



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

Agenda

Wednesday, November 18, 2015 – 2:30 p.m. to 4:00 p.m. ET

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

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

2:30	Call to Order	Anne Prestamo
2:30 – 2:35	1. Approve September 16, 2015 and October 21, 2015 Meeting Minutes	Anne Prestamo
2:35 – 2:50	2. MCLS Processes and Procedures A. Approve Agenda for December MCLS Meeting B. Suggestions for December MCLS Meeting Session with Kate Nevins C. February and June MCLS Meeting Dates and Locations	Anne Prestamo
2:50 – 3:10	3. Open-Access Textbooks and Education Resources (OATER) A. Update/Report B. Survey	Claire Dygert, Janice Henderson
3:10 – 3:35	4. Next-Gen ILS A. Negotiation Team and Workgroup Update B. Feedback from MCLS on NGILS Framework	Anne Prestamo, Lucy Harrison, Ellen Bishop
3:35 – 3:40	5. Operational Procedures	Janice Henderson
3:40 – 3:50	6. FALSC/FLVC Updates	Lucy Harrison, Pam Northrup
3:50 – 3:55	7. Executive Committee Meetings A. Future Topics B. Next Meeting Date (December 16, 2015)	Anne Prestamo
3:55 – 4:00	8. New Business	Anne Prestamo
4:00	Adjournment	Anne Prestamo

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

Minutes

November 18, 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 2:33 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Anne Prestamo (FIU), Bob Dugan (UWF), Kathryn Miller (FPU), Ray Calvert (Pasco-Hernando), Tracy Elliott (Manatee-Sarasota). Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Lucy Harrison, Pam Northrup, Tammy Elliott, Ellen Bishop, Dave Whisenant, Linda McCarthy, Claire Dygert, and Mike Dieckman.

Chair Anne Prestamo called the meeting to order at 2:33 PM EDT and Kathryn Miller recorded the proceedings of the meeting.

Ray moved to approve the August minutes, with minor grammatical revisions. Dugan seconded. Motion passes.

MCLS Processes and Procedures

Approve Agenda for December MCLS Meeting

Anne Prestamo reviewed the proposed agenda with ExCom. Goal is to have all documents distributed in advance so that we can devote the time in the December meeting to discussion.

The following suggestions were made:

- Tracy asked how far in advance of the meeting will we will have the documents.
- Lucy shared that the Committee reports will follow later, but the other documents are ready to be sent. Committee reports are due to FLVC this Friday, November 20.

Suggestions for December MCLS Meeting Session with Kate Nevins

- Kate requests that the all attendees read the report before the meeting.
- Kate will then move into identification of action items. (There is this report—now what will MCLS do with this information?) In some cases, work is ready to happen on the action item. In other cases, it is not.
- Anne asked the group about Kate taking on a larger role and lead us through critical conversations Wednesday afternoon. Lucy and Anne will follow up with Kate and discuss that role with Kate. Kate's role will clarify and define any necessary action items that have come from the regional meetings, including identification of persons/group responsible for each action item.
- Anne asked after initially reading through Kate's report, do you see anything missing or anything that needed more or less emphasis? No additional comments were offered.

Ray moved to formally adopt the agenda for the MCLS meeting. Tracy seconded. Motion passes.

February and June MCLS Meeting Dates and Locations

Tammy shared potential dates for February and June (as aligned to the Learning Resources Committee). Anne asked for thoughts on full day meetings as opposed to half-day meetings. ExCom members shared their preferences on full and half day meetings.

February 9: Suggested full day meeting on February 9.

Motion for Tammy to explore meeting option and location for February 9. Kathryn moved, Ray seconded. Motion passed.

The June date will be further evaluated and a decision will be made at the December ExCom meeting.

Open-Access Textbooks and Education Resources (OATER)

Update/Report

Claire Dygert reported that the OATER Report is ready to go. The group has looked at Washington State's process as an example. There is a lot of great information in the Report.

Survey

Claire stated that how to distribute the survey has been a discussion. As this is a survey that has been trying to draw in the library users, including faculty, OATER is looking to the MCLS to help distribute the survey. Expected distribution date is November 30.

Ray asked how you will know the role of the person filling out the survey. Claire said that participants will be asked to self-identify at the end of the survey.

Time-line discussion. What type of faculty participation will be expected during that time? Could we push this to January?

Anne asked about expectations and discussions of the Task Force. There is success when there is buy-in at the strategic level. The subcommittee on Textbook Affordability. Pam suggested bringing this survey to the Innovation and Online Committee of the BOG Distance Learning Strategic Plan Committee Meeting on December 16 and try to get their input on who and how the survey may be distributed. This will build the Provost buy-in. This would build in more hands across the state that will get behind this.

Pam noted that the report will be broken into two parts: 1) a preliminary report and 2) a second, more-inclusive report.

Upon discussion, the survey will not be sent out on November 30.

Next-Gen ILS

Negotiation Team and Workgroup Update

The high-level planning assumptions have been distributed, and a few responses were received. FLVC had asked for feedback on the 5 major assumptions.

Generally, 1) There was no disagreement in the general direction of the negotiation. 2) Negotiation suggestions did come in, and those have been noted by the Committee. 3) Planning and implementation comments and suggestions were also received. 4) Notable comments surround training and implementation.

Feedback from MCLS on NGILS Framework

Ellen Bishop walked ExCom through the updated NGILS Framework, which includes, but is not limited to:

- A revised graphical version of the framework, along with a text explanation.
- The training working group and the Training interest group have been added, as well as the overall steering group.
- The groups, the purpose and the governance were developed in the new document.
- Institutional representation is further addressed, trying to balance the staff sizes at various institutions with the availability to serve on committees.
- Communication channels and directions are included.
- Regular updates to standing committees and Member's Council.

If this looks good and no concerns, we would like to pass this onto the Standing Committees for their input and have this available for discussion and approval at the December's Members' Council Meeting.

Operational Procedures

Janice did not attend the meeting due to a Tornado Warning at her campus.

FALSC/FLVC Updates

- Seeking clarification from the legislature regarding usage of the FALSC name.
- Portal information will be made available before the winter holiday.
- Go to MyCareerShines for assessments, career information, and career planning advice. The College version is available.
- Commitments for e-resources were due yesterday.
- Waiting to finalize the Wiley agreement.

Executive Committee Meetings

Future Topics

Pam Northrup requested: Agenda item for next time the ExCom gets together: Lucy's role as the interim Executive Director and the expectations of that role.

Tammy Elliott requested for the ExCom meetings to be scheduled for the remainder of 2016. Anne requested that her preference is to continue at the same time, but asked Tammy to send out a survey because two of the ExCom members were not in attendance.

Next Meeting Date

December 16, 2015.

Ray moves and Tracy seconds to adjourn at 4:04. Motion carried.