Minutes of the ACRL College Libraries Section
Executive Committee
Midwinter Meeting, 2004
Virtual Meeting Minutes
December 10-12, 2003


Guests: Lois Cherepon, ACRL Liaison; Mary Jane Petrowski, ACRL Office; Scottie Cochran, ALA Task Force on Virtual Meetings.

Agenda: (Sent via email by CLS Chair Susan Richards to CLS Executive Committee members on Friday, December 5, 2003)

December 10, 2003, 9:00 a.m.

Call to Order - Chair Susan Richards opened the meeting at 9 a.m. by welcoming the Executive Committee members and introducing and welcoming the guests.

Adoption of Agenda – Chair Susan Richards indicated that our guests Lois and Mary Jane may have some comments on our agenda under other business, and added Scottie Cochran’s name to the agenda for Friday just before the discussion about our virtual meeting experiences.

Helena Rodrigues moved, with a second from Nancy Magnuson, that the agenda, with one addition be accepted. 10 committee members voted in favor of the motion. There were no objections. Motion passed.

CLS Chair's Report - Susan Richards
The section will hold the following meetings at Midwinter:

CLIP Notes Committee - Saturday, January 10, 11:30 -12:30, CC Room 28C
College Directors Discussion Group - Sunday, January 11, 2 - 4 p.m. Hilton, Marina
Medium-Sized Academic Libraries Discussion Group - Sunday, January 11, 9:30 a.m. - 11 a.m. Hyatt, Manchester D
Standards Committee - Saturday, January 10, 10:30 - 11:30 a.m., CC Room 10

The section has received a budget from ACRL in the amount of $1,000 to be used for a variety of section activities. Requests for allocation of this money should be directed to the Chair and will be considered by the Executive Committee either via an electronic meeting, or at the annual meeting. The Conference Program committee has a few ideas for some of the budget.
Thanks to Inga Barnello, there will be an editorial in the next issue of College and Undergraduate Libraries regarding CLS's leadership into the realm of virtual professional meetings.

Our section membership continues to grow. Helena will have more on this during her report, but the latest statistics from ACRL (through October) indicate that we have 2,199 personal members, a growth of 7.64% over last year. This is TERRIFIC. Thanks to everyone who has helped with this effort, most especially the membership and communications committees.

**Chair-Elect Report** – Damon Hickey
Nominating and Program Committees have been appointed as follows:

**2004 CLS Nominating Committee:**
- Mickey Zemon, Emerson College, chair, <Mickey_Zemon@emerson.edu>
- Virginia Moreland, Agnes Scott College, <vmoreland@agnesscott.edu>
- Theresa Byrd, Ohio Wesleyan University, <tsbyrd@owu.edu>
- Chris Nolan, Trinity University (Texas), <CNolan@Trinity.edu>

**2005 CLS Program Committee:**
- Carolyn Sheehy, North Central College, chair, <casheehy@noctrl.edu>
- Robin Wagner, Gettysburg College, <rowagner@gettysburg.edu>
- Megan Fitch, Kenyon College, <fitchm@kenyon.edu>
- Janet Gayle, University of St. Francis (Illinois), <JGayle@stfrancis.edu>

**CLS Past Chair’s Report - Mark Cain**
The past chair has two main tasks:

1. Propose any changes to the bylaws.
   The main item that would be changed would relate to Midwinter, but as long as ACRL continues its taskforce on this, I think it would be premature to change our bylaws. (Note that Scottie will be attending Midwinter to participate in this taskforce.)
2. Coordinate the orientation of new officers/chairs
   Although I may not be able to attend ALA Annual, I will organize the orientation session. One thing I want to do is write up in some detail an orientation for new officers. I did this for Susan Richards when she became Vice Chair/Chair elect (because she had been unable to attend the orientation meeting), and I thought it was actually a better approach than just sitting around with a meeting. Since I’ve served in every officer position except Member-at-Large, I should be able to draft most of these orientation sheets. These I’ll then send to current occupants of the position, and we’ll get them finalized. Then we’ll be able to give them to the incoming officers and chairs.

December 10, 2003, 1:00 p.m.

**Members at Large Report - Dermody & Stoan**
Friday Night Feast (From Melinda Dermody)
I have been in contact with Lis Chabot, who coordinated the dinner last year in Toronto. She shared her notes and gave some tips about the whole process. Haworth Press will typically sponsor our dinner for up to $1800. I've talked with several of the Conference folks at ALA and have begun investigating possibilities of restaurants near the Orange County Convention Center. I want to pick a location that is convenient for attendees and appropriate for the dinner. I'd like to get suggestions from the committee about what general location (i.e. convention center or downtown) I should try and coordinate this dinner.

There was some discussion on determining the best location for the Friday Night Feast in Orlando, and extensive discussion on attendance. There are frequently no-shows and it sometimes seems unfair that the individuals who are quickest with the reply button are the ones who get to attend. It was pointed out that the original purpose of the Friday Night Feast was to recruit new members to CLS. There was fair consensus that perhaps the free meals should be reserved for new or potential members of CLS, and that existing members who wish to attend be charged a modest or reasonable fee. Melinda will work with the Membership Committee to see what ideas are feasible this year.

Committee Reports

CLIP Notes - David Wright
Virtual meeting held week of Nov. 17 via e-mail. (Agenda sent out previous week. Agenda items were divided into 3 separate e-mails.)

1. Response to the meeting was disappointing. The chair spend a lot of time and only 3 members of the committee responded.

2. Two publications in the data compiling stage:
A. Special Collections
B. Marketing Practices

Both of these could be ready for publication prior to ALA Annual. Everything possible will be done to keep these on track.

3. Two proposals are in fairly good shape. One is on Copyright and the other is from Ramona Islam of the ACRL Distance Education Learning Instruction Committee on distance education. Ramona may meet with us at Midwinter.

4. Future publications
A. CLIP Notes #20 --Managing Student Workers (out of print)
Original compilers are interested in a 3rd ed. Their timetable may fit our calendar for '05.

B. CLIP Notes # 23 -User Surveys in College Libraries.
I have communicated with Mignon Adams, one of original compilers. She didn't sound very interested at that point and had no idea where the co-compiler was located. I have not followed up any further. I would be glad for any suggestions as to how to proceed with this.
C. Remote Storage --Committee is still supportive of this as a topic but no compiler. Perhaps we can go to COLLIB-L with an inquiry??

D. Government documents: storage and electronic issues. (Same as C)

5. CLIP Notes web pages updates: committee members volunteered last Spring but no action yet.

6. Address file update: Chair took on this job, Access database obtained from Hugh at ACRL, went through comparing address to library web pages. Made significant number of address updates, which had not been done since 1995. We are now ready to implement part 2 of our strategy for improving our response rate to surveys. Plan is to put a message on COLLIB-L about CLIP Notes, ask for members to check a website where all institutions are listed (website is ready at http://www.mc.edu/campus/library/institut.htm ) and then send an e-mail if they want their institution removed or to be added. I will then follow-up to confirm with the institution before they are added or dropped.

The committee will meet at Mid-Winter on Saturday morning at 11:30 a.m. (Location not yet known)

**Communications Committee - Catherine Lee**

The CLS Communications Committee held its Midwinter meeting via e-mail the week of November 17th to 21st, 2003.

Virtual introductions were made. Mike Thompson gave an update on COLLIB-L.

Ruth Connell gave a brief update on the CLS website and the lack of any significant improvements in the system behind the scenes. Committee members were encouraged to review the site and report broken links to Ruth. ALSO, if Committee members notice things that need changing, or content that should be there but isn’t, please let Catherine Lee or Ruth know so we can remedy it. Ruth Connell volunteered to send out a message to COLLIB-L recruiting more submissions (of links) to the webliography and also publicizing the webliography. This message went out to COLLIB-L recently.

Chris Millson-Martula asked us to consider how we can better publicize the section's program at the annual conference. This led to a brief discussion of publicity ideas. Committee members with any other suggestions can send them on to Chris.

Catherine Lee presented information on the Newsletter and raised some related discussion issues, including beginning the recruitment process for a replacement editor. There is consensus to continue the print edition of the Newsletter but also utilizing ACRL’s method of sending out an electronic version or a link to the e-version.

Catherine asked about ways to pull people into the website, in addition to adding a new feature (which is already under discussion) tentatively called Library Site of the Month. Ruth suggested profiling a CLS member each month. Catherine suggested asking the Standards Committee to help create a place on the website that is more of a destination for anyone planning to use (or using) the Standards.
Denise Shorey distributed preliminary guidelines for the "Library Site of the Month" feature and details about her review of some randomly selected college websites. As Denise found, all of the websites she looked at conformed to the general guidelines. ALL of the sites had excellent color schemes, were clearly user-oriented and had links that were, for the most part, intuitive. It seems important then that we look not only at the EXPECTED, but what's SPECIAL about the site--what sets it apart from the standard college library website? Is it creative tutorial materials? Excellent and extensive research guides? Timely webliographies that draw users to the site? When we solicit nominations via the Newsletter and COLLIB-L (and I think we should AVOID a lengthy or formal nomination process), we should ask the nominator to tell us what makes this website special. It should be informal and fun! This would also help the Committee (charged with selecting the featured site) to describe why this site was selected. There was discussion about the possibility of having librarians VOTE for the site of the month but the logistics of this need to be further investigated.

Catherine made a call for volunteers to work with Denise on implementing the college "Library Site of the Month" feature. Catherine will ask during the Executive Committee meeting about having one of the Members-at-Large also on this "Library Site of the Month" review committee. Catherine also called for two Committee members to pursue the CLS member profile feature—to draft general guidelines, begin investigating names, work with Ruth about how this feature will look on the website, etc. Catherine volunteered to contact the Standards Committee about creating more of a presence on the website, related to the Standards.

**Conference Planning 2004 - Chris Millson-Martula**

Things continue to move along well regarding next year’s program, A LIBRARY BALANCING ACT—PATRON RIGHTS VS. NATIONAL SECURITY. Due to the nature of our task, we have been making progress on an ongoing basis, and did not have a formal midwinter meeting.

The program will have two main components. Jim Neal of Columbia, Gene Weimers of Bates, and Deborah Stone (Deputy Director of ALA’s Office of Intellectual Freedom) will provide brief presentations dealing with issues such as the impact of FERPA and the USA Patriot Act on academic libraries, collaboration between academic libraries and their IT counterparts to address issues of privacy and security, and how one college library has handled these issues. We will then have break-out group activities in which participants will begin to develop a product or prepare to take action in the following areas: a library confidentiality policy statement or privacy audit, compliance with the USA Patriot act, technology and network security issues, educating users about privacy issues, and privacy and security in the consortial setting.

We will publicize the program via discussion lists, ALA’s publications, and, as a new twist, by mailing a reminder postcard to section members. The card will, in turn, serve as a ticket for a prize drawing at the program (we will also have forms available for those who aren’t section members). Regarding prizes, while the committee hasn’t yet determined what they might be, we’re looking at between 5 and 10 in number with a projected total cost between $100 and $200. EARLY NEXT YEAR, WE WILL SEEK YOUR APPROVAL FOR THE MAILING WHEN COST ESTIMATES BECOME AVAILABLE (While ALA will provide the mailing labels, we need to cover the costs for the card and postage). Probably in late winter, we will SEEK EXECUTIVE
COMMITTEE APPROVAL TO EXPEND FUNDS FOR THE PRIZES. Our program budget of $750 should be able to cover these expenses.

December 11, 2003, 9:00 a.m.

Committee Reports

Conference Program Planning 2005 - Carolyn Sheehy
The committee has been formed and they are beginning to work on the program for the conference in Chicago. We will hear more from them at our annual meeting.

Continuing Education - Charles Getchell
The CLS Continuing Education Committee held its Midwinter Virtual Meeting via email on December 3 and 4 with some wrap-up on December 8th. All eleven committee members signed in and participated in our productive discussion. Charles Getchell sent out the agenda.

There were two topics that generated spirited discussion and they represent current and future interests (and possible directions) for the Committee:

We first discussed our latest ideas of working with the Standards Committee using email exchanges between Lis Chabot and Bill Nelson (Standards) with Charles Getchell (CE). Some exciting possibilities were tossed around in CE about a possible 'tool kit' related to the Standards and possibly with a WebCT (ACRL) delivery. Several CE members plan to join Standards Committee members when the latter meets face to face in San Diego. Bill and Charles also talked about meeting jointly in Orlando to follow the S.D. session

Second, in polling the group as to interests in new projects and looking to Orlando and Beyond, we generated some great exchanges on investigating ideas (including looking to other 'Continuing Education Committees' in other Divisions) around "generational change and library services" and what academic librarians should know/be aware of. Several of our members have some real significant exposure/experience to/with this topic, and it seemed to grab the interest of all. Therefore, we will exchange more notes prior to and make this a centerpiece for our Orlando meeting.

As I leave the Chair's position and the Committee (after four years aboard), it is my hope to leave the group working away on midrange and longer term projects. And that concept seems to resonate well with all current members. I want to acknowledge my colleagues who sit on this committee with me, and I want to thank them for making the Virtual Meeting work well.

Leadership Committee – John Jaffe

The CLS Leadership Committee met virtually from December 10 – 23, 2003 using a list server (CLSLeads@catt.cochrant.sbc.edu). All active committee members, the Chair of the ALCTS Leadership Development Committee and one guest participated. The agenda was adopted and minutes of Toronto Annual were approved.
Dina Giambi, Chair of the ALCTS Leadership Development Committee, reported on the meeting held in Toronto and co-sponsored by the CLS Leadership Committee, “Leading and Developing Leadership: Who’s Responsible?” was attended by an audience of about 50, most of whom remained for the entire three-hour session. Dina thanked the Leadership Committee for their promotion and co-sponsorship of the program. The ALCTS Board has identified a need to offer an ongoing curriculum to better educate the ALCTS membership and the Leadership Development committee would certainly welcome CLS Leadership Committee's co-sponsorship of a program. A topic has not yet been identified for Annual 2005 in Chicago.

The CLS Leadership Committee voted in favor of co-sponsoring the Orlando Program and now seeks approval from the Executive Committee. The committee likes the idea of members meeting with those making committee appointments and thinks it would be beneficial to CLS. It was suggested that such an opportunity might be made in conjunction with the Friday Night Feast or following the Program meeting.

Cynthia Peterson reported on her progress with the CLS Survey concerning hiring library directors. She reported that we have an adequate pool of librarians and search committee members and four Deans - and is hoping to get at least one more willing to participate. Some of the search committee members on the list are teaching faculty - a couple of them are library staff members, so it might be very interesting to see if they have a different take on things. The other area to be surveyed was one or two placement agencies and she has the names of two. She has automated the survey to make it easier to report responses and now seeks volunteers to make the calls. She also seeks someone to analyze the results and write the article.

Tom Carter provided an update on the progress toward an article on “The Extroverted Librarian” for C&RL News. He received over thirty responses to his survey. Nineteen indicated the libraries had formal policies encouraging librarians to be active outside the library, and sixteen of the nineteen policies are written. However, none of the policies are written specifically to encourage activity outside the library to promote resources and services. Stephanie Orphan, the Editor-in-Chief of C&RL News, thinks a report of this research might fit well as a boxed article in the News from the Field column (@ 1,000 words. Tom will submit a manuscript before Christmas.

Larry Hardesty presented a report on the College Library Directors Mentor Program. He matched 15 first-year directors this fall which now makes 174 matches for the 12 years of the program. Mignon Adams, Tom Kirk, and he are now working on the seminar, which starts January 6. Connie Dowell, a former participant--2nd year of the program, now library director at San Diego State University, is hosting us this year. By all accounts the program continues to flourish, in large part because of experienced colleagues who generously contribute their time.

[ Mentor Program Matches are included as Appendix A ]

Discussion then turned to issues of leadership and ideas that support our mission in areas of recruitment to the profession and to college librarianship in general or ideas on how leadership is manifest in college librarianship. The hope was to find in these ideas and their discussion a
variety of potential initiatives directing the work of the committee as we move forward. While there were very few attendees at Toronto, the discussion was excellent. We tentatively agreed to plan and propose a program on "Training our successors - what you want to pass on". The program format was viewed as a conversation between directors seeking successors as they approach retirement - delineating what they see as necessary qualities and what they wish to pass on as well as conversation with persons looking to move into leadership positions. We wish to propose the program for ACRL in Minneapolis under the conference theme track of Changing Environments and Cultures (sub area of Library Human Capital). The Call for Participation appeared in the most recent C&RL News (November 2003). Alternatively, we could also propose the program for 2005 Midwinter or Annual. CLS Executive will need to endorse the idea to move forward.

The virtual meeting was then closed with a request for participants to send comments to the chair.

1. ACTION ITEMS NEEDED FOR CLS Executive Committee:
   Vote by CLS Executive to approve co-sponsorship of ALCTS Leadership Development Committee “Effective Committee Management: Basic Skills for Success” with Olivia Madison, Immediate Past President, ALCTS as the speaker. It will be Saturday, June 26 from 10:30-noon at annual in Orlando
   
2. CLS Executive permission to move forward with planning program - “Training our Successors – what you want to pass on”. The format is viewed as a conversation between directors seeking successors as they approach retirement and those persons looking to fill those positions. Potentially for ACRL XII in Minneapolis.

Catherine Lee cast a motion and Krisen Senecal seconded to approve the Leadership Committee's two requests. The motion to approve the requests from the Leadership Committee passed with 16 votes in favor, none opposed.

December 11, 2003, 1:00 p.m.

Membership Committee - Helena Rodrigues
The CLS Membership Committee held a very successful virtual meeting via email between November 17 and 24, 2003. Daphne Harrington reported on the ACRL Membership Committee meeting held at Annual in Toronto. She included the 2004 Annual program proposal with the topic: Recruiting from diverse backgrounds.

Melinda Dermody discussed the Friday Night Feast plans for Annual. Restaurants are being considered and she is going to select a convenient location for attendees and appropriate for the dinner. Helena Rodrigues reported that since June 2003, 96 letters have been mailed to dropped members and over 150 letters of welcome were sent to new members. Dropped members were requested to send the reason why they are no longer with CLS and the majority of members dropped CLS for two reasons: retirement and/or a move to another type of library.
Kendra St.Aubin reported on Recruitment on COLLIB-L. She sent the first letter in November 2003, and will do so again in May 2004. Lynda Duke sent the letter offering CLS brochures for distribution at local conferences to State ACRL Chapters in August. The letter will be sent again in March 2004. Jennifer Long reported on Niche Recruitment of Staff. She included a breakdown by job responsibilities of current CLS members. She asked for suggestions for possible ways to target underrepresented areas.

**Nominating Committee 2004 - Charles Getchell**
The nominating submitted the following slate which we approved in July. These folks will appear on the ballot later this spring.

Chair Elect/Chair of the Section: Robin Wagner and Melinda Dermody
Secretary of the Section: Kitty McNeil and Rita Gulstad
Member-At-Large of the Section: Albie Johnson and Alice Bahr.

We are pleased to report that all members listed above have agreed to stand for election and to serve the Section if elected Melinda Dermody served as an active, participating member in the committee’s work until agreeing to stand as a candidate for Chair Elect/Chair. At that point, Charles Getchell finished up the work that Melinda had undertaken for the committee (and she had done all she could in recruiting to the point she agreed to be on the ballot) so we could complete our assignment. This committee has completed it’s assignment.

**Nominating Committee 2005 - Mickey Zemon**
Mickey reports that her committee welcomes nominations for officers from all board members. Please send them to her directly.

**Research for College Librarianship - Barnello**
The virtual meeting began on November 20 and follow-up continues on two agenda items:

1) Expert help for college librarians submitting articles or conference proposals. In Toronto, CLS Executive voted its support of this "mentoring" program for college librarians. The committee wants to fasttrack this idea and pilot a program to help college librarians (members of CLS and non-members) with their submissions for ACRL Minneapolis. I am drafting a task list and timeline for our committee. I intend to liaise with Leadership Committee at Damon's suggestion. Essentially we are going to recruit librarians who have published or presented before to serve as readers of manuscripts and program proposals, in the case of the pilot, and promote this at Midwinter and COLLIB-L, and in Stephanie Olsen's ACRL update, I hope. We want to know if research can "piggyback" on this year’s CLS program at ALA annual, only in terms of announcing and promoting this program (5 minute blurb).

2) College Librarian success/submission rates at national conferences

Our committee wants to make sure that library type is asked on ACRL Minneapolis program proposals. This did not happen for Charlotte. It is difficult getting a handle on all past data of past conferences. Going forward we want to take ownership of tagging college librarians who are submitting. The above pilot might allow for that. Have to explore further.
Standards Committee- Bill Nelson
COLLEGE AND RESEARCH LIBRARIES STANDARDS TASK FORCE

Task Force Charge: to adapt these standards “for use as a document and process that would apply across all types of academic libraries....” Second open hearing is scheduled for Saturday, January 10, 2004 (2:00 – 4:00 p.m.), San Diego (Midwinter). The draft document, “Libraries in Higher Education, Standards for (draft)” can be found at:

During discussion it was explained that there was an open hearing on the new draft standards in Toronto. However, attendance was virtually nil because of the SARS scare, budget cuts, etc. and thus the Task Force decided to hold another open hearing in San Diego to supplement feedback received via email. In response to a question about the necessity of open hearings, the chair (a member of the Task Force) explained that ALA and ACRL were concerned about process, and were concerned about adopting new standards without extensive opportunity for input from members. The draft of “Higher Education” standards has been published in C&RL News, posted on the ACRL webpage, and comments widely solicited via the section electronic discussion lists: COLLIB-L, ULS-L, and CJC-L.

As a matter of interest, the ACRL Standards and Accreditation Committee approved a new procedure in Toronto which would make open hearings optional, provided it can be shown that the information was widely distributed with ample opportunity for discussion from the membership. Anyone with comments on the draft standards is strongly encouraged to send an email to Bill Nelson wnelson@aug.edu or to Barton Lessin, the Task Force chair, aa3327@wayne.edu.

STANDARDS AND ASSESSMENT WORKSHOPS

The chair solicited ideas and suggestions from members regarding state and/or regional sponsors for workshops. The chair reiterated the reason for pursuing these opportunities by summarizing comments from the last two standards meetings: The standards workshop held at Midwinter attracted 78 attendees. At the ACRL meeting in Charlotte, a half-day workshop there had 66 attendees, the workshop limit—people were turned away. There is a feeling that sessions at national meetings are not really attracting the people who need it most. The committee agreed to pursue more sessions at regional or state conferences, where people can attend more readily and cheaply.

The chair mentioned that there is an ACRL board member who is willing to propose to the board that ACRL provide funding to support chapter workshops. However, the member first wants a concrete workshop proposal to carry forward; thus far there is not such a proposal.

J.B. Hill, John Pollitz, Jules Tate, and Lis Chabot have been part of groups that have sponsored one of the assessment workshops. J.B. mentioned that many state groups are looking for programming. He suggested that this would be a good opportunity to provide an in-demand session, and possibly earn some money for the chapter, as was the experience with the Louisiana ACRL chapter. Lis mentioned that NY was sponsoring a series of continuous assessment workshops funded in part by LSTA funding. In response to a question about specific geographic areas that have not had workshops, Bill said that the West and New England had
not hosted workshops. Also, some workshops in the Midwest (Indiana and Wisconsin) were sponsored by private library groups and did not target the state as a whole. It was suggested that we consider applying to present a workshop at the ACRL conference in Minneapolis.

The chair would be the logical one to pursue these contacts, but is in an awkward position as he is also one of the workshop presenters. John suggested that the offer should be taken to the midwinter ACRL Chapters Council meeting. John Pollitz is a member and plans to attend that meeting; he offered to do this for the committee. He also suggested that we consider the possibility of posting something to the Chapters Council electronic discussion group.

The Southeastern Library Assn. (SELA) membership committee is willing to help sponsor workshops in the Southeast to gain visibility. They are working with the Florida ACRL chapter to sponsor a conference in Orlando.

SAN DIEGO STANDARDS COMMITTEE MEETING
Those committee members who will be attending the midwinter conference in San Diego will hold a meeting on Saturday (Jan. 10), 11:30 a.m. to 12:30 p.m. [Official ALA schedule now list 10:30 - 11:30; EXACT time and place yet to be determined.] Members of the CLS Continuing Education Committee have expressed interest in working on development of the proposed "toolkit," and plan to meet with this committee to discuss the topic in preparation for the discussion group planned for Orlando.

ORLANDO COMMITTEE MEETING
The Orlando committee meeting is scheduled for Saturday (June 26), 11:30 a.m. to 1:30 p.m. The plan is to hold a discussion group during roughly the first hour of the meeting; the second hour would be devoted to committee business. Because of time constraints of this meeting, Liz Chabot will send an email to committee members to provide an update on the plans for the discussion group meeting in Orlando.

Suggestions for new projects include developing white papers on “Guidelines for Academic Library Buildings” and “Guidelines for Computers in Academic Libraries,” and possible webpage to serve as a "Toolkit" for the ACRL Standards.

At an earlier meeting the committee discussed additional methods for gathering feedback on the new standards, such as posting surveys to appropriate electronic discussion lists. The discussion group session in Orlando may be used to get input on this subject.

Discussion Group Reports
Medium-Sized Academic Libraries Discussion Group - Michalak & Ortiz

No action items, just information only. Comments welcome. MSALDG will meet at Midwinter on Sunday January 11, 9:30-11 am at the Hyatt in the Manchester D room. There are 2 agenda items: 1 presentation with solicitation of advice new format for our discussion group) and 1 discussion topic.

1) PROJECT MERLOT (40 MINUTES) Advise representatives from Project MERLOT’s Library Advisory Committee on the best role for libraries and librarians in making the content of
MERLOT available to faculty and students. MERLOT is the Multimedia Educational Resource for Learning and Online Teaching <http://www.merlot.org>.

2) ASSESSING VIRTUAL REFERENCE (40 MINUTES) Is e-mail reference the success we thought it would be? Is 24/7 the future of reference? Are your users getting what they need? How can you figure out how well you are serving your customers? Is virtual reference the best way to expand services beyond library hours?

Past MSALDG Midwinter meetings have attracted up to 100 attendees. Still in the process of determining if CLS’ virtual Midwinter meeting will reduce attendance at MSALDG or not. Reminder to CLS EC that the Merlot presentation at MSALDG was scheduled instead of a separate meeting with EC so it will be helpful to have as many EC members whose schedules permit attending the MSALDG discussion.

**Director's Discussion Group - Fulton and Magnuson**

Annual conference 2003, Toronto. The college library directors discussion group was attended by about thirty people. This was a slightly smaller group than usual and rather than break into small groups, we continued as one. Some of the discussion topics were building projects, ereserves, campus politics, career tracks (there were a couple of aspiring directors present), faculty collaboration and assessment of services. As always it was a great discussion.

December 12, 2003, 9:00 a.m.

**Other Business**

**Proposed changes to the CLS Manual - Senecal**

1. To be added under “Preconferences:”
2. To be added to CLS Conference Program list:
3. To be added to Clip Notes list:
4. Suggestion from Melinda Dermody, which will require discussion and, I assume, a vote on some official wording: “Under "CLS Publications and Archives," I wonder if the Archives policy should eventually address the website. Right now, I don't think there is any record of changes in the website, so maybe this should be considered.”

Motion #1 to approve changes 1, 2, & 3 was approved with 13 votes in favor. No one who has voted, voted against the motion.

We have had no comments on this motion.

Motion #2 was to ask the Communications Committee to examine the issue of archiving the website. There is no text in the manual about this, so they would examine this issue, perhaps alter their present practice and then perhaps, propose changes to the manual for next year. It was approved with 12 votes in favor. No one who has voted, voted against the motion.

December 12, 2003, 1:00 p.m.

ACRL Liaison's Report/Comments – Lois Cherepon
First, I'd like to tell the CLS Exec Committee that I'm pleased to be serving as the ACRL Board Liaison to CLS, and that I function as a messenger and communicator rather than as a "representative" for CLS. I report information from the Board to the CLS, and also relay back to the Board any concerns or issues the section might have. I typically attend the CLS Exec Committee meetings at both Annual and Midwinter, although I missed Annual in Toronto last summer. My term as Board Liaison will expire at the end of the 2004 Annual Conference in Orlando. Secondly, there are several reminders or informational items that I just wanted to share with any members who might be attending Midwinter in San Diego next month:

a) There are 2 Board meetings, both of which are open to all attendees. If you have any items to present to the Board, you can submit agenda items for either of these meetings. Everyone is welcome to attend the meetings. Board I is Sunday, Jan. 11, 2-4 at Conv Center Room 27B. Board II is Tuesday, Jan. 13, 1-4:30 at Conv. Center Room 27B.

b) The ACRL Presidential Candidates forum will be on Sunday, 11:30 a.m. - 1:30 p.m. Embassy Suites Hotel, Monterrey Ballroom. Hear Camila Alire and Charles Kratz, the official candidates for ACRL vice-president/president-elect, speak during this forum sponsored by ACRL's Chapters Council. A light lunch is usually served at this event.

c) Lois also outlined some program highlights for Midwinter, as were sent to us earlier in the month.

She will be attending Midwinter, and is looking forward to meeting members. I will be at the Leadership Council and the Sections Council on Friday. If anyone from CLS plans to attend, please let me know and we can meet informally at either of these meetings.

ACRL Staff Report - Mary Jane Petrowski
Earlier this fall I sent the CLS Membership Committee the attached membership annual report
(Appendix B) that may (or may not) have been shared with CLS Executive. The other document (2003 Fall Exec Meeting) was the operations report (Appendix C) that I prepared for the Fall meeting of the ACRL Executive Committee.

We are working on dynamic section committee rosters (to be available on the ACRL web site as part of the Leadership Directory). At the moment we have Executive Committee rosters available and hope to have the section committee rosters up by early spring. Since the rosters are linked directly to the ALA membership database, any changes (resignations, contact updates) will be registered immediately. It will also allow committee members to see (easily) whether or not they need to update their contact info with ALA.

**ACRL Virtual Meeting Task Force Report - Scottie Cochran**
The ACRL Virtual Meeting Task Force will meet in San Diego (a bit ironic, from my point of view, that we need to meet face-to-face in order to discuss virtual meetings). The T.F. will submit a report to the ACRL board near the end of Midwinter. Each of us is working on one of the following topics related to the T.F. charge:
1. Recommend changes to current ACRL policies, procedures, or documents required to accommodate virtual meetings.
2. Create ACRL virtual meeting guidelines to comply with "approved ALA policy and procedures..." including announcement policies, methods for keeping meetings open and accessible, reporting and archiving mechanisms, how to ratify actions taken during virtual meetings.
3. Compile experiences ACRL groups already have with virtual meetings.

My job is to look at methods for ratification of actions taken via virtual meetings. This is all procedural and process oriented, nothing ground-breaking so far. The group has elected not to address the elimination of Midwinter, though I asked them to do so. I will have more to report after Midwinter.

Virtual meetings - how did they go this year? There was extensive commentary on this topic, which is included in full text as Appendix D.

**Adjournment**

Respectfully submitted,

Richard AmRhein
Secretary

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Appendix A: [Mentor Program Matches 2003-2004](#)
Appendix B: [ACRL Membership Statistics, 2002-03](#)
Appendix C: [Operations Report, 4th Quarter/1st Quarter](#) (June-September 30, 2003)
Appendix D: [Virtual Meeting Comments](#)