Council of University of Arkansas Research Libraries
Staff Development Committee
Meeting Summary
December 12, 2006

Attendees: Sandra Campbell (liaison) (UAM), Jan Hart (UAMS), Janet Parsch (UAF), Tine Pouncey (UALR), Jan Sanders (UAFS)

Absent: Helen Guenter (UAM)

Key points:

1. We settled on a rotating chairship. Janet Parsch will be the first leader.

2. General discussion of concerns, priorities, comments, ideas: a. Who are the “students?” Various categories of library employees. b. Need a plan of action to support everyone (each campus) in getting more staff development assistance. c. Eventually, compile a resource list of available expertise. d. This committee will be the “connector panel” to connect training, skills, and needs. e. Use technology (e.g., Access Grid) for training and this committee be the example to encourage use of technology. f. Several comments related to the importance of using technology for interinstitutional training, but also using it for more informal interaction to share expertise. Individuals possibly more interested/receptive to employee development opportunities when they include others beyond their local colleagues. Ideas related to “brown bags,” “Friday at Noon” (monthly, perhaps), book/article discussions, open forum. g. Possibility of interfacing staff development opportunities with other groups, e.g., Arkansas Innovative Users’ Group, ARKLink, AMIGOS. h. We decided to focus on getting the “lay of the land,” determining staff development needs, and compiling a trainers’ bureau.

3. We decided to conduct an online survey. Jan Hart volunteered to coordinate the preparation and dissemination of the survey. It will be offered to all staff at the participating libraries.

Timetable:

- Draft survey questions: by the second week of January
- Agree on survey questions: by the third week of January
- Send out survey: February 1
- Reminder to respondents: February 7
- Committee get together through technological medium (Access Grid, or EndSource??): February 15
- Preliminary report due March 1: will include results from survey

Tasks:

1. Each will investigate how to access the Access Grid on their campus, and/or determine a technological way to get together on February 15

2. Use “UA System Staff Development” in Subject Line of emails to each other.

3. Jan Hart will investigate the need for Institutional Review Board approval for the survey.

4. Janet Parsch will investigate the feasibility of using UAF Libraries’ home-grown calendar for UA system libraries’ training announcements.
**Survey questions/topics:**

1. What formalized methods are used in your library for staff development? For which categories of staff? Which are required? Which might be available for sharing with others?
   
   mentoring  
   cross-training  
   orientation  
   online (campus) offerings, e.g., Element K  
   trickle training  

2. How are people kept up-to-date/motivated in their work through training opportunities?

3. Topics for the survey: Both Task-related and Soft Skills

   OCLC  
   III Millenium modules  
   communicating effectively  
   information literacy - how to do  
   copyright policies  
   violence in the workplace  
   sexual harrassment  
   cross-generational issues  
   group process techniques  
   basic database searching (examples include legal, medical)  
   the distant student, i.e., students who do not come into the library  
   best practices, roundtable discussions  
   training both for employees as well as for students and faculty

4a. Who in the library (or campus) would you identify as a possible trainer/speaker, and, for which topic(s)?

4b. What topics would you be willing to present or lead the discussion for?

5. What major conferences/organizational meetings or on-campus offerings do you attend for training?

6. What is the most critical training topic for you right now?

7. Would you be interested in an internship opportunity?

Janet Parsch  
12/15/06