University Libraries Management Team
March 4, 2014

1. **Dean’s Update**
Jim gave a brief update on the most recent Dean’s meeting. CFO reported Regents will set tuition on March 20. Campus will be closed to the public on 4/20 (Jim assured deans the library would be open on Easter Sunday).

2. **Digital Humanities Task Force Next Steps update**
Thea and the DHTF will discuss Digital Humanities with campus constituents to gain support for the program.

3. **Program Review session reminder/escort plan**
Mary Jane confirmed details for next week’s External Reviewer visit. Please see attached schedule for more information.

4. **Tenure Survey Overview**
Amy gave MT a brief overview of the Program Review Tenure Survey results. The Program Review Team will review the results and will make them available to the External Reviewers. Stay tuned for further information from the Program Review Team about the survey.

   The Program Review Team will continue to share information with the Libraries as it becomes available. Please visit the Program Review SharePoint (http://libshares/proreview/default.aspx) for an update of the self-study and a response to the Internal Reviewer report.

   MT and the Program Review Team encourage everyone to attend a meeting with the External Reviewers so your voice can be heard.

5. **Management Team Retreat**
MT’s spring retreat will be held on April 22. The agenda is yet to be determined.

6. **Innovation Fund**
MT discussed a draft of an innovation fund proposal. The fund is intended to recognize and support innovation in our organization. MT is working on revisions to the proposal. Stay tuned for more information and a call for applications.

7. **Working Group Proposal and review of charges – All proposals can be found at:**
https://docs.google.com/a/colorado.edu/document/d/1pzb78WDB-QSKVjD5mTsIrxcO_5kWpZbz-dyEgEQtEM/edit?pli=1

   MT reviewed the proposed Virtual Presence Working Group and User Experience Working Group (VPWG and UXWG) charge revisions and proposals. They had a robust discussion regarding the updated charges and proposals. MT decided MT liaisons will review the charge revisions and proposals and present them to the rest of the team so MT can consider all charges together to better understand the charges as well as opening up communication about fundamental philosophical and communication issues about the working groups. MT will continue their discussion next week. Stay tuned for more information.
8. **Security Issues: Recommendation for security over breaks and to NorBase security**

MT discussed security recommendations from Building Management.

- Lock the doors going from E103 to E134 (Access Services/ILL/Preservation) at 5PM Monday through Friday. Leave locked on weekends.
  - MT approved this proposal assuming the key is available to all staff and that all supervisors have migrated off the time clock.
- Close the doors to Norlin Basement every day, Sunday –Friday at 5PM.
  - A decision was not made on this issue, however, MT would like to try alternatives such as increasing guard rounds and security presence prior to making a decision.
- Move student study room S380C to N275H if a window with a door can be located.
  - MT approves this proposal; however, a door with a window will need to be added to N275H before any change can occur.

9. **E-mail actions**
   
a. **Assessment in Action** ([http://www.ala.org/acrl/AiA](http://www.ala.org/acrl/AiA)) interest in participation – Not 2014, but will consider participation in 2015

b. **Future of ILS and Discovery Group** – disband in February 2014

**Upcoming meetings**

March 18, 2014 -- Preservation service reduction; Review IR/Luna Policy; Revisit Norlin Renaissance plan; Working Group Proposals and review of charges.

April 1, 2014 – Working Group Charge review/proposals, Faculty delivery proposal

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

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