

## New Mexico State University Library 2013-2014 Committee Book Table of Contents

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## 2013-2014

### Library Committees

#### @NMSULIBRARY TEAM

Purpose: To utilize social media outlets to extend NMSU Library's reach by highlighting the services, assistance and unique collections offered. The team strives to provide information to proactively engage audiences in a way that will enrich, inform and entertain.

**Team Members:**

*Teresa Roberts, Chair*

*Elizabeth Villa*

*Cassie McClure*

*Wendy Simpson*

*Jeanette Smith*

*Josefine Smith*

*Jennifer Chavez*

*Leticia Phetteplace*

*Jonathan Butz*

*Tiffany Schirmer*

#### 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.

\*\* Member names not available at time of publication.

#### 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 policies.

\*\* Member names not available at time of publication.

#### 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 \**

*Associate Dean \**

*Department Head, Access Services \**

*Department Head, Technical Services \**

*Department Head, Systems \**

*Department Head, Archives & Special Collections \**

*Department Head, Reference & Research Services \**

\* Position Appointment

## 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.

## 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*

*Susan Beck*

*Ellen Bosman*

*Carol Boyse*

*Larry Creider*

*Barbara Hart*

*Elizabeth Miller*

*Cindy Pierard*

*John Sandstrom<sup>^</sup>*

*Jenny Lockwood*

*Mary Chavarria*

*Vacant*

### **Title**

*Dean \**

*Associate Dean\**

*Department Head, Access Services \**

*Department Head, Technical Services \**

*Department Head, Systems \**

*Department Head, Archives & Special Collections \**

*Library Business Manager \**

*Faculty Senate Representative \* - Term expires 2013*

*Department Head, Reference & Research Services \**

*Acquisitions Librarian \**

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

*Elected Representative, Exempt Library Staff – Term expires August 2014*

*Collection Development Coordinator, Reference & Research Services \**

<sup>^</sup>Acquisitions Budget

\* 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 1<sup>st</sup> 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:**

*Ellen Bosman*

*Cary Osborne*

*Paula Johnson*

*Felipe Castillo*

### **Title/Term**

*Department Heads Representative*

*Assistant Professor Representative*

*Assistant Professor Representative*

*Assistant Professor Representative*

## LIBRARY U TEAM

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

### Team Members:

*Norice Lee, Co-Chair*  
*Leticia Phetteplace, Co-Chair*  
*Alice Granado*  
*Nirmala Gunapala*  
*Paula Kilgore*  
*Linda Landez-Garcia*  
*Teresa Roberts*  
*John Sandstrom*  
*Wendy Simpson*  
*Paula Johnson*

## 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:

<u>Membership:</u>	<u>Title</u>
<i>Cindy Watkins</i>	<i>Chair, Member, Elected Faculty</i>
<i>Larry Creider</i>	<i>Member, Elected Faculty</i>
<i>Ellen Bosman</i>	<i>Member, Elected Faculty</i>
<i>Alisa Gonzalez</i>	<i>Member, Elected Faculty</i>
<i>Molly Molloy</i>	<i>Member, Elected Faculty</i>

## 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.

<u>Membership:</u>	<u>Title</u>
<i>Tiffany Schirmer</i>	<i>Chair</i>
<i>Sandra DeMonch</i>	<i>Events Coordinator</i>
<i>Armando Gomez</i>	<i>Historian</i>
<i>Leilani Horton</i>	<i>Treasurer</i>
<i>Teddie Payne-Riehl</i>	<i>Secretary</i>
<i>Linda Landez-Garcia</i>	<i>Member-at-large</i>
<i>Teresa Roberts</i>	<i>Web Maintenance</i>

## **2013-2014**

### ***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*  
*Cassie McClure*  
*Teresa Roberts*

#### **Title**

*Chair*  
*Committee Member*  
*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

#### **Membership:**

*Cindy Pierard*  
*Susan Beck*  
*Larry Creider*  
*Elizabeth Miller*  
*John Sandstrom*

#### **Title**

*Chair*  
*Committee Member*  
*Committee Member*  
*Committee Member*  
*Committee Member*

*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 1, 2014

**Membership:**

*Carol Boyse*  
*Sara Baker*  
*Donna Burkholder*  
*Alisa Gonzalez*  
*Elizabeth Miller*  
*Tammy Powers*  
*John Sandstrom*

**Title**

*Chair*  
*Committee Member*  
*Committee Member*  
*Committee Member*  
*Committee Member*  
*Committee Member*  
*Committee Member*

*Resource Staff*  
*Library Administration*

## **2013-2014**

### ***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: December 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.

<b>Committee</b>	<b>Representative</b>
Academic Deans Council	Dean of the Library
Advocates for Scholarly Teaching (AST)	Felipe Castillo, Dean's Appointment
Associate Deans Academic Council	Associate Dean of the Library
Association of Computing and Networking Support (ACANS)	Dean of the Library
Bookstore Innovation Group	Elizabeth Miller, Dean's Appointment
Campus Planning Committee	Norice Lee, Dean's Appointment
Campus Webmasters Group	Teresa Roberts, Dean's Appointment
Committee for the Assessment of Student Learning Across the Baccalaureate Experience (CASL-BE)	Mardi Mahaffy, Dean's Appointment
Committee for the Assessment of Student Learning in General Education (CASL-GE)	Cindy Pierard, Dean's Appointment
Digital Measures Committee	Larry Creider, Dean's Appointment
Department Head Academy	Susan Beck, Dean's Appointment
Development Leadership Group	April Anaya *
Faculty Senate	Dean of the Library, ex-officio *
Faculty Senate–elected faculty representative	Elizabeth Miller
Faculty Advisory Committee on Technology	Sarah Baker, Dean's Appointment
GE Assessment Liaisons	Norice Lee, 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 *
Graduate School Code of Ethics Committee	Paula Johnson, Dean's Appointment
Learning Management System (LMS)	Cindy Pierard, Dean's Appointment
NMSU Naming Committee	Dean of the Library *
Outcomes Assessment Committee for Co-curriculum, Administration & Operations (OAC-CAO)	Norice Lee, Dean's Appointment (May 2014)
President's Academic Council	Dean of the Library *
Southwest & Border Cultures Institute (SBCI)	Larry Creider, 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 *
University Teaching Council	Mardi Mahaffy, Library Faculty Representative, Dean's Appointment
University Research Council	Susan Beck, Library Faculty Representative, Dean's Appointment
Zuhl Curation Committee	Dean of the Library

\* Position Appointment



***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, & April Anaya *
Agriculture Network Information Center (AgNic)	Dean of the Library, (Voting Partner) * Cindy Watkins (Alternate) *
Amigos	Dean of the Library
Depository Library Conference/Federal Depository Library Conference	Josefine Smith *
LibSys5 (NMSU Libraries group)	Norice Lee, Dean's Appointment
Midwest Organization of Libraries for Latin American Studies (MOLLAS)	Molly Molloy *
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 *
U.S. Agricultural Information Network (USAIN)	Dean of the Library, (Voting Partner) Cindy Watkins (Alternate) *
Western Regional Storage Trust (WEST)	Dean of the Library, (Voting Partner)
Western Rangelands Partnership	Cindy Watkins *
Voyager User Group	Carol Boyse, Dean's Appointment

\* Position Appointment