

New Mexico State University Library 2012-2013 Committee Book Table of Contents

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2012-2013

Library Committees

LIBRARY BUDGET COMMITTEE

Purpose: Advise the Dean of the Library on library fiscal planning. This committee meets quarterly to review library budget. The Dean may call additional meetings as needed.

Membership:

Elizabeth Titus

Norice Lee

Vacant

Susan Beck

Ellen Bosman

Carol Boyse

Larry Creider

Barbara Hart

Liz Miller

Cindy Pierard

*John Sandstrom**

Jenny Lockwood

Mary Chavarria

**Acquisitions Budget*

Title

Dean, Position Appointment

Associate Dean, Position Appointment

Collection Development Coordinator, Reference & Research Services, Position Appointment

Department Head, Access Services, Position Appointment

Department Head, Technical Services, Position Appointment

Department Head, Systems, Position Appointment

Interim Department Head, Archives & Special Collections, Position Appointment

Library Business Manager, Position Appointment

Faculty Senate Representative, Position Appointment - Term expires 2013

Department Head, Reference & Research Services, Position Appointment

Acquisitions Librarian, Position Appointment

Elected Representative, Non-Exempt Library Staff – Term expires August 2014

Elected Representative, Exempt Library Staff – Term expires August 2014

DEPARTMENT HEADS GROUP

Purpose: To advise and make recommendations to the Dean on library operational and management issues, the development of library policies, and short-term and long-term library planning.

Membership:

Elizabeth Titus

Norice Lee

Susan Beck

Ellen Bosman

Carol Boyse

Larry Creider

Cindy Pierard

Title

Dean, Position Appointment

Associate Dean, Position Appointment

Department Head, Access Services, Position Appointment

Department Head, Technical Services, Position Appointment

Department Head, Systems, Position Appointment

Interim Department Head, Archives & Special Collections, Position Appointment

Department Head, Reference & Research Services, Position Appointment

LIBRARY FACULTY MENTORING COMMITTEE

Purpose: Plan and facilitate 1-2 mentoring activities each fall and spring semesters. The committee is asked to seek faculty input and advice when planning these activities. Develop, distribute and maintain a library faculty mentoring resource guide which provides mentees with information on where to go for help in areas such as writing and submitting work for publication, research using human subjects, designing a survey, etc. both within the library and elsewhere on campus. Prepare an annual report by May 1st of each academic year on the Committee's activities to the Dean of the Library. Included in this report should be an assessment of the Committee's activities and recommendations on goals/objectives for the next year. Members serve a 2 year term.

Membership:

Theresa Westbrook (Chair)
Ellen Bosman
Cary Osborne
Paula Johnson
Cindy Watkins

Title/Term

Promotion and Tenure Committee Representative
Department Heads Representative
Assistant Professor Representative
Assistant Professor Representative
Associate Professor Representative

PERSONNEL SEARCH COMMITTEES

Purpose: Search committees recommend qualified candidates for available positions.

Membership: Varies with the search being conducted.

PROMOTION AND TENURE COMMITTEE (LIBRARY)

Purpose: Please refer to the Library Promotion and Tenure Document.

Membership: Elected eligible members of the regular library faculty who do not hold administrative appointments:

Membership:

Mardi Mahaffy
Ellen Bosman
Theresa Westbrook
Molly Molloy
Cindy Watkins

Title

Chair, Member, Elected Faculty
Member, Elected Faculty
Member, Elected Faculty
Member, Elected Faculty
Member, Elected Faculty

SOCIAL ACTIVITIES COMMITTEE EXECUTIVE BOARD (SAC)

Purpose: The Social Activities Committee (SAC) is a volunteer employee's organization which sponsors social activities for the library staff; sends acknowledgments for birthdays, illnesses, deaths, etc. of library employees; and establishes guidelines on the use of staff lounge areas. Members serve a 2year term.

Membership: One to two representatives from each department.

Membership:

Elizabeth Flores
Leilani Horton
Luci Ortiz
Tiffany Schirmer
Teresa Roberts
Sandra DeMonch

Title

Chair
Treasurer
Events Coordinator
Secretary
Historian
Member at Large

CARL FAUBION OUTSTANDING LIBRARY EMPLOYEE OF THE YEAR AWARD NOMINATION REVIEW COMMITTEE *

Purpose: *This committee reviews nominations for the Carl Faubion award and makes recommendations to the Dean.*

Membership: The Nomination Review Committee is made up of a Library Faculty member, a non-exempt staff member, an exempt staff member, a Department Head and the Library HR Liaison.

DEAN'S FACULTY RESEARCH FUND REVIEW COMMITTEE *

Purpose: *This committee evaluates proposals and makes recommendations to the Dean.*

Membership: Three Library faculty members, elected annually according to established procedures.

FACULTY BONUS PROGRAM REVIEW COMMITTEE *

Purpose: This committee reviews nominations for the Library's annual faculty bonus program and makes recommendations to the Dean.

Membership: Each spring, the Dean appoints a three member committee made up of one department head and two faculty members. The members of the committee will not be eligible for the faculty bonus program that year.

* Member names not available at time of publication.

@NMSULIBRARY TEAM

Facebook and Twitter account team members.

Membership:

Elizabeth Flores

Kristina Martinez

Wendy Simpson

Jeanette Smith

Teresa Roberts

LIBRARY U

Purpose: Provide ongoing in-house training opportunities for all library staff. Members will contribute to the planning efforts in designing the program.

Membership:

Norice Lee, Co-Chair

Leticia Phetteplace, Co-Chair

Alice Granado

Nirmala Gunapala

Paula Kilgore

Kristina Martinez

Teresa Roberts

John Sandstrom

Wendy Simpson

2012-2013

Library Task Forces

COMMUNICATION PLAN TASK FORCE

Charge: To propose to the Dean a communication plan for NMSU Library that includes the following:

1. Conducting a communication audit that evaluates what we are doing, what are we trying to achieve, and how effective we are at communicating.
2. Defines the library's overall communication objectives.
3. Identifies who are the audiences we want to influence, want to contact, or serve.
4. Defines our communication plan goals.
5. Identifies the messages we want to communicate when marketing library services, programs, collections, etc.
6. Includes a way to evaluate whether the communication plan has been successful.

Deadline: October 1, 2013

Membership:

Jeanette Smith
Jonathan Butz
Paula Kilgore
Kristina Martinez
Teresa Roberts

Title

Chair
Committee Member
Committee Member
Committee Member
Committee Member

NEW MEXICO STATE UNIVERSITY LIBRARY DIVERSITY TASK FORCE

Charge: Examine and document existing formal and informal structures in the university and NMSU library that may prohibit or inhibit inclusiveness. Conduct an assessment of diversity in the library's workforce. Make recommendation to the Dean of the Library on ways to further strengthen diversity in NMSU Library. Identify data on the national availability of underrepresented personnel for academic libraries. Recommend ways in which to improve diversity in the library's application pools.

Deadline: May 1, 2013 (Extended)

Membership:

Ellen Bosman
Mary Chavarria
Armando Gomez
Nirmala Gunapala
Cary Osborne
Leti Phetteplace
Teresa Roberts

Title

Chair
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member

NMSU LIBRARY 2012-2017 STRATEGIC PLAN TASK FORCE

Charge: Develop and propose NMSU Library's 2012-2017 Strategic Plan including the following:

1. Recommendations on the Mission, Vision, and Values statements.
2. Integration of the Library's approved BTV plan into the Library's 5 year plan.
3. Broad long range strategic directions (No more than 5-6 strategic directions).

Deadline: April 1, 2013

Membership:

Mardi Mahaffy
Norice Lee
Kristina Martinez
Josefine Smith

Title

Chair
Committee Member
Committee Member
Committee Member

ORGANIZATIONAL STRUCTURE TASK FORCE

Charge: To explore trends in organizational structures and make recommendations to the Dean on ways to strengthen the library's organizational structure to assure effectiveness, efficiencies, and collaboration between units within the library and other units on campus.

Deadline: December 1, 2013

| <u>Membership:</u> | <u>Title</u> |
|---------------------------|-------------------------|
| <i>Cindy Pierard</i> | <i>Chair</i> |
| <i>Susan Beck</i> | <i>Committee Member</i> |
| <i>Larry Creider</i> | <i>Committee Member</i> |
| <i>Liz Miller</i> | <i>Committee Member</i> |
| <i>John Sandstrom</i> | <i>Committee Member</i> |

Resource Staff
Library Administration

TASK FORCE ON A FUTURE NMSU LIBRARY SYSTEM(S)

Charge: Advise and make recommendations to the Dean on what investments NMSU Library needs to make for a future library system(s) including consideration of the following:

1. What is the purpose of the change to a new system?
2. What do we need to include in the system?
3. Assessment of the options/features that need to be part of this new system.
4. Recommendations on next short term and strategic actions to be taken.

Deadline: May 2014

| <u>Membership:</u> | <u>Title</u> |
|---------------------------|-------------------------|
| <i>Carol Boyse</i> | <i>Chair</i> |
| <i>Sara Baker</i> | <i>Committee Member</i> |
| <i>Donna Burkholder</i> | <i>Committee Member</i> |
| <i>Alisa Gonzalez</i> | <i>Committee Member</i> |
| <i>Liz Miller</i> | <i>Committee Member</i> |
| <i>Tammy Powers</i> | <i>Committee Member</i> |
| <i>John Sandstrom</i> | <i>Committee Member</i> |

Resource Staff
Library Administration

2012-2013

Library Work Groups

COLLECTION MANAGEMENT WORK GROUP

Charge: Make recommendations to the Dean for a timeline and collection management plan utilizing a data driven decision-making model for de-selection of library materials (all types) for the following projects:

1. Sustainable Collection Services (SCS) (Monographs)
2. NMSU/UNM Cooperative Collection Development Management Project
3. NMSU U. S. Selected Government Depository Library/UNM Regional Depository Library Collection Management Project
4. Multiple Copies De-selection Project
5. Large Sets De-Selection Project
6. Western Regional Storage Trust (WEST) (Journals)

Deadline: May 1, 2013

Membership:

Susan Beck

Larry Creider

Alisa Gonzalez

Liz Miller

Josefine Smith

Title

Chair

Committee Member

Committee Member

Committee Member

Committee Member

Resource Staff

Norice Lee

Paula Kilgore

Subject Specialists (Library-wide)

DATA MANAGEMENT AND ASSESSMENT WORK GROUP

Charge: To advise and make recommendations to the Dean on the following:

1. What data the library should routinely gather, report, and make electronically accessible to assist library staff in better decision-making.
2. Provide guidance on the best way to measure user feedback from our various user groups.
3. What are the work group's recommendations for a library assessment plan.

Deadline: Fall 2013

Membership:

Norice Lee

Felipe Castillo

Paula Johnson

Cindy Pierard

Title

Chair

Committee Member

Committee Member

Committee Member

Resource Staff

Chris Landt

University Committees Where New Mexico State University Library Holds Official Representational Membership

For more specific information on Committees of the University and their membership please consult the most recent *New Mexico State University Councils and Committees* publication.

| Committee | Representative |
|---|--|
| Academic Deans Council | Dean of the Library |
| Advocates for Scholarly Teaching (AST) | Paula Johnson, Dean's Appointment |
| Associate Deans Academic Council | Associate Dean of the Library |
| Association of Computing and Networking Support (ACANS) | Dean of the Library |
| Campus Planning Committee | Norice Lee, Dean's Appointment |
| Campus Webmasters Group | Teresa Roberts, Dean's Appointment |
| Committee for the Assessment of Student Learning in General Education (CASL-GE) | Cindy Pierard, Dean's Appointment |
| Development Leadership Group | Kristina Martinez, Position Appointment |
| Faculty Senate | Dean of the Library, ex-officio |
| Faculty Senate—elected faculty representative | Elizabeth Miller |
| Faculty Advisory Committee on Technology | Dean's Appointment |
| General Education Course Certification Committee | Susan Beck, Dean's Appointment (May 2015) |
| | Theresa Westbrook, Alternate (May 2014) |
| Graduate Council | Dean of the Library, ex-officio, Position Appointment |
| Graduate School Code of Ethics Committee | Paula Johnson |
| Learning Management System (LMS) | Cindy Pierard, Dean's Appointment |
| NMSU Naming Committee | Dean of the Library, Position Appointment |
| Outcomes Assessment Committee for Co-curriculum, Administration & Operations (OAC-CAO) | Norice Lee, Dean's Appointment (May 2014) |
| Southwest & Border Cultures Institute (SBCI) | Jeanette Smith, Dean's Appointment |
| Sustainability Council | Theresa Westbrook, Dean's Appointment |
| University Administrative Council | Dean of the Library |
| University Art Acquisitions Committee | Mardi Mahaffy, Dean's Appointment |
| University Communicators Group (University Communications) | Jeanette Smith, Position Appointment |
| University Teaching Council | Paula Johnson, Library Faculty Representative, Dean's Appointment |
| University Research Council | Susan Beck, Library Faculty Representative, Dean's Appointment |
| Zuhl Curation Committee | Dean of the Library |

***Outside the Library: Representation by or relating to New Mexico State University Library
(including designated organizational representatives by Dean of the Library)***

| | |
|---|--|
| Academic Library Advancement and Development Network (ALADN) | Dean of the Library, & Kristina Martinez, Position Appointment |
| Agriculture Network Information Center (AgNic) | Dean of the Library, (Voting Partner) Cindy Watkins (Alternate), Position Appointment |
| Amigos | Dean of the Library |
| Depository Library Conference/Federal Depository Library Conference | Josefine Smith, Position Appointment |
| LibSys5 (NMSU Libraries group) | Norice Lee, Dean's Appointment |
| Midwest Organization of Libraries for Latin American Studies (MOLLAS) | Molly Molloy, Position Appointment |
| New Mexico Consortium of Academic Libraries (NMCAL) | Dean of the Library and Associate Dean |
| NMCAL Resource Sharing – DE Committee | Susan Beck, Dean's Appointment |
| National Information Standards Organization (NISO) | Dean of the Library |
| Portico | Dean of the Library |
| State Data Center/Business & Industry Data Center | Felipe Castillo, Position Appointment |
| U.S. Agricultural Information Network (USAIN) | Dean of the Library, (Voting Partner) Cindy Watkins (Alternate), Position Appointment |
| Western Regional Storage Truct (WEST) | Dean of the Library, (Voting Partner) |
| Western Rangelands Partnership | Cindy Watkins, Position Appointment |
| Voyager User Group | Carol Boyse, Dean's Appointment |