University Libraries Management Team
December 3, 2013

Present: Williams, Reynolds, Moeller, Maness, Montgomery, Austin, Majors, Hayworth, Fong, Knievel, Fong

In These Minutes
- Instruction Working Group Update
- Dean’s Update
- Public Workstations
- Transition Plan for LIT
- Retreat Follow-up

1. Instruction Working Group Update (IWG)
   a. Report on progress and work plan
      The instruction working group visited MT to give a brief report on their progress and their work plan for the future. Please see attached documents and link for further information.
      (http://libshares/instruction/default.aspx?RootFolder=%2Finstruction%2FShared%20Documents%2FPROJECT%20REPORTS&FolderCTID=0x012000E5532ADB9E0F4C801D0375AA7578D9&View={C91A433D-71C2-4765-891B-DBFF8B693984})

   b. 2013 Projects and Priorities:
      o Streamline and standardize instruction reporting and statistics
      o Scaffold professional development (just starting this project)
      o Online resource sharing
      o Collaborative training with Service Points Working Group
      o Enhance communication on facilities and technologies we have in our current learning spaces (goal is to do a survey every 2 years)

   c. The IWG works together in the following manner:
      There is a project manager assigned to each project, and the group uses a Google site for internal use. The IWG also has a shared document library that includes public files (see http://libshares/instruction/default.aspx).

   d. The group revised their charge (see appendix below)

   e. The group fielded questions including
      i. What is the best way for people to report individual consultations?
         Consultations are outside of the IWG’s work. Beta Analytics can be used for tracking individual consultations. Librarian reporting form for classes is available on the Research Desk SharePoint (http://libshares/instruction/default.aspx).

      f. How do we find out about unmet needs? How do we capture the demand we cannot meet? There could be more faculty to create an instruction department. The IWG has helped bring our instruction librarians out of isolation. It will help us create a bigger picture of needs (met and unmet) and will help us formulate a plan for the future. The environmental scan showed that people say yes to instruction and “make it work.” We do not track times we aren’t able to meet needs. Can’t capture times liaison librarians don’t outreach to their departments because they don’t have the ability. An instruction department would make that possible. We do use instruction feedback forms, but they’re not standardized.
g. Goals: see page 10 of the attached report for more details on goals.
   - Increase teaching librarian professional development and learning
   - Revise and expand mission statement on information literacy
   - Establish shared instruction goals and objectives across departments, branches and divisions of the University Libraries.
   - Capture and report new instruction activities and initiatives
   - Advocate for enhanced formal articulated information literacy objectives in the institution’s curriculum
   - Engage in strategic planning for information literacy education initiatives and programs
   - Enact structured outreach and communication plan for the academic community

MT thanks IWG for their work across the organization. The report is great, and full of information. This is so much a part of our professional work, and MT looks forward to having IWG present this information to the faculty in the near future.

2. Dean’s Update
   - We have to find a way to be involved in discussions about new colleges/schools. Some classes will now be held on east campus. How can we/do we want to accommodate this new campus environment?
   - Leslie and Jim have been discussing our bandwidth for teaching. The CFO and the Provost have been listening to Jim about the demand for teaching activity and about how much faculty want more from us. Jim will come to budget discussions in the spring requesting new faculty lines.
   - The Provost supports moving forward with the Libraries Open Access Policy. We need to have campus conversations about Open Access before we bring the policy forward to the Boulder Faculty Assembly to endorsement.

3. Public Workstations
   Rice presented a brief history of public computing in the Libraries. Rice has been working with OIT to get more support for public workstations. There will be upcoming changes to the way public computing works through the Office of Information Technology (OIT). Stay tuned for more information.

4. Transition plan for LIT
   ExCom is working on an interim plan for the Director of LIT position. MT discussed the interim solution as well briefly touching on the need to decide how the position will be filled in a long term way. Stay tuned for further information on the transition from ExCom.

5. Retreat Follow-up
   a. Service point expectations
      Bruce presented a proposal to MT to extend Special Collections hours. MT supports the proposed public hours for Special Collections beginning in January 2014 (10-4 Monday-Friday). The group discussed the proposal. Stay tuned for more information.

Upcoming meetings
   December 17 - Revisit the Renaissance plan; Entry-level staff positions; Ithaka S+R Library Deans and Directors Survey (Value?)
January 7, 2014 – working group membership

Management team minutes are available online: http://ucblibraries.colorado.edu/adminservices/management/index.htm

Appendix 1: Instruction Working Group
The IWG members worked to revise our charge slightly. We were motivated to do so as we explored the many points outlined in the original charge. In reviewing the charge and our goals, we see four primary audiences for our work: IWG members (awareness/ responsiveness), campus community (communication/ outreach), library administration (liaise/ reporting), and teaching librarians (knowledge building/ practice/ community). Based on these audiences and the projects proposed for the group. We made minor revisions the charge (see below).

Charge:
The Instruction Working Group will support the teaching, learning and information literacy missions of the UCB Libraries. The Instruction Working Group will facilitate community, knowledge building and advocacy in support of student learning and library related instruction. To do so, the IWG will encourage awareness of emerging and developing teaching and learning needs within higher education, the local campus, and the profession.

Membership Model:
One-three members from each of the following departments, ensuring participation of primary teaching professionals (selected by the Department Head):
- Humanities
- Sciences
- Social Sciences
- Special Materials
- At-large member

The Instruction Working Group should actively work to coordinate with members of LIT, OIT, Reserves, and other departments on projects relevant to those groups.

The term of service should be 4 years, staggered. An effort should be made to rotate members from departments, and to select members from both faculty and staff. WG members should not be part of the Management Team.
There will also be a Management Team Liaison, chosen from among the departments listed above. The working group should invite members of other departments or working groups (Business services, Instruction, Promotions, etc.) as needed.

Leadership Model:
The WG Coordinator will be elected by the standing membership, in keeping with the Libraries' Working Group model, and will serve a 4 year renewable term. The Coordinator cannot be a member of the Management Team. The Coordinator and Management Team Liaison should be from different departments.

Examples of Decisions and/or Responsibilities:

The Instruction Working Group will track emerging and developing needs on both a micro and macro level. The IWG will:
- track and report on emerging issues in teaching and learning on campus, in higher education, and in the profession.
- promote librarian teaching expertise and partnership potential to campus community.
- identify emerging campus and community needs.

The Instruction Working Group will support the theory, practice, and iterative improvement of teaching at the UCB libraries. The IWG will:
- enhance communication and sharing throughout the local teaching librarian community. For example:
  - create space for resource and material shares such as readings, lesson plans, assessment tools, emerging technologies etc.
  - facilitate idea generation, brainstorming and sharing opportunities.
- investigate the professional development needs of local teaching librarians through needs analysis and discovery.
- advocate for professional development needs of local teaching librarians, which may include off site trainings, locally hosted trainings, invited guests, online materials etc.
- investigate formative and summative assessment of teaching, which may include: peer coaching, peer evaluation, video recording etc.
- recommend best practices for new librarian teacher orientation and development.
- establish best practice documentation for various modalities and scenarios, for example: student learning assessment, online learning object construction, course integrated instruction, credit course offerings, etc.

The Instruction Working Group will provide valuable information and reports to support management team decision making. The IWG will:
- report instruction activities and updates to the management team.
- submit instruction related requests on behalf of teaching librarians to management team (space, technology, training, knowledge systems personnel, etc.).
The Instruction Working Group will facilitate the smooth operation of instruction activities through a variety of documents and communication strategies. The IWG will:

- maintain accurate lists of all teaching librarians within the UCB libraries.
- maintain an inventory of library instruction spaces.
- communicate technology and facility changes, updates, and needs
- create guidelines for instruction room use and other learning spaces.
- liaise with related service points and services.

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