NCES Academic Library Survey
Advisory Committee Meetings
Denver, CO
Minutes – DRAFT 1.30.09

Meeting: Friday, January 23, 2009  8:30am – noon
Sheraton Denver, Silver meeting room (tower building mezzanine level)

Attending:
AC members - Rita Pellen, Colleen Cook, Bill Miller, Terri Fishel, Mary Jane Petrowski
Government agency members – Tai Phan, Johnny Monaco, Patty O’Shea, Laura
Hardesty, Brandon Oh (KForce)
Guests - Susan Campbell (CCLA, FL)

Absent: Pat Profeta (AC member), Carlos Manjarrez (IMLS)

This agenda is continuous and is subject to reordering.

1. Preliminaries
   a. Introductions
   b. Logistics (breaks, other)
   c. Minutes Annual Conference meeting, Anaheim, CA approved with one change (ACRL Statistics Committee)
   d. Agenda reviewed and approved; added item “6.a.4. Decennial Census Survey timing issues”

Information Items

2. NCES update (Tai Phan)
   a. New staff anticipated due to early retirements and political appointments.
   b. Library Statistics Program update – funding is solid through 2012; issuing final data file and report (EDTab or FirstLook) are required within 12 months of closing a survey and NCES will be working with Census to meet these deadlines.
   c. ALS website Q&A (Tai and Brandon) – no discussion
   d. Data dissemination – The short turn-around has implications for the final report. It may be that a more detailed narrative could be prepared (comparative, etc.) after the required file/report are released.

3. OMB Clearance issues (Tai Phan, Johnny Monaco)
   b. Timeline for new data elements provided by Census - Determined that April 1, 2009 will be fine for edits for the next clearance package, which will include the ALS 2010.
   c. NCES deadline for the ALS 2010 collection is April 1, package submitted spring 2009 (current OMB clearance expires Sept. 2009)
4. Census update (Laura Hardesty, Patty O'Shea, Johnny Monaco)
a. 2008 survey response status
   1. Significant challenges in responding (questions, directions, etc.) - No more than usual. Action: Need to begin sending reminders, and work through LRs in addition to direct messages to institutions. The survey portal includes an “issue tracker” log to see the questions users are asking. Laura will incorporate those into the FAQ for the AC to review (to improve the 2010 survey).
   2. Do we need an incentive to respond – suggested that we encourage response by offering a “gift” to one institution (drawn randomly) from those that lock their data by a specific date. Action: ALA ORS will work with Census and NCES to consider more specifically.
   3. Survey process issues (LRs, letters to institutions, helpdesk support, etc.) - Everything going well.

5. 2008 Survey Report (Discussion all)
Data analysis – Discussion of whether more analysis for existing tables is needed to improve the 2008 ALS report.
   a. More detail by enrollment ranges. Current ranges are FTE enrollment Less than 1,500; 1,500 to 4,999; 5,000 or more. Action: ALA ORS will work with Census to determine more refined distributions and will make a recommendation to NCES for the 2008 reporting.
   b. Carnegie classification, etc. were changed and institutional codes need to be revised. NCES will update in the 2008 data file and report; will not include in the Compare Academic Libraries peer tool. ACRL has not moved to the new classifications in its analysis or reporting.
   c. Congressional district – NCES can add that easily and will for the 2008 data file.

6. 2010 Survey
   a. Adding questions and improving definitions, instructions
      1. Virtual reference (Marie Radford (guest), Pellen, Davis) 10:30am – Marie Radford was unable to attend.
         Action: To improve capturing detail for reference transactions, specifically to include virtual reference, a new category was created in section 500, Library Services.
         5xx – Information Services to Individuals Reference (under 20 minutes)
         • In-person
         • Virtual
         Consultations (20 minutes or more)
         • In-person
         • Virtual
         Proposed instructions:
Report the total number of reference interactions in-person and virtual (item 5xx and 5xx). A reference interaction is defined as requiring less than 20 minutes of a staff person's time to complete.

Report the total number of consultations in-person and virtual (item 5xx and 5xx). A consultation is defined as requiring 20 minutes of more of a staff person's time to complete and may also require a reservation.

For both reference and consultation, figures may be determined by using “per typical week” measures and multiply for the total number of weeks the library is open.

Because of the addition to section 500, item 602 is revised as:

602 – “Now reported in Section 5xx as an annual figure”

b. Archival materials, all formats (Pellen, Davis) – A short discussion document was prepared in advance and AC members concluded that the following issues needed to be considered: accessible to whom/what groups, differentiating between “purchased” and “created” content, as well as retaining any materials in perpetuity. Any items reported must also be counted only once. Action: A new data element was suggested – Institutional Repositories. More work is needed and Rita Pellen and Denise Davis will make recommendations by early March 2009.

c. Eligibility definitions - Academic library and virtual library – Mary Jane Petrowski will work on and report by early March 2009.

d. Decennial Census – response timing issues with ALS 2010. 2010 decennial census. Census staff reported the ALS survey close date is close to the Decennial Census start date and helpdesk and other support staff are shared by both surveys. Laura Hardesty will contact Census NPC to determine any conflict with the ALS 2010 schedule.

7. Discussion for July 2009 (Chicago)

a. Annual survey discussion – NCES is considering options for a shorter interim survey (core staff, expenditure, collection questions only); would also support annual updating of institutional contact information.

b. Square footage measure – value?

8. Other surveys and projects that do or could have an impact on NCES/ALS

a. ACRL – any recommendations from the ACRL committees to NCES ALS committee (Bill Miller) - none

b. ARL (attached) (Martha Kyrillidou)

c. Oberlin Group (Teri Fishel) – Pleased to report a nearly 100% response rate for its annual survey for the second year in a row. No new data elements reported from prior year.

d. IMLS (Carlos Manjarrez) - absent

e. ALA (attached) (Denise Davis)