

Report to the Stockton Faculty Senate
regarding the FY 2019-2020 activities of the Library Committee

1. 2019 – 2020 membership of the Faculty Senate Committee on the Library

Faculty Members

David Lechner	Chair (2018-2020)
Elma Kaiser	Vice Chair (2019–2020)
Jongbok Yi	ARHU (2019–2021)
Zheng Li	BUSN (2019–2021)
Amy Ackerman	EDUC (2019–2021)
Dan Ehrenfeld	GENS (2019–2021)
Helen Gu	HLTH (2019–2021)
Rui (Jeff) Ge	Library (2019-2021)
Erin Brown	NAMS (2019–2021)
Joshua Reynolds	SOBL (2019–2021)
Eric Jeitner	SFT union represent- ative 2019-2020

Ex Officio Members

Joseph Toth	Director of Library Services
Mark Jackson	Director of Production Services
To be selected	Director of Center for Learning Design

Library Committee Attendees

Gus Stamatopoulos	Assoc. Director for Technical Services
Kathy Klein (Mar 2020 mtg)	

2. The Library Committee met four times in AY 2019-2020

- September 19, 2019
- October 17, 2019 (meeting cancelled for lack of pressing business)
- November 21, 2019
- February 20, 2020
- March 26, 2020 and
- April 16, 2020 (meeting cancelled for lack of pressing business given the exigencies of the COVID-19 situation at Stockton and the fact that the committee had had a previously unscheduled, special “emergency updates” meeting on March 26, 2020)

3. The committee did not have a particularly active year. This can probably be attributed to three factors: (This paragraph is essentially what I wrote in 2019, but it still applies.)

- A. The library’s liaison program provides a parallel structure to that of the FS committee in conveying requests for services – possibly more granularly than the FS committee – as the liaisons are assigned primarily to individual programs rather than schools at Stockton.
- B. The Faculty Senate assigned no specific new tasks to the committee.
- C. The Bjork Library’s financial circumstances limited potential requests for additional library services as the committee reported two years ago and reaffirmed in the previous annual report.

4. There were three issues which emerged in the course of the year:

- a. The shuttering of the NJVid (now known as Illumira)
- b. The committee made up of librarians and others investigating the creation of a Stockton OER (Open Educational Resources) policy/support/promotional activity

- c. In the second half of the academic year the library was asked to participate in an effort to seek out a information literacy instructional/testing/certifying program or software product package to use with incoming freshmen starting in the fall of 2021: because of the COVID-19 events of Spring semester 2020, that effort has stalled for the moment.
5. **The September meeting (and, indeed, all 4 meetings) was primarily informational with the library director and others briefing the committee regarding ongoing developments at the library:**
 - A. Introduction of new library faculty member Rui (Jeff) Ge
 - B. Hiring of student liaison to Student Senate
 - C. Atlantic City campus reference service specifics
 - D. NJALN/ALMA update (collaborative online system)
 - E. Library "Spotlight" sessions
 - F. Reexamination of Information Literacy sessions
 - G. Space
 - A. Possible Center for Learning Design space
 - B. Special Collection Reading Room
 - H. OER - State-wide consortium to meet in May 2020
 - I. Discussion of current Stockton Strategic Plan
 - J. Request for distribution to committee of prior year's annual report
 6. **The committee meeting scheduled for October 17, 2019 was cancelled for lack of any pressing business.**
 7. **The November meeting – there was no business other than updates from the Library Director pertaining to:**
 - a. Illumira/NJVID and Streaming Video: platform is closing down on 6/30/20
 - b. Special Collections Reading Room: request sent to university space committee
 - c. Atlantic City Library Services: very little traffic
 - d. OER: Stockton plan update; survey; VALE OER news
 - e. Campus Reorganization – status/organizational placement of library (?)
 8. **Because of the dates on which they would otherwise have fallen, no committee meetings were scheduled for December 2019 or January 2020.**
 9. **The February meeting – there was no business other than updates from the Library Director pertaining to:** *(Because of the disruption caused by COVID-19 and the absence of face-to-face meetings for the moment, the minutes of the February meeting have not yet been received. The next bullet points are based on the meeting agenda.)*
 - a. The status of the streaming video issue and NJVID/Illumira
 - b. OER: Eric Jeitner summarized the surveys
 - c. Academic Honesty – library tasked with leading a task force. More to come.
 - d. Budget - Joe will update the presentation he made in FY19
 - e. Library concerns RE New Program Proposals as they relate to library budget matters
 10. **The committee had originally not planned for a meeting in March as it would have fallen during spring break. However, after the university shifted to all-online instruction, the Library Director and I agreed that it would be a good idea to schedule an impromptu meeting to answer questions about how the Bjork Library was transitioning to a purely online presence and what that would mean for the library's support of the informational needs of students,**

faculty, and staff. *(We are trying to locate the Library Director's report for this impromptu meeting: it was largely superceded (to the extent that anything changed) by the Library Director's report to the committee, which was distributed in lieu of our April 16th meeting after polling the members to confirm that no one wanted to request a meeting and that no one had new business to offer the committee at that time. The Library Director's April 16 report to the committee is attached along with the other items such as agendas and minutes from the year.*

Any missing items will be supplied later as it becomes possible to retrieve them from offices now shuttered by the "work from home" regimen.

Thank you.

David Lechner,
Chair
on behalf of the Faculty Senate Committee on the Library

Meeting agendas and approved minutes (March 2020 minutes not yet received / approved) are attached. (Minutes from April 2019 meeting (not received/approved by committee at the time of the committee's 2018-2019 annual report) are also attached.)

Committee on the Library
Agenda for Meeting of September 19, 2019
(4:30 pm, Room E-116 in the library)

1. **Introductions for new members of the committee**
2. **Approval of the minutes of the meeting of April 21, 2019 (submitted by Gus Stamatopoulos)**
3. **Library Director updates (Joe Toth)**
4. **Other updates from library administration**
5. **Other new business**

Library Committee Membership for AY 2019-20

David Lechner Chair (2018-2020)
Vice Chair (not yet appointed by SUFS)
Xu (Bevin) Song, ARHU
Zheng Li, BUSN
Amy Ackerman EDUC
Dan Ehrenfeld, GENS
Helen Gu, HLTH
Rui (Jeff) Ge, Library
Erin Brown, NAMS
Eric Jeitner, SFT
Joshua Reynolds, SOBL

Ex Officio Members

Joe Toth, Director of Library Services
Mark Jackson, Director of Production Services
Director of Center for Learning Design (to be appointed by FS Steering Committee)

Library Committee attendees

Gus Stamatopoulos, Associate Director for Technical Services

Committee on the Library
Agenda for Meeting of November 21, 2019
(4:30 pm, Room E-116 in the library)

1. **Approval of the minutes of the meeting of September 19, 2019 (submitted by Gus Stamatopoulos)**
2. **Library Director updates (Joe Toth)**
 - a. **Illumira/NJVID and Streaming Video: platform is closing down on 6/30/20**
 - b. **Special Collections Reading Room: request sent to university space committee**
 - c. **Atlantic City Library Services: very little traffic**
 - d. **OER: Stockton plan update; survey; VALE OER news**
 - e. **Campus Reorganization?**
3. **Other updates from library administration**
 - a. **As Gus Stamatopoulos is still on medical leave, presumably no other updates**
4. **Other new business**

Library Committee Membership for AY 2019-20

David Lechner Chair (2018-2020)
Elma Kaiser Vice Chair (2019-2021)
Xu (Bevin) Song, ARHU (2019-2021)
Zheng Li, BUSN (2019-2021)
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Mark Jackson, Director of Production Services
Director of Center for Learning Design (to be appointed by FS Steering Committee)

Library Committee attendees

Gus Stamatopoulos, Associate Director for Technical Services

Committee on the Library
Agenda for Meeting of February 20, 2020
(4:30 pm, Room E-116 in the library)

1. **Approval of the minutes of the meeting of November 21, 2020 (submitted by David Lechner)**
2. **Question by Dan Ehrenfeld RE borrowing policies for adjunct faculty**
3. **Library Director updates (Joe Toth)**

Streaming: Joe spoke to Deans Council of the effects of Illumira closing down or changing ownership. In either case, the library may no longer offer its streaming service. He asked if Academic Affairs would support alternatives to the library's streaming service after sharing usage numbers of library-owned films and those available through Films on Demand. He also noted that Gus is compiling costs of film databases/platforms. The provost asked that the library form a committee that reviews alternatives and that it present a recommendation.

Open Educational Resources (OER): Eric Jeitner completed a summary of the surveys. The OER team has been discussing the plan required by from the state and VALE's guidelines offered to inform this plan. The team created a tentative outline to frame the plan and began to investigate the various parts. Christy explored funding sources for faculty incentives.

Academic Honesty: Faculty and administrators are concerned about plagiarism and its many facets. The library was charged by the provost to form a task force that investigates proprietary tutorials on plagiarism and to discuss whether Stockton might create some of its won in the alternative. The task force includes IT, faculty and library personnel. Joe is the titular head with David Lechner leading in practice. Walead Abdrabouh, Christy Goodnight and Eric Jeitner (alternate) have joined. Christine Ferri has volunteered.

Budget: Joe will update the presentation he made in FY19 about historical library budget funding on way to urging this committee to draft a resolution for the Faculty Senate to consider.

New Program Proposals: (related to budget matters) The library suggests the following revision to the "New Program Proposal" form (for discussion):

Describe the library resources available to support this program. Provide a letter from the Director of Library Services verifying the availability of these resources.

4. **Other updates from library administration**

5. Other new business

Library Committee Membership for AY 2019-20

David Lechner Chair (2018-2020)
Elma Kaiser Vice Chair (2019-2021)
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Joe Toth, Director of Library Services
Mark Jackson, Director of Production Services
Director of Center for Learning Design (to be appointed by FS
Steering Committee)

Library Committee attendees

Gus Stamatopoulos, Associate Director for Technical Services

**Library Committee Meeting
Minutes
April 18, 2019**

In attendance: Amy Ackerman, Eric Jeitner, Elma Kaiser, David Lechner, Naz Onel, Heather Perez, Nancy Reddy, Gus Stamatopoulos, Joe Toth,

Past minutes

David Lechner called the meeting to order at 4:34 pm. With no corrections or objections, the March 21, 2019 meeting minutes were approved by a unanimous vote.

Library Director Updates (Joe Toth)

- a. Open Educational Resources (OER)
 - Library is offering summer institute – currently 8 attendees have signed up.
 - Applying for a award to provide training (Rice University)
 - Asking \$10,000 from Provost Office (\$3,000 for summer institute).
- b. Library Spotlight Series – open instructional session on research topics.
 - Eric Jeitner had 10 students in his session.
 - Christy Goodnight 29 students in her session- faculty brought whole class to session.
 - Amy Ackerman suggested using Zoom for future sessions.
- c. Alma / Primo
 - Staff training is beginning for Alma.
 - Need to educate faculty on Alma/Primo. There was a suggestion to work with SFT to reach this goal
- d. Personnel (Discovery/Web-Services)
 - Waiting for BOT approval to make offer to new hire for the Web/Discovery Services Librarian.
- e. Textbook Survey
 - Eric Jeitner gave an update on the data.
 - About 1.18 response rate.
 - Grad Students responses were surprising.
 - Eric is still compiling the data.
- f. Faculty Senate retreat
 - The library committee generates a report for the faculty senate.
 - Discussion on strategy for topics to cover.
 - Continue to convey message on the current flat funding in the library.
 - Library offered support and help.

The next meeting date will be announced by the committee Chair.
With no further business, the meeting adjourned at 5:20 pm.

**Library Committee Meeting
Minutes
September 19, 2019**

In attendance: Amy Ackerman, Erin Brown, Dan Ehrenfeld, Rui Ge, Yulong Gu , Eric Jeitner, David Lechner, Zheng Li, Joshua Reynolds, Xu Song, Gus Stamatopoulos, Joe Toth

Past minutes

David Lechner called the meeting to order at 4:32 pm. With no corrections or objections, the April 18, 2019 meeting minutes were approved by a unanimous vote.

Library Director Updates (Joe Toth)

- Introduction of new library faculty Rui (Jeff) Ge. This is a new position (Discovery/Web Services Librarian) created with the library reorganization.
- Library hired a student liaison that will represent the library to the Student Senate. At present this position will mostly focus on undergrads. Some discussion on possibly including outreach to Grad students in the future role of this position. There was a brief informational session with Eric Jeitner outlining the library previous interact with the Student Senate and how this position should enhance our efforts to this group.
- The library will be offering Reference Service three times a week to the Atlantic City campus this semester.
- NJALN - the group formed with the implementation of the new online system ALMA is growing and selecting functional teams. Teams have not met yet. This is a new frontier in collaboration with other state institutions (NJIT, TCNJ, William Paterson and Rowan).
- The library is continuing the spotlight sessions this semester. Eric Jeitner has had conversation with other units to co-sponsor these sessions.
- Library is looking at how we deliver Information Literacy sessions. Two working groups formed (Foundations and Research Methods). The goal is to produce standards/ common practice.
- Space - CLD (Center for Learning Design) spoke to the possibility of moving to the library – space by map area in lower level.
- Special Collection Reading Room – working on a plan to offer to Stockton Administration in order to get in the Que.
- OER – State-wide consortium will meet in May 2020. Plan on what Stockton will do is due on that date. Will like library committee to review plan. Joe gave brief background on OER and where it might go.
- A brief discussion on the current Stockton Strategic Plan.

New Business

- Amy Ackerman asked for last year's annual report be distributed to the committee.

The next meeting date will be October 17, 2019 at 4:30 pm in E116. With no further business, the meeting adjourned at 5:22 pm.

**Library Committee Meeting
Minutes
November 21, 2019**

In attendance: Amy Ackerman, Erin Brown, Dan Ehrenfeld, Rui Ge, Yulong Gu , Eric Jeitner, Elma Kaiser, David Lechner, Zheng Li, Joshua Reynolds, Xu Song, Joe Toth

Past minutes

David Lechner called the meeting to order at 4:31 pm. With no corrections or objections, the September 19, 2019 meeting minutes were approved by a unanimous vote.

Library Director Updates (Joe Toth)

- NJVid
 - o Conversation RE shutdown began ~ 6 weeks ago
 - o Issue of advance publicity of impending changes
 - o Platform now closing down (as of June 30, 2019)
 - Video streaming as now usual will end
 - There exist a variety of incomplete/imperfect solutions
- Special collections reading room by the fourth wall has been requested and is in the queue for the university space committee to consider/act on
- Library services in Atlantic City
 - o Virtually no traffic during autumn semester
 - o May try once more in the Spring semester but not beyond then
 - o While there may have been an uptick in student presence on the AC campus, there was no parallel uptick in our traffic at the reference desk
- OER
 - o Plan due in the Spring, working through VALE with the state-wide template
 - o Waiting to see what sort of incentives our peer institutions are offering
 - o There appears to be little state-wide oversight of the individual plans
 - o The textbook survey prepared by Eric Jeitner
 - o Issue of (proposed? hinted at? suggested?) flat fee per student for textbooks through the Stockton bookstore

New Business

- Question was raised regarding shared ILS (i.e., shared by institutions)

The next meeting date will be February 20, 2020 at 4:30 pm in E116. With no further business, the meeting adjourned at 5:40 pm.

To: Faculty Senate Library Committee
From: Joe Toth, Director of Library Services
RE: Library Report
Date: 15 April 2020

This report highlights matters the library has addressed between the last Faculty Senate Library Committee meeting and today. I'm sure I've overlooked topics, so feel free to raise other issues.

Budget: About two weeks ago, Academic Affairs asked all AA units to estimate how much unspent money they would have if they froze spending on one-time purchases. We informed them that we might have \$20,000 of unspent monies. We were informed at the 4/14 Provost Council meeting that the university soon will vacuum this amount from our budget, as they will for all units. In effect, our budget is closed. We are paying outstanding subscription costs.

OER: The OER team completed a draft of the campus plan and submitted it to the provost several weeks ago. It now is Michael Angulo's office for review and formatting before it's submitted to the Department of Higher Education. Plans for an OER summer institute have been canceled.

Streaming Video: At the last Faculty Senate Library Committee meeting, members suggested that Joe speak to Scott Huston about the status of Illumira and make another announcement to faculty about the curtailment of the streaming service. Joe spoke to Scott and found that Scott wanted to speak with university counsel before committing to close Illumira. This news suspended any follow-up announcement of closure. We're waiting on Scott. In the meantime, the library has been vetting video resources with the aim of recommending to the provost that we obtain proprietary video streaming resources. The chance of acquiring new resources in this climate, however, is slim, so we've talked about going forward—in a very small way—ourselves, perhaps by licensing a Swank 50-film plan and obtaining streaming licenses for key documentaries.

Endangered Database List: we suggested and I believe this committee agreed that a creating and publishing a list of databases in peril of being canceled because of price increases was a way for faculty and administration to see firsthand the limitations of the library budget. We decided to hold off on this marketing maneuver during the COVID shut-down, given the shaky state of the university budget. It seems like bad timing.

TES and Student Workers: we notified library workers that funding for their remaining hours has been pulled due to the closure of the library and austerity measures by the university.

Printing: IT has a plan to offer printing on campus during the shut-down. We're keeping an eye on their plan but don't think it'll involve the library.

Vendor Offers: vendors are generously offering free access to many of their resources during the contagion. Rather than rush to include access points to these resources on the library website, we're vetting the offers to ascertain usefulness, as we're wary of the time when vendors pull the plug on the offers, leaving users to suggest that we acquire what was once cost-free.

At-Home Projects: we're plugging away on the government documents weeding project and probably will run out of fiche in a month or so. No worries I'm told, for we have print items to de-accession. Technical services is updating some 1800 records it created for Archives.