

## **AU Libraries All-Staff Meeting Minutes**

**April 13, 2017**

Attendees: Brett Arno, Stephen Crandall, Laurie McFadden, Natalie Skwarek, David Snyder, Linda Sootheran, Brian Sullivan, Patty Barber, John Hosford, Verna Mullen, Deborah Rollins, Trevor Riley, Mark Smith, Leigh Wright

### Purpose of meeting

Herrick and Scholes staff met to discuss the 2016-17 AU Libraries Program Review report as well as the approaching AU Libraries Program Review.

### Opening remarks

Steve began the meeting by defining a program review as a measure or assessment of how effectively the libraries are performing both together and as separate entities. All staff members were asked to read the program review report and to add comments and suggestions after reading the document. Steve concluded his opening remarks with an assurance that all critiques of the report would remain confidential and that the report would not be rewritten regardless of the comments.

### Staff commentary

The floor was opened to staff for an exchange of opinions on whether comments on the report should be sent to Steve directly or to someone independent of the program review committee.

Mark expressed confusion about what type of comments Steve was looking for staff to make on the report. Steve explained that staff members should focus on making comments that have to do with their area of expertise and scope of knowledge.

Laurie remarked that the comments are a way to provide constructive criticism.

Steve added that he also would like to know if there were any errors in the report.

It was initially decided that Deb, who is not connected with the program review committee, would collect comments via email, strip names, and send all comments to the two program reviewers. Trevor suggested that it would be a better idea to create a Google document in order to ensure anonymity and to then send the form to Deb. He volunteered to create the document.

Steve ended the meeting by emphasizing the importance of staff reading the report for all of its valuable information and expressing appreciation to all those who took part in putting the report together. He then announced that Program Review will take place on May 5<sup>th</sup> and that both library faculty and staff are scheduled to participate in meeting with the program reviewers.

The meeting was adjourned.