowe, Sandra Fischer, Allison Heisch, Pamela Jackson, David Parent, Bernice Redfern, Malu Roldan, Dayana Salazar, Wasin So, and Judy Strebel.

Special Guests: Bob Cooper and Jo Bell Whitlatch

Missing: Miriam Donoho, Rachel Greathouse, and Blanche Woolls

- 1) Dennis Dunleavy from CASA is unable to join the Board.
- 2) Approval of minutes
 - a) Approved with minor corrections on the spelling member names, and the clarification that 3.a.c. shall read: "These funds for collections may only be used for the purchase of new materials".
- 3) Introduction of Bob Cooper, Associate Vice President for Undergraduate Studies.
 - a) How to put Information Literacy Competency into General Education (GE) learning? The Board of General Studies (BOGS) is reexamining GE course requirements. One basic issue is whether information literacy competency requirements should be in every course, or just in select subsets. Having requirements more appropriately placed is the goal. Information literacy competency is likely to be integrated into curriculum in the new modified course structure.
 - b) Bob Cooper reviewed plans for a workshop to determine how to integrate information literacy competency into GE curriculum. Information literacy competency is one of the skills that increases the value of the degree. David Parent noted that we must have a standard, or else students suffer in the job market.
- 4) Edith Crowe reported on major SJSU information competency projects (ULB Binder, Tab 10).
 - a) There is a wide range of depth in information literacy competency coverage at SJSU. Specific projects that have been primarily funded by CSU grants, such as Art, English and Biology are extensive, while others are only a limited number of web pages.
 - b) Edith Crowe is currently attempting to identify which courses at the graduate level where information literacy competency is taught. Because of great diversity in disciplines, it is challenging but possible to create some general guidelines at the graduate level. At the undergraduate level, librarians are looking at the different courses in the majors to see which are the most appropriate venues for information literacy competency to be taught, and which skills should be emphasized. Librarians also need to consider not only teaching but also assessing

- information literacy competency.
- c) The University must develop an overall information literacy competency plan and guidelines so student do not hear same lecture over and over. Currently librarians give information literacy competency lectures to any professor who requests them. These lectures are much more effective if the professor has already assigned a paper. Patricia noted that the beginning of the semester is a poor time for professors to schedule lectures because students tend to forget what they have learned if they do not immediately have an assignment and are able to apply the information literacy competency skills.
- 5) Pamela Jackson walked the ULB through several tutorial handouts including Library Essentials and Stairway to Success.
 - a) Each test (except Library Basics) has a pre-test and one or more quizzes. Librarians use the results to tailor the content of their information competency classes.
 - b) Librarians can send test results to faculty, and are currently working on a PR package to publicize this.
 - c) The plagiarism tutorial is one way for librarians and faculty to build a foundation without having to take away from valuable class time. Edith Crowe has found that students understand the concept, but do not know how to apply it.
 - d) It was agreed that the tutorials would be more effectively presented live from the library website on the overhead screen. Thus, this item has been rescheduled for the October 18th meeting when the plagiarism tutorial will be demonstrated.
 - 6) Patricia Breivik challenged ULB members to think of possible ULB actions for 2004/2005.
 - a) Allison would like to see specific measurable projects proposed that individual board members could take on.
 - b) Patricia will present themes generated at CSU Library Dean's strategic meeting for feedback from the ULB. We want to make sure that we are contributing to the system.
 - c) Sandra inquired about how the increased library hours were chosen. Patricia responded through focus groups and consultation with Associated Students. She would like to meet with more students this coming year to listen to their library concerns.
 - 7) Presentation of library statistics by Patricia Breivik
 - a) Allison noted that ULB must be prepared to discuss library theft at next Academic Senate meeting.
 - b) Question was raised as to whether theft is any more of a problem than in Clark Library. Jo responded that it is impossible to say what the loss rate is until we do another inventory (see Future Items, ULB Binder, Tab 2, S03-5; Sect 6.5)
 - 8) Allison Heisch was unanimously elected chair of University Library Board. Judy Strebel as agreed to serve as secretary for as long as Allison remains chair.

- 9) Agenda items for the October 18th ULB meeting
 - a) Donna Raub, SJSU Library Major Gifts Officer will join us.
 - b) Pamela Jackson will give an online presentation of the Plagiarism tutorial.
 - c) Possible ULB actions for 2004/2005
 - d) Presentation of themes generated at CSU Library Dean's strategic meeting.

- 10) Future items
 - a) Library Academic Services Plan (ULB Binder, Tab 2, S03-05; Sect 5.4) developed in consultation with the ULB 2004/2005 with implementation 2008/2009.
 - b) Advancement of the Library Collection (ULB Binder, Tab 2, S03-05, Sect 8) "Room Use/Rental Policy"
 - c) Restricted Circulation materials (ULB Binder, Tab 2, S03-05, Sect 4.3.5)— discussion and definition of "...materials in high demand..." which "...may circulate under special restrictions..." We also need to explore how to monitor through the new online circulation system (November 2004).
 - d) Monitoring of Theft and Loss (ULB Binder, Tab 2, S03-5; Sect 6.5) requires a complete inventory of the University Library every 10 years. The Library should consult with the ULB to develop a plan in 2004/05.

- 11) Remaining ULB meetings for AY 2004/2005 (ULB Binder, Tab 1)
 - a) Fall 04: Oct. 18, Nov. 1, Nov. 15, and Nov. 29
 - b) Spring 05: Feb. 7, Feb. 21, March 7, March 21, April 11, April 18, May 2

Minutes respectfully submitted by Judy Strebel on October 8, 2004