



**Executive Committee of the
Members Council on Library Services (MCLS)
Conference Call**

Agenda

Friday, January 9, 2015 – 10:00 a.m. to 12:00 noon EST

Dial-in Number: **1-888-670-3525**

Participant Passcode: **575 614 9391** followed by the # key

10:00	Call to Order	Janice Henderson
10:00 – 10:02	1. Approve November 19, 2014 Meeting Minutes	Janice Henderson
10:02 – 10:35	2. Next-Gen ILS A. Discuss Potential Reviewers	Janice Henderson
10:35 – 10:50	3. Discuss Charge for “Open-Access Textbooks and Education Resources Task Force”	Lucy Harrison, Don Muccino
10:50 – 11:20	4. MCLS Processes and Procedures A. Discuss Process for Upcoming Committee Appointments (i.e., Exec Comm, Standing Committees, Current Vacancies) B. Finalize February MCLS Meeting, Format, Time, and Agenda	Janice Henderson
11:20 – 11:40	5. Update from FLVC A. Transition Update B. Organizational Updates C. FLVC.org Website Redesign D. Project Updates	Don Muccino, Lucy Harrison
11:40 – 11:45	6. Update from Members Council on Distance Learning and Student Services (MCDLSS) A. Joint MCLS and MCDLSS Meeting	Don Muccino Janice Henderson
11:45 – 11:50	7. Executive Committee Meetings A. Future Topics B. Next Meeting Date	Janice Henderson
11:50 – 11:55	8. New Business	Janice Henderson
11:55	Adjournment	Janice Henderson

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**Regular Meeting of the Executive Committee
of the Members Council on Library Services (MCLS)**

Minutes

January 9, 2015

A meeting of the Florida Virtual Campus (FLVC) Executive Committee (ExCom) of the Members Council on Library Services to discuss regular business was called to order at 10:00 AM EST pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Bill Foege (Polk State), Lori Driscoll (Gulf Coast State College), Patricia Profeta (Indian River State) (late arrival), Anne Prestamo (FIU) (late arrival), Barry Baker (UCF), Bob Dugan (UWF), and Julia Zimmerman (FSU). The following FLVC staff was also present: Tammy Elliott, Linda McCarthy, Lauren Sprowl, Ellen Bishop, Claire Dygert, Don Muccino, and Lucy Harrison.

Chair Henderson called the meeting to order at 10:00 AM EST and Patricia Profeta recorded the proceedings of the meeting.

Roll was called and the number of voting members present determined.

Approval of November 19, 2014 Minutes

Having reviewed the draft minutes distributed prior to the meeting, the committee moved to approve for the November 19, 2014 minutes. Bob Dugan moved to accept the minutes and Lori Driscoll seconded. The minutes were unanimously approved by the voting members.

Next-Gen ILS Task Force

Chair Henderson said that the list of potential reviewers received provides most of the expertise needed. She added verbally the names of potential reviewers received through January 9. Some institutions had not responded by the deadline and Chair Henderson reached out to these institutions to clarify their intentions for the reviewer slot. A variety of responses resulted. She is still waiting to hear from several institutions. The list of reviewers currently contains individuals who served on the prior committee, as well as potential reviewers identified by their institutions. Lucy Harrison reviewed the spreadsheet which contains the names of individuals with prior committee experience, institutions who have identified multiple people, and individuals identified by their institutions who fall into neither of the aforementioned categories. Prior committee members missing from the list were added if they were inadvertently omitted. There was also an assumption that applicants for the evaluator positions were added to the list of reviewers. Discussion ensued about the make-up of the committee. The intention was for institutions to have a representative; however, some institutions opted not to have a representative for a variety of reasons. The ExCom expects to have about 40 reviewers. These reviewers may have expertise that the evaluators do not have. In some cases, institutions may have multiple representatives due to individual expertise. At the end of the discussion, about six slots were still vacant. Lori Driscoll asked if prior committee members were contributing members when they served. Chair Henderson indicated that she would review these prior members with Jean Phillips, Ellen Bishop, and Anne Prestamo. Barry Baker said that the reviewers' expertise is critical to the process as the evaluators will depend on them.

Chair Henderson indicated that she would rebuild the list by the expertise needed and the representation that the institutions have chosen. One of her concerns is the lack of college interlibrary loan experience. Lori Driscoll identified individuals with interlibrary loan experience. Many of the areas are covered multiple times in the list.

Julia Zimmerman asked about protocol if no one on either team can answer. Chair Henderson said that evaluators can ask specific questions; however, the reviewers and other individuals cannot go directly to them. Ellen Bishop read Angie Jones' list from the November minutes. "The evaluators can ask other staff questions if they need advice but hopefully your reviewers will have the expertise needed to address any issues." The questions also need to be targeted questions.

Barry Baker asked if the demos are open to individuals other than the reviewers and evaluators. Yes, but only the evaluators can ask questions. Lori Driscoll indicated that we have about 36 reviewers identified. Chair Henderson raised a concern that the current list shows a lot of representation from UF and UCF. She said that we have to be mindful about this type of representation. Julia Zimmerman said that we should be grateful that these institutions can release employees for this task force. Additionally, some of these institutions are addressing activities at a higher level of complexity than others. There are still at least four slots available. Chair Henderson has not yet heard from everyone she contacted and she would like to give them the opportunity to respond. Barry Baker indicated that at some point the list of reviewers needs to be finalized even if not all institutions have responded. Chair Henderson wanted to be sure that there was no confusion about the submission of names. Do we need to check the evaluation task force applications? Barry Baker said that they already had the opportunity to submit their names with the statewide request for reviewers. Bob Dugan suggested one last request with a final deadline. Chair Henderson said that she already provided a deadline to the administrators she contacted. Julia Zimmerman moved that the current list of reviewers be accepted. Bob Dugan seconded. Bob Dugan said the list is still incomplete. Chair Henderson asked if the ExCom could approve this list for now with additional names posted on Monday morning. Both Julia Zimmerman and Bob Dugan were alright with this addendum. The motion carried. Tammy Elliott will send the revised list to Chair Henderson for a final review.

Charge for Open Access Textbooks and Education Resources Task Force

This charge is for the joint task force between the Members Council on Distance Learning and Student Services and the Members Council on Library Services. Don Muccino said that this joint task force is different because the charge comes from the Florida Statutes. Assignments are being handled through this task force because some of the work has already been done, notably with the student services side. Lucy Harrison said that the charge is in the FALSC section of the Florida Statutes. "FALSC shall promote and provide recommendations concerning the use and distribution of open access textbooks and education resources as a method for reducing cost and work with public postsecondary education institutions in developing a standardized process for the review and approval of open access textbooks and education resources." This charge is directed at FLVC rather than the advisory groups. The Members Councils have been talking about eTextbooks, but this charge relates to open education resources and open access textbooks. FLVC has been talking about getting feedback from both Councils. The process will differ from the typical task force or standing committee. They have discussed this topic extensively already and know the people with whom they need to work. This knowledge marks a departure from the usual application process. FLVC staff needs to take more ownership of it due to a March/April deliverable deadline to the Legislature. Lucy Harrison said they have identified individuals already and are seeking additional members from both Members Councils. Anne Prestamo asked for the names FLVC has in mind. Lucy Harrison said that they have not reached out to all of these individuals yet (e.g., Broward, Daytona, SUS).

The topic originated with the Members Council on Distance Learning and Student Services and they have already written a report complete with recommendations and suggested improvements. Although a few years old, this report provides a good starting point for developing a strategic plan for moving forward. There may be legislation that might impact the work of this group, i.e., textbook affordability. Don Muccino said that the Task Force Report on Online Postsecondary Education from the Chancellors touched on this topic. FLVC would like to tie these together. There are multiple charges out there to multiple groups trying to make headway with this topic. Chair Henderson had thought that a charge from the ExCom would be needed, and that we'd be using the normal application process, but since this task force is so different, she agrees that it can be treated differently so long as there is still library involvement.

Library involvement in this task force is important. An ExCom Liaison to this committee is needed especially since the MCLS ExCom may not be responsible for appointing members. The ExCom needs to remain well-informed about the work of the group. Bob Dugan said that more information is needed for time and travel commitment purposes. Lucy Harrison believes most of the work for this group will also be done virtually. Bob Dugan said that he would volunteer if a commitment is needed today. His library is headed in this direction anyway. Lucy Harrison said that FLVC will begin reaching out to other individuals next week. This item has been in Statute since last legislative session. She does not want to go into another legislative session without a group charged and actively working. Within the next month, this group will be constituted and updated, so the group can begin its work. There is no rush in identifying an ExCom member today. Lucy Harrison will be sending information. Bob Dugan said that his name can be used as a placeholder as the MCLS ExCom liaison. Chair Henderson thanked him. Claire Dygert asked about the framework for where this group might go. The interest in having a joint committee is that the efforts being made in the library world with open education resources will be more strongly reflected and incorporated into the previous work of the committee as the task force moves forward. More of the library environment will be seen in relation to educational resources than what the background material shows. Linda McCarthy said that FLVC is discussing a Talking Tech regarding this topic in the near future with a current look as to what the libraries are doing. Lucy Harrison said that now that FLVC is no longer under Sunshine, so continuing conversations can occur in a variety of ways.

Members Council for Library Services Processes and Procedures

Chair Henderson discussed the upcoming committee appointments. For the ExCom, there is an election with a nominating committee. For the standing committees and vacancies on those committees, the call out process is used. Members Council members have not been allowed to serve on standing committees due to the Sunshine law. Now that the law is no longer applied to the MCLS, Members Council members may serve on these committees. There are some committee vacancies. TSSC has a vacancy. If that opening comes up within three months of the call, the existing pool can be used. The pool is older than 3 months, so a call must go out. The process will start again, but with administrators being able to serve. Lucy Harrison asked when the Chair wants to establish the nominating committee for June voting. Chair Henderson said that there are three slots for this year. Chair-Elect, Secretary, and Pat DeSalvo/Lori Driscoll slot will be open. Lucy Harrison said that there is an opening on the TSSC. When should the call begin for that slot? Other standing committee members are finishing terms in June. Chair Henderson said to wait until after the February meeting. She asked if the TSSC is struggling without that person. Lucy Harrison has not heard of any difficulties. Tammy Elliott said that the TSSC is meeting on Monday and they said that a new TSSC secretary can volunteer or be appointed soon.

MCLS February Meeting

Chair Henderson said that most library administrators said that the virtual meeting is fine for this meeting, but she does not want to get in the habit of canceling face to face meetings. She would like to build some good virtual habits to have a meeting with the MCLS to ensure that the members are engaged. Members are concerned about obtaining documentation in advance so time is spent having discussions. She will reach out to standing committee chairs so they know that the process is different this time. Anne Prestamo said that Chair Henderson's email said that with the emerging agenda and the likely length of the meeting, this action is being taken on a one time basis. It keeps the change out of the realm for a future change. Chair Henderson asked if there were other agenda items. Julia Zimmerman said that visuals are important when presenting virtually. Lucy Harrison said that the regular system has a 40 person limit. If the current system does not work, FLVC will go back to Blackboard Collaborate with its voting mechanisms. Chair Henderson said that looking at the agenda for the meeting; it should take about 3.5 hours. The agenda will include standing committee and task force updates, upcoming committee appointments, and FLVC and MCDLSS updates. There was a motion and a second to change the meeting format for this MCLS meeting only.

Update from FLVC

Transition update

Don Muccino said that FLVC is now under UWF employment. FLVC is now getting acclimated to the UWF processes and systems. It now has 110 people with three new hires from UWF. FLVC is working with the new course catalog. The new interim website will be released soon and it is targeted at the student advising side. There will be some forthcoming email about the new website. UWF is involved with the ITN process. The ITN is out. Questions from the vendors have been received. FLVC is working toward a common digital platform and moving everyone toward it. eResources are underway in the group purchasing process. FLVC is planning for FETC (K-12) where it will preview the next version of the college and career readiness evaluation currently on its website (version 1). Employees will hopefully talk about K-20 career planning system due to replace the DOE's Choices. FLVC is in preliminary stages of its annual planning and talking with Pam Northrup to see how to integrate that process into UWF and the Innovation Institute. FLVC leadership is beginning to look into the upcoming Legislative Session (i.e., FLVC's name, other details affected by current structure (eResources language)). Anne Prestamo asked for elaboration about the change in language for eResources. Don Muccino clarified by discussing what percentage of the statewide resources that the Legislature would expect to be common. It is not 100%. FLVC is trying to see what the Legislators believe is reasonable to share in common. FLVC used 60% as the planning number for the December impact statements. Barry Baker asked what type of information is shared with the Legislature. Don Muccino said that FLVC works through Janice Gilley, the Assistant Vice President for Government and Community Relations at UWF. She puts forth a broader case than just one for UWF. FLVC has provided impact and coverage data. Barry Baker said that institutions cannot easily absorb the resources that are lost. Anne Prestamo reminded Don Muccino about the 60% level that affects institutions with the loss of resources, degree production, and accreditation in STEM fields. Don Muccino said the impact is not linear. Lucy Harrison said that the larger packages would need to be split. Janice Gilley's actions on our behalf are to be commended.

MCDLSS Executive Committee will meet next week. The February agenda has not yet been finalized.

Don said that agendas and notices of meetings will still be posted on the website even though FLVC committees are no longer in the Sunshine.

Project Updates

Lucy Harrison offered project updates. Those eResource items licensed through the FLVC group purchasing program have been activated. This was the largest group licensing process run to date (\$1.3 million). The process went smoothly even with the invoicing piece. The big three vendors will be sending invoices directly by the end of January. The website with the library staff resources is under development. In the meantime, a partner portal link on the new website can be used to access library staff resources. For institutional collections, FLVC almost completed the migration from DigiTool. The migration of the PALMM collection remains. Phase two of the Islandora road map migrates non-DigiTool materials of which the biggest bulk of the items comes from the Sobek system. Discussions are underway with UF. Unlike DigiTool, FLVC does not have the software expertise with Sobek. Vendors submitted questions for the next-gen ILS. There were not many questions received. Angie Jones is planning to send an email to the evaluators (and ultimately the reviewers) to announce the first virtual meeting on January 16 when she will review guidelines and non-disclosure forms before she releases vendor proposals. A February 4 scoring meeting with the evaluators will take place in Tallahassee at the FLVC offices. A group consensus will determine final scores. The demos will take place the week of February 16.

Executive Committee Meetings

Next Meeting Date

- MCLS is February 10.
- Chair Henderson does not think the ExCom needs to meet prior to this meeting.
- Chair Henderson asked Tammy Elliott to send a Doodle Poll to see if a morning or an afternoon meeting is preferred by the MCLS.

Future Topics

No future topics were raised.

New Business

Committee had no new business.

Adjournment

Chair Henderson adjourned the meeting at 11:33 AM EST.