

# **ASEE**

## **Engineering Libraries Division**

### **Extended Executive Committee Meeting Minutes**



#### **EEC Meeting Minutes, Nashville, Wednesday, June 25, 2003**

Present: Mel DeSart, Karen Greig, Christy Hightower, Linda Martinez, Ann Morgan, Jill Powell (recorder), Greg Raschke, Mark Shelton, Andy Shimp (recorder), Gretchen Sneff, Mary Steiner, Andy Stewart, Larry Thompson, Amy Van Epps

#### **I. Committee reports and updates**

A. Awards: Greg suggested drafting a formal letter to send to recipients of the Homer Bernhardt award to explain the history of the award. A description of the award could also be posted on the ELD website. The EEC approved this suggestion. Greg will also investigate including the award winner in the ASEE media kit and the Bowker Annual.

#### **B. Publications:**

i. Ann suggested sending a formal letter of acknowledgement to authors whose papers have been accepted for publication in the proceedings. The EEC agreed to have the Publications chair send such a letter.

ii. Should ELD seek to digitize older literature guides? Ann has disks for new guides, and they should be relatively easy to convert to PDF format. The ASEE Publications Department does not have master copies of the older guides and the information contained in them will be outdated. The EEC decided not to seek to digitize the older guides.

C. JSTOR Task Force: Gretchen asked whether the task force had issued a report. Larry will check with John Saylor.

#### **D. Liaisons:**

i. Christy asked for a decision on length of appointments. The EEC approved a two year appointment for liaisons.

ii. The committee will investigate the issue of publisher liaisons. The goal would be to promote common interests of the ELD membership.

iii. The ACRL STS is planning to conduct a continuing education needs assessment. Does ELD want to participate? Christy will consider this issue

E. Newsletter: Karen asked whether liaison reports should continue to be published in the newsletter. The EEC decided to keep publishing them in the newsletter.

F. Accreditation & Standards: Mark reported on an idea generated during the committee meeting to create an outline for librarians to use in reporting for the ABET self-study report and talking points for a conversation with the dean about ABET and the library. This material could be posted on an ABET web page for ELD. Mark will ask for volunteers for a task force for this project.

## **II. Fundraising/Sponsorship of ELD activities**

ELD receives significant donor support, and maintaining good relations with donors is increasingly important. Larry suggested several options, including creating a position of development/fundraising director for ELD. This position should be distinct from publisher liaisons that are being considered by the Liaisons Committee. The EEC decided to establish a development director position. The recommendation will be brought to the Executive Committee.

## **III. Lapsed memberships**

When should a member be ineligible to hold office if that person's membership has lapsed? The EEC decided that three months past lapse date, the Membership chair will notify the Division chair of lapsed memberships of committee chairs. The chair will draft guidelines. Lapsed members get 3 paper reminders from ASEE headquarters.

## **IV. Officer position descriptions and FAQ**

A. Officer position descriptions are in two places now on the web– we need to consolidate and update. The one place will be Addendum 1 in the bylaws (<http://www.engl.lib.cornell.edu/eld/bylaws.html#addendum1>). There will be links from the officers' page job titles to these descriptions.

B. Officers are to update their own position descriptions and send to the Executive Committee, who will send them to the webmaster.

C. Outgoing chair should over these descriptions one a year (also the FAQ) and send changes to Executive Committee.

## **V. Addendum 2 of Bylaws - Criteria and Procedures for Review of Papers for the Annual Conference Proceedings**

Incoming program chair to revise Addendum 2 of bylaws to improve paper submission procedures. Change to insure this process is double-blind (neither reviewer knows the

author, nor the author knows the reviewer). Papers are in PDF, but the names can be removed with full Acrobat reader program. Decision made that the Publications chair is to remove the names and name the files anonymously.

## **VI. ELD and SIGs, Listservs**

A. Information Literacy SIG not started yet. Purpose is to facilitate discussion on information literacy and brainstorm what should be presented at next year's conference. Greg will do some research on this issue and report back to EEC.

B. Mel to check with ASEE to see verify if listserv is moderated or only chair can send messages. [Mel did this already and it appears only the chair can send messages. So we will not move the list to ASEE webspace.]

## **VII. Nashville Conference after the fact notes from Larry:**

A. We got what we wanted. We had ~90 members attend – which, based upon figures from last year's conference, should place us among the highest attendance of any division. Member complaints ranged from no time for lunch (see reason below) and no time to attend other sessions. Members should feel free to attend other sessions if they wish.

B. If we don't schedule something for each time slot, ASEE will bump other sessions there. That's why the lunch hour session was scheduled. ASEE won't double schedule ELD committees and technical sessions. ASEE won't double schedule with picnic, plenary and mini-plenary.

C. There is no formal mechanism for cosponsoring, it counts against both divisions. Most other divisions don't have many outside speakers, they have too many internal candidates.

D. EEC meeting – Most felt it was best on Wed afternoon because new officers have already been selected and can attend. Also, many other attendees have left by then and will result in low attendance at a technical session if we had one scheduled. Our last session on Wed ended at 2:00 pm and it had good attendance – 60.

E. Get Acquainted session – need more food, the sponsor (Knovel) has indicated they will contribute more money next year.

F. Tuesday – committees met in a reserved room, which worked well. Committee chairs need to notify members in advance of this meeting.

## **VIII. Andy Shimp - Program planning for Salt Lake City in 2004**

A. NSDL update

- B. Building collections for new programs (Biomedical)
- C. Planning library facilities in 21<sup>st</sup> century, libraries as place (Steve Gass?)
- D. Invite Roy Tennant, California digital libraries, he would be the whole 1.5 hours
- E. Focus on graduate students
- F. Assessment and statistics
- G. Engineering ethics and case studies in collaboration with libraries (Jay Bhatt, to include 2 professors)
- H. Local Utah speaker? Instruction LEAP at U of Utah, freshmen curriculum, Mews Global is engineering firm
- I. Blackboard faculty get grants through library (Duke?)
- J. Federated search engine – can present reserve search list on course web pages
- K. Workshops are more problematic now that ASEE charges \$25 per person, makes it hard to recoup fees. We can apply for funds to pay for a workshop (mentioned – marketing, Cold Fusion). Bus for Endnote workshop alone cost \$500.