January 15, 2000
Homewood Suites, Fiesta Room
9:30 a.m. - 11:00 a.m.

Present:
John Jaffe, Chair
Mark Cain, Secretary
Lis Chabot, Continuing Education Committee
Catherine Rod, Past Secretary
Charlotte Slocum, co-chair Medium Size Libraries Discussion Group
Carolyn Sheehy, Past Chair
Lewis Miller, chair, CLIP Notes Committee
Mickey Zemon, Vice Chair
Charles Getchell, chair, College Library Directors Discussion Group
Alice Bahr, chair, Research Committee
Susan Richards, Member-at-Large
Will Bridegam, chair, Standards Committee

I. Welcome and introductions

II. Adoption of agenda

III. Approval of minutes of prior meetings (June 26, 1999 and June 29, 1999)

Minutes of the June 26, 1999 and June 29, 1999 meetings were approved with one name correction.

IV. Old business

1. REMINDER:

Committee minutes are due to the Secretary within 2 weeks of meeting. [They can be e-mailed to mark_cain@mail.msj.edu or faxed to 513-244-4654.] The secretary forwards these to ACRL. Please be diligent about sending in your minutes on time.
2. Progress on virtual committee participation

The CLIP Notes Committee was going to pursue this idea, but has not done so yet. However, the committee already has a great deal of virtual participation. For example, most of the work with compilers is virtual.

Catherine Rod reported she has investigated what other groups in ALA are doing. LITA has a nice pilot project, which is described at www.lita.org/committe/virtualmembership.htm. The Website also gives criteria for participation. It was agreed that LITA’s project might be a good model for CLS.

The Research Committee looked at virtual participation and thinks they cannot do their work without it. The 2001 Program Committee used chatroom effectively in some of its work. Other experiences were described. Carolyn Sheehy recommended that guidelines be published in the newsletter. It was agreed that we need a timetable for getting this formalized.

Mark Cain will send out LITA guidelines as a base for a pilot project, with a March 1st deadline to get the guidelines in the newsletter. Virtual participation in the Research and CLIP Notes committees will be the two pilots, with an intention to eventually expand virtual participation to include other committees. In the meantime, if there are other committees individuals particularly wish to serve on virtually, those individuals can contact the committee chair. Mickey Zemon asked about the ACRL requirement of not missing two or more meetings in person. CLS Chair will pursue permission from ACRL for a pilot regardless, and if the effort is successful push to get an exemption or a change in the rules. The CLIP Notes Committee will do a chat session for its next meeting. We will start with putting guidelines out in the Newsletter, then change the committee form. It was noted that the Nominating Committee may be the one group not appropriate for virtual participation.

3. Liaison appointments

It was announced that CLS has all its liaisons to other groups in place. Lois Cherepon is liaison from ACRL to the CLS Executive Committee.

V. New business

1. Standards for College Libraries

It was noted that creation of the new draft standards was a monumental amount of work. The standards were approved by acclamation by Executive Committee. They will now go to the ACRL Standards and Accreditation Committee, then up to the ACRL Executive Board[, then to ALA].
Carolyn put a motion on the table to give special commendation to the Standards Committee for all its hard work. The motion was approved by acclamation. John Jaffe, Carolyn and Mickey will consider what kind of special commendation is possible and appropriate.

2. CLS Website Guidelines

The new guidelines were approved. Susan Richards will see to it that they are placed on the Website and put in the section manual.

3. ACRL Sections Council Report

Mickey and John made this report. ACRL has produced a new recruitment brochure, encouraging involvement in ACRL sections. ACRL will revise this brochure approximately every other year. There has been a change in conference program planning, including a change in some deadlines. May 1 is the deadline for program and panel proposals. There will be an annual ALA conference program coordinating committee. Proposals will need to fit into pre-established program tracks. CLS will be able to request specific times but may not get its traditional time slots. It may be advantageous to co-sponsor things with other sections, such as the University Libraries Section, because CLS might get better time slots. Programs as much as possible should reflect the presidents theme. There was also an issue related to honoraria (see below).

ACRL has asked that each section reflect the ACRL Strategic Plan in its organization and mission, and Larry Hardesty asks that CLS examine itself in the light of this request. ACRL is not looking for sections to propose revisions to the draft Strategic Plan but for how we would "live out" that plan in our own section. The significance is that any section needing ACRL funding for a project or activity will have to demonstrate how that project or activity aligns with ACRL strategic directions, as stated in the Plan. We will need, on a general level, to address this as well. Committees will need to look at their work in the context of the Plan, see how we're living it out, and see where CLS is not addressing portions of the Plan. The Executive Board would then discuss committee responses on Tuesday. [Secretary's note: We did not address this item at the 1-18 meeting. We should place this on the agenda for Chicago.]

A form was distributed for requesting any funding for special initiatives.

Mickey talked about an idea under discussion by the Membership Committee. The Committee would like to do a CLS section membership survey. This activity would address the ACRL Strategic Plan priority of inclusiveness. The Executive Committee
was supportive, and the Membership Committee will be discussing it. The survey, among other things, would gather demographic information and information about section participation and attendance at conferences. Mickey will report further on this topic at the January 18 meeting.

Larry Hardesty has asked for CLS to provide any ideas for guidelines about paying honoraria to conference participants from outside the profession. The Executive Committee will discuss this further on Tuesday.

4. CLS Program Planning

The Executive Committee discussed "recruiting to the profession" as a possible program topic. The group agreed this was a good idea for a program. Carolyn will try to put something together on recruiting of students to the profession for ACRL National Conference. Mickey and Susan offered to assist.

5. Orientation prior to Executive Committee - We'll address on Tuesday.

6. Report of Nominating Committee

Nominating committee - Will Bridegam has agreed to chair the committee. Susan Richards, Janice Bandelin and Marilyn Mitchell are members. Those people who have suggestions for nominees should e-mail Will.

7. 2001 Program Committee

Program Committee - Marilyn Dunn is chair of the 2000 Program Committee. It's a large group. Members include Jim Cubit, Sanuel Demos, Rennee Jadushlever, Margaret Johnson, Michael McLane, Catherine Rod, Laverna Saunders and Mickey Zemon (ex officio). The theme for 2001 will be "collaboration." One possible topic area is distance learning and the collaborations that ensue between IT folks and faculty. How colleges are working with cultural organizations to set up things like museums or cultural events is another possibility, as is virtual collections and how libraries are working collaboratively to build them. We could possibly do this with ULS (see above), but the Executive Committee felt strongly that we shouldn't do a joint session two years in a row.

VI. Information items and announcements

No official additional announcements were made.

VII. For the Good of the Order
Jennifer Taxman is going to have a child. Damon Hickey has pneumonia and is not at the conference. Membership is up 6.38 percent for the section.

VIII. Adjournment

Respectfully submitted.

Mark Cain

AMERICAN LIBRARY ASSOCIATION
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COLLEGE LIBRARIES SECTION

EXECUTIVE COMMITTEE MINUTES

January 18, 2000
Convention Center, Room 208
8:00 a.m. - 11:00 a.m.

Present:
John Jaffe, Chair
Mark Cain, Secretary
Lis Chabot, Continuing Education Committee
Jeanne Sohn, co-chair Medium Size Libraries Discussion Group
Charlotte Slocum, co-chair Medium Size Libraries Discussion Group
Carolyn Sheehy, Past Chair
Mickey Zemon, member at large and Vice Chair (chair elect)
Charles Getchell, chair, College Library Directors Discussion Group
Will Bridegam, chair, Standards Committee
Lois Cherepon, ACRL Liaison
Paul Frisch, CLS Newsletter editor
Cecilia Knight, chair, College Libraries Discussion Group
Larry Hardesty
Tara Fulton
Ray English

I. Welcome and introductions

II. Adoption of agenda
III. Report on Directors Discussion Group -- Charles Getchell

Charles Getchell had to leave early, so he reported at the beginning of the meeting on the College Library Directors Discussion Group. Forty-eight attended. There were seven topics, including distance learning and e-everything (text, etc.), broader campus interactions, e.g., curriculum committees, strategic planning. Several of the first year directors came. There was a very lively discussion, punctuated with good humor.

IV. Old business

1. CLS Standards Adoption status

Standards Committee: Will Bridegam reports that the proposed standards have passed the ACRL Standards and Accreditation Committee with only modest revisions. The ACRL Board will act on the standards today, then they move up the ladder to ALA. They are to be published by C&RL News, probably in the May issue.

The Program Committee intends to have a special session at ALA in Chicago called "Applying the New Standards for College Libraries." This will be held Sunday July 9, 2000, from 10:30 until noon. Lis Chabot will be the Masters of Ceremony. We'll begin with a brief historical review, then what the committee has done, then how to apply the new standards. This last topic will include developing mission statements, choosing peer institutions, inputs and outputs and how to apply them (ratios and regression formulas, etc.), outcomes (their importance and ways of gathering them) using best practices, and finally the uses of the standards for accreditation review. We'll have a one-page handout, listing the speakers, a URL for the draft standards and other resources, including information on practical applications. We will submit a proposal for a ½-day follow-up session at the ACRL 2001 National Conference.

2. Clip Notes

Lewis Miller was unable to attend, so there was no report.

3. Membership Report

The committee is going to be preparing a proposal for ACRL initiative funding to do a membership survey. This survey will gather demographic information to establish a benchmark on current membership, committee involvement, etc.

Carolyn Sheehy recommended that the CLS Membership Chair attend the ACRL
membership meetings.

The Friday night section feast will take place at Chicago. It will be at the Berghoff.

4. Honoraria Input for Larry Hardesty

Honoraria for speakers: Larry reported that the honoraria standard was increased on Sunday to $500. The raised amount is welcome, but the group agreed that there might be circumstances that require something higher. Anything above the standard rate should be negotiated with the ACRL president. Mickey opined that if two sections co-sponsor a session, it would be nice if the honoraria could be doubled.

5. Virtual Membership Pilot Update

Before we go forward formally, we'd like to get approval from ACRL. PLA is doing this. The Distance Learning Section is having some success with virtual board meetings. After this meeting, the CLS Chair will contact Althea and see if we can get approval for a pilot. We're looking at a limit of two virtual members.

V. New business

1. CLS membership meeting at Annual conference

The CLS membership meeting will occur before the program; at that time the section will formally recognize the work of the Standards Committee. It will be a thirty minute meeting.

2. Program 2000 status

"20/20: Vision for the Future" is the working title for the jointly sponsored session. The former president of the University of Florida will be the keynote speaker. He will look at higher education, then have three librarians from a public university, a private university, and a college react. These people would each have fifteen minutes to give their reactions. The session will be more philosophical than practical, examining questions such as, "How do we maintain our core values? What will faculty and students be like and expect in the new environment? Who will our colleagues be?" The session will be held on Saturday, from 2 to 4.

The other program session is, of course, on the new standards.
3. Communications Committee Report

Paul Frisch has asked to be relieved of his CLS Newsletter duties. We have two people on the list of possible successors. If you know of anyone else who might be interested, contact Susan Richards. The committee hopes to have the slot filled by the annual conference. The committee is also going to experiment with forms on the web site for membership applications and committee nominations.

The committee worked on guidelines for updating the web site. Right before each conference, they will make certain the site is up to date.

The committee is going to experiment with putting committee minutes on the site, starting with the Communications Committee and the Research Committee. We should make certain the minutes are reviewed and approved before placement on the site. It was suggested that a provisional set of minutes be sent to the CLS secretary, meanwhile giving committee members an opportunity to review and revise. After two weeks, the minutes would be considered approved and correct; they would be placed on the site. Placing minutes on the site will also give us the benefit of an archiving function. As the experiment unfolds, the committee will report back at annual.

The Committee talked about moving the CLS website to the ACRL website. There's no pressure to do this. It's working well at this point, so for now, we'll leave it where it is. At the business meeting, we will thank John West for his work on the site.

Mickey urged chairs to look over their committee lists and clean them up as necessary.

4. Timetable for guidelines/bylaws revisions

The bylaws can be revised by petition of twenty members, action of the Executive Committee, or recommendation of the ACRL Board. Members need to receive notice two months before a vote. A quorum is the majority of any people who vote.

Carolyn Sheehy will submit by ALA Annual the proposed revisions so they can appear by the fall in the CLS Newsletter. Then the members will have to vote. It was asked if this could all be done on the web site. Susan Richards will ask. If not, it will be handled in successive newsletters.

5. ACRL National Conference.
The section has received a notice soliciting program items. Susan Richards is on the panel review group. One idea is "Successful Strategies for Recruiting to the Profession. There will also be a proposal from the Leadership Committee on "College Library Directorships as a Career Alternative for Mid-level Managers at University Libraries." As has been stated above, there will also be a session on the application of the new Standards for College Libraries. It was also suggested that Larry Hardesty do a presentation on the success of the new directors mentoring program.

6. Discussion Group Reports

Medium Size Libraries - 44 people attended. The topic was innovative uses of information technology. Items discussed included web-based software for creating tutorials, e-reserves, wireless networking, interactive reference services, resulting changes in staffing, e-books, how to keep current on all the changes, and questions about y2k fallout. It was such a useful discussion that the co-chairs of the group wondered how to keep the ideas flowing. COLLIB-L was suggested as one vehicle.

College Libraries Director Discussion Group -- The Executive Committee talked about some possible procedural changes in the way meeting topics are selected and the discussions organized. It was agreed to table the topic until next Executive Committee meeting, when the chair of the discussion group can participate in the conversation.

College Libraries Discussion Group -- Ten people showed. We might try to improve publicity to generate greater turnout. The group discussed such topics as how to create a college-wide media rich learning environment, how being a member of a consortium affects a library. The group also talked about information literacy training.

Research -- no report

Leadership -- The Group focused its attention on a proposed program for ACRL in Denver (described above) and on developing an article on recruiting library directors. This article would appear in a national higher education journal. The target audience would be people outside of libraries, administrators and faculty, who put together and run search committees.

Executive orientation at Annual -- We have decided to stop with the breakfast, but instead schedule a regular meeting before the Saturday Executive Committee meeting. John Jaffe will try to get 8:30 to 9:30 as a time for this orientation. To prepare for the orientation, officers and committee chairs are to write up a list of detailed responsibilities for their positions and timelines for when specific duties are to be accomplished. Carolyn will establish a deadline for getting these position
descriptions to the Secretary. The Secretary will include these, along with charges of committees, specific duties, etc. in the section manual."

VII. Information items and announcements

none

VIII. For the Good of the Order

none

IX. Adjournment

Respectfully submitted.

Mark Cain