

## **OCALD Membership (Virtual) Meeting Agenda**

November 19, 2020, 1:00 p.m. to 3:00 p.m.

### **Introductions – Jon Goodell, Chair-Elect**

Jon welcomed everyone to the meeting.

Members: Jon Goodell, OSU-Center for Health Sciences; Lee Anne Paris, Oklahoma Christian University; Sandra Thomas, Southeastern Oklahoma State University; Mary Larson for Sheila Johnson, OSU-Stillwater; Sarah Robbins, OU-Norman; Megan Donald, University of Tulsa Law Library; Jason Dupree, Southwestern Oklahoma State University; Ona Britton-Spears, Connors State College; David McMillan, Bacone College; Dana Belcher, East Central University; Nancy Draper, Randall University; Michael Jones, Northeastern State University; Ann Raia, OCCC; Kaitlin Crotty for Alan Lawless, Rogers State University; Victoria Swinney, Oklahoma City University; Lynn Wallace, OSU-Tulsa; Tom Rink for Pamela Louderback, Northeastern State University-Broken Arrow; Lynne Simpson, Langston University; Stewart Brower, OU-Tulsa; Elaine Regier, OSU-OKC

Advisors: Dr. Debbie Blanke, OSRHE

Guests: Deborah Thompson, UCO, Director of Learning and User Experience; Brad Griffith, OSRHE

### **Approval of minutes – Elaine Regier, Secretary**

Dana Belcher moved to approve the minutes of the September meeting. David McMillan made the second; the minutes were approved.

### **IPEDS Report – Best Practices**

Presenter: Deborah Thompson, UCO, Director of Learning and User Experience

Data collection for IPEDS opens on December 9.

Deborah shared some best practices for preparing the IPEDS report.

- Be familiar with the definitions
- Read instructions first
- Read instructions again if the number isn't close to the previous year
- Use a spreadsheet with notes on the cells about how you get the data
  - Notes are reminders for next time as well as for the next person to gather the data
- Use reports from the enterprise system for your library
- Involve other library departments in gathering the data

Dana Belcher has each department create an annual report that includes relevant data for the IPEDs reports. Her spreadsheet includes the questions and which annual reports will have the answers. Then student assistants can look at the reports and get the numbers. She also maps the IPEDs questions to the ACRL questions.

Deborah suggested preparing the IPEDs report before completing the ARL report. She is willing to help if anyone is struggling.

There are some changes in some of the definitions this year, including how staffing is reported.

## **OALD Executive Committee Report**

We discussed possible topics for future meetings.

- Emerging Technologies Librarian: What does this person do in our libraries?
- Library Assessment

## **Committee Reports and Discussions**

- By-Laws, Joy Summers-Ables – no report
- Cooperative Library Services and Standards, Jason Dupree – no report
- OK-Share, Stewart Brower – no report
- Web page, Elaine Regier
  - Directory updates – one since last meeting
  - Committees updated
  - Minutes posted for June meeting
  - Tamie Willis shared minutes from 1998-1999 that are not included on website. These PDF documents have been shared with OSRHE for posting as they are able to do so.
  - If you see anything that needs to be updated, please let Elaine know.
  - Please check your directory information and let Elaine know about needed updates
- Cooperative Collection Development & Resource Sharing, Victoria Swinney and Stewart Brower (co-chairs) – Victoria reported that they met with people in purchasing at OSRHE and ODL. They are working on a document to request an extension to the renewal date in order to align the dates between departments. If this won't work, they will do a short-term RFP so that the dates can be aligned.
- Archives, Jenny Duncan – no report

## **OSRHE Report - Dr. Debbie Blanke**

They have been working with Victoria and ODL to align due dates on the purchased resources. They submitted the request to the vendor and are waiting on approval for the extension. She doesn't anticipate a problem and will let OALD know the results.

The Regents met the first week of November. They approved the budget request and the public agenda for the 2021 legislative session. The budget request is for an additional \$88 million to be used mainly for workforce development activities and to help institutions with operations and maintenance issues. Dr. Blanke will share more information when it is available. It is OSRHE's constitutional responsibility to request what institutions indicate their needs are. This request is minimal when compared with actual needs. After the January Board of Equalization meeting, they will know more about the budget outlook.

Legislative Agenda: <https://www.okhighered.org/leg-info/2021/legislative-agenda.shtml>

Budget Request: <https://www.okhighered.org/leg-info/2021/funding-request.shtml>

Brad Griffith gave a report on the October 30 OER Summit. There were 140 individuals in attendance. He will share information about the micro credential that is now available. He will also share information about OER resources. They are making progress with Pressbooks and will share resources as they become available. Those at OCO institutions can create an account with Pressbooks.

Brad thanked the group for allowing staff to work on OER at the state level.

OER Resources: <https://www.ocolearnok.org/priorities/open-educational-resources/>

OER Summit Course: <https://sites.google.com/onenet.net/2020-ok-oer-summit/home>

## **ODL Report – Melody Kellogg**

No report

## **New Business**

No new business

## **Announcements/Institutional Updates**

- Institutional/Library Update – Remembering Fall 2020
  - New plans or initiative for Spring 2021
  - Surprises, positive or negative

## **Ann Raia, Oklahoma City Community College**

- Spring semester to be mostly online
- Decision based on surveys from faculty, students, and staff
- For Thanksgiving week, will be open virtually but closed physically for cleaning on campus
- Fall semester went fairly smoothly

## **Kaitlin Crotty for Alan Lawless, Rogers State University**

- Transition to remote after Thanksgiving
- Sending reminders about virtual help
- Library remains open with same hours

## **Tom Rink for Pamela Louderback, Northeastern State University-Broken Arrow**

- Business as usual
- Closed week of Thanksgiving
- Return after Thanksgiving with face-to-face classes with option to attend virtually

## **Elaine Regier, Oklahoma State University-Oklahoma City**

- Business as usual with much shorter hours
- Closed to the public
- Planning for 85% online classes for spring
- No changes anticipated for the library
- Traffic very low

## **Ona Britton-Spears, Connors State College**

- Many instructors choosing to hold classes virtually through end of semester
- Spring to have same options: face-to-face, hybrid, synchronous classes
- Very small library staff; some in quarantine
- Regular hours
- Open to public
- Very little traffic; students are staying home

## **Michael Jones, Northeastern State University**

- Students return to campus after Thanksgiving
- Tahlequah campus library open for extended hours before and during finals week
- Spring semester plans include about 40% face-to-face classes; 60% hybrid/online courses

## **Dana Belcher, East Central University**

- Completely open
- No extended hours for finals
- Some in quarantine; some work from home

- No changes for spring
- Virtual graduation: morning for fall; afternoon for May
- Covid cases on campus low, but county is high
- Title III grant provided 100 laptops to checkout through the library; not checked out during breaks

#### **Lee Anne Paris, Oklahoma Christian University**

- Last day of finals 11/19 for fall semester
- Limited outdoor graduation 11/20 for April, August, December 2020 graduates with no faculty, social distancing, and masking
- Spring semester will begin in person at the end of January
- Will have online winter courses in December (Winter Session I) and January (Winter Session II)
- During both Winter Sessions, the library will be open physically 8-5 MWF and will provide virtual support 8 a.m.-8:30 p.m. most weekdays
- Working on a contingency plan in case there is a national shutdown at the end of January

#### **Lynn Wallace, Oklahoma State University-Tulsa**

- Business as usual
- Have robust archive for Tulsa Race Massacre
  - Highlighted on Channel 6 News
  - Packaged cassette tapes and reel-to-reels to send for digitizing and preserving
  - Dr. Odawale Source List: <https://tulsasyllabus.web.unc.edu/>
  - Community effort

#### **Sarah Robbins, University of Oklahoma-Norman**

- Have Tulsa Race Massacre exhibit on main floor in Bizzell. Worked closely with Tulsa Historical Society and Greenwood Cultural Center.
  - <https://libraries.ou.edu/content/tragedy-triumph-race-massacre-survivor-stories>
- Reduced hours after Thanksgiving; no extended hours for finals
- Closing some branches earlier than usual
- Reduced library traffic – about 75% fewer students than last year
- Planning for hybrid, face-to-face, and online classes

#### **Jason Dupree, Southwestern Oklahoma State University**

- Staffing issues with most everyone quarantined at some point
- At highest level of quarantines, student workers kept Weatherford campus library open
- Reduced hours in Sayre campus library because of current quarantines
- Tracking COVID cases on campus: <https://libguides.swosu.edu/swosucovidcases>
- After Thanksgiving, classes and finals to be virtual
- No extended hours for finals
- Begin spring semester at usual time; skip spring break; end semester end of April
- Nearing completion of new archive. Plan to send invitations to grand opening through listserv. Track renovations here: <https://libguides.swosu.edu/libraryrenovations> (includes image gallery)
- University president Dr. Randy Beutler retiring June 2021. RUSO formed search committee and is accepting applications. <https://www.swosu.edu/news/2020/2020-10-26a.php>
- Provost/Vice President of Academic Affairs Dr. James South also retiring June 2021; vacancy not posted yet.

**Mary Larson for Sheila Johnson, Oklahoma State University-Stillwater**

- Classes remote after Thanksgiving
- No 24/7 coverage during dead week and finals
- Lower usage
- Concerns about enforcing mask wearing and social distancing
- Mental health concerns
- Oral history on Tulsa Race Massacre, collaboration with Vernon AME Church in Tulsa
- Related oral history project about leadership in the African American Community through teachers, working with Tri-City Collectives

**Sandra Thomas, Southeastern Oklahoma State University**

- Totally online after Thanksgiving
- Reduced hours
- Spring same as fall – continue hybrid
- Staff quarantine at different times

**Victoria Swinney, Oklahoma City University**

- Raised alert level to high this week
- Finals continue through November 24 when semester ends
- Library open by appointment only: continuing hours and students asked to make appointment in advance and call from the front door
- Before increased alert level, open nearly normal hours
- Require ID and mask
- Quarantines not an issue so far: one staff member and two student workers (well separated)
- Added extra week to winter break for staff – December 12-January 3
- Work remotely January 4-8
- Delay start of spring semester to January 19
- No spring break
- End spring semester at usual time

**David McMillan, Bacone College**

- Working remotely
- Working to create network of tutors from surrounding colleges
- Build inter-collegiate tutoring network to help Bacone as well as the other colleges

**Jon Goodell, Oklahoma State University Center for Health Sciences**

- Medical students currently in finals week
- Students not returning after Thanksgiving
- Can still come to study
- Peer tutoring program used at OSU-CHS: <https://info.umkc.edu/si/>

Next meeting January 28, 2021, 1:00 – 3:00 p.m.

Lynn made the motion to adjourn, and Dana seconded. The meeting adjourned at 2:10 p.m.

Respectfully submitted by,  
Elaine Regier