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Assessment Work Team Essence Notes

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**Assessment Work Team
March Meeting
Wednesday, March 27 2:00 PM
Henderson Library Conference Room**

Attendees: Nikki Cannon-Rech, Jessica Garner, Leslie Haas, Wendy Harrison, Kyle Herman, Autumn Johnson, David Lowder, Lili Li, Natalie Logue, Bede Mitchell, Debra Skinner

WebexLink: N/A

Agenda

1. [Review Previous Meeting Notes](#)

2. **AWT Documentation in Digital Commons**

Meeting notes for the October 2018, November 2018, December 2018, and January 2019 are now available on Digital Commons.

The Assessment Workteam Charge currently available on Digital Commons was last updated in 2015. It was agreed that the language should be changed to reflect Georgia Southern University Libraries. The line “The Library Assessment and Planning Officer will serve as an ex officio member” should also be removed as this position no longer exists. Information should be distributed via the libconsolidate-I listserv.

Substantive changes to the Assessment Workteam Charge should be considered under the direction of the new Dean.

The following language will be submitted to the Library Faculty Meeting as a Consent Agenda Item:

***Charge:** Plans institutional effectiveness measures for Georgia Southern University Libraries, reviews the results, and recommends improvements to policies, procedures and services based on the results.*

***Membership:** Membership is open to all interested library personnel. ~~The Library Assessment and Planning Officer will serve as an ex officio member.~~*

***Process Notes:** The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team. Team meeting agendas will be prepared in advance and sent to libconsolidate-I, with an invitation for interested personnel to attend as visitors. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via libconsolidate-I and*

archived in Digital Commons. Team decisions must be ratified by the library faculty in the form of recommendations that are distributed at least three days before the library faculty meeting when the recommendations are to be considered.

3. Usability Task Force Updates

Usability Task Force Met Thursday, March 14

The [Website Subgroup's recommendations for immediate consideration](#), previously distributed at the February AWT Meeting, were shared in order to determine which of the recommendations might be implemented immediately as a 'housekeeping' measure. (No changes had been made to the webpage based on the presentation of recommendations at the February AWT meeting.)

Additional background was provided. Some of the recommendations might be considered 'housekeeping' while others would require the rearrangement of content on pages, the consolidation of pages, and/or prototyping.

Several concerns about the Subgroup recommendations overall were discussed:

Some of the recommendations would require input from department heads on both campus (11, 12) and should not be considered as part of any immediate implementations.

Concern was expressed about making any type of changes in the middle of the semester as it would greatly impact user experience. The AWT agreed that no 'housekeeping' changes should be made until the semester has ended.

Concern was expressed about the lack of transparency over the subgroup usability process and how subgroup determined recommendations presented to AWT.

After considerable discussion on the matters outlined above, the AWT recommended that the Usability Taskforce present the information in an open forum at both Lane and Henderson Libraries so that all faculty and staff could provide feedback. The following should be shared in the presentation:

- Organization of the Usability Taskforce
- Reporting/Decision-Making Structure (Taskforce to AWT to Library Faculty)
- Usability Testing Process
- Taskforce Recommendations

Presentation format was discussed. The presentation should be scheduled so as to attract the greatest number of participants. (MWF at 3PM was mentioned) The possibility

of recording the presentation was also suggested. AWT should encourage colleagues to attend and participate. Intercession was suggested as the best time to achieve this.

Dean recommended that such a presentation should also be clear to participants that there are limitations to the forum and the reaching of a full consensus on all recommendations is unlikely. Participants should be aware of deadlines for feedback and decision-making.

AWT further recommends that the Usability Taskforce should compile feedback from the presentation and resubmit it to AWT for consideration. Any recommendations for implementations can then move forward to the Library Faculty for voting.

4. Other

Clement shared via email that he would like to provide feedback from his COB Faculty Survey. This is a liaison-specific assessment. Brief discussion on how COB faculty survey data may be used to consider purchases for COB undergraduate and graduate programs including logistics.

Next AWT Meeting is **April 17, 2019, at 2:00 PM.**