

**Minutes of the Herrick Library Faculty Meeting  
March 23, 2015**

**Present:** Stephen Crandall, Ellen Bahr, Laurie McFadden, and Brian Sullivan

**Center for Academic Success**

Steve shared a draft Memorandum of Understanding for the Center for Academic Success. The draft includes a preliminary list of items that need further clarification, including building issues, hours of service, keys, staff room use, web presence, room reservation systems, signage, training for Herrick front desk staff, and ensuring the confidentiality of CAS records.

The librarians expressed a preference for writing center staff to be located on the library's main floor rather than on the upstairs wing, if at all possible.

We discussed the desirability of centralizing some services and the possible impact that this could have on library staff.

Laurie suggested that the MOU include some information about the fiscal responsibilities of the various parties.

**Program Review**

The Program Review committee will consist of Steve, Mark, a librarian from each library, and a staff person from each library. Bill Hall's role will be ongoing, especially in establishing the timeline and providing guidance and feedback. The overall timeline for carrying out the review is from now through May 2016.

Steve will be sharing Bill's PowerPoint presentation, a sample program review from Alfred, and a sample external review report. He will try to locate a sample program review for a library as opposed to an academic program.

Brian expressed an interest in being part of the Program Review committee and we agreed that he would represent Herrick. Brett was nominated as the Herrick staff representative and has agreed to serve.

Respectfully submitted,  
Ellen Bahr