

## San Jose State University Library Board Minutes

November 15, 2004 2-4pm

Attendees: Patricia Breivik, Ji-Mei Chang, Edith Crowe, Allison Heisch, Pamela Jackson, Bernice Redfern, Pam Richardson, Malu Roldan, Dayana Salazar, Judy Strebel and Blanche Woolls

Special Guests: Danelle Moon (Director, SJSU Special Collections and Archives) Jo Bell Whitlatch

Missing: Miriam Donoho, Sandra Fischer, Sampath Gadamsetty, Rachel Greathouse, David Parent, Wasin So and Andrew Wood

- 1) Meeting minutes from October 1, 2004 approved
- 2) Library building issues—Allison Heisch
  - a) Concerns about open public stairwell were discussed and other related issues will be discussed with security personnel and in relation to staff training. Art Heinrich, SJSU Architect, will be coming in to assess the situation.
  - b) New signage has gone onto the 8<sup>th</sup> floor. We are concentrating on eliminating eating and noise from the upper floors.
- 3) Introduction of Danelle Moon, new Director, SJSU Special Collections and Archives
- 4) Continued discussion of ULB information literacy focus for 2004/2005  
Three subcommittees were formed. Allison Heisch will follow up with those not attending the meeting as to their subcommittee preferences.
  - a) Pamela Jackson will represent the library on the subcommittee which will make recommendations on the creation of a database of sample information literacy competency assignments. Pam Richardson and Bernice Redfern will also serve as members. The desire is to have the database be clearly identified with SJSU faculty and programs.
  - b) Tina Peterson, the library's outreach liaison to the *Center for Faculty Development and Support* (CFDS), is already organizing a series of CFDS workshops for Spring 2005 on a variety of information literacy topics, including how to design course assignments that incorporate information literacy. Malu Roldan will be in the CFDS next semester, and will work with Tina on developing a template for Management Information Systems.
  - c) Edith Crowe will represent the library on the subcommittee that will offer recommendations on the creation of templates and examples of information literacy competency programs across the majors for departments to personalize and utilize in their own disciplines. Malu Roldan will also serve as a member.
  - d) Jo Bell Whitlatch will represent the library on the subcommittee which drafts the Library Academic Services Plan process. Dayana Salazar and Judy Strebel will also serve as members. Ji-Mei Chang will be on this committee as time permits. This subcommittee will draft recommendations on a reporting format and plan for what kind of data needs to be collected.

- i) Jo distributed an article from the *Association of College and Research Libraries* entitled “Standards for Libraries in Higher Education”, and discussion arose as to how it fits the SJSU situation. The ULB determined that our plan should be less organized around library functions and more around University goals, and campus policies. This focus will help clarify what kinds of data to collect.
  - ii) An important distinction must be made in the SJSU plan between outputs and outcomes. For outcomes, Dayana Salazar suggested the collection of stories about “how the library changed my life.”
- 5) Other items
- a) The ULB is still working on obtaining a representative from the Social Sciences and a designee for the Associated Students President. Jo has sent out a number of emails asking for a replacement to Andrew Woods. Allison will assist in recruitment.
  - b) Public Library Commission – ULB Meeting
    - i) Is their sufficient business to warrant a meeting?
    - ii) ULB attendees would be the Chair, and two members.
  - c) San Jose Public Library Measure S has passed by a razor thin margin.
  - d) Patricia announced that the library donor thank you event has been scheduled for January 20, 2005 at 6:30pm.
- 6) Remaining ULB meetings for AY 2004/2005 (ULB Binder, Tab 1)  
Spring 05: Feb. 7, Feb. 21, March 7, March 21, April 11, April 18, May 2

Minutes respectfully submitted by Judy Strebel on November 23, 2004