

OCALD Membership (Virtual) Meeting Minutes

September 17, 2020, 1:00 p.m. to 3:00 p.m.

Introductions – Habib Tabatabai, Chair

- Habib welcomed Dr. Lynne Simpson, Dean of University Libraries, Langston University, and Dr. Lee Anne Paris, Dean of Library and Instructional Support, Oklahoma Christian University. Dr. Paris replaces Tamie Willis, who retires in October.
- He introduced Dr. Debbie Blanke, OSRHE, and Melody Kellogg, ODL, as guests.
- Members: Megan Donald, University of Tulsa Law Library; Dana Belcher, East Central University; Tamie Willis, Oklahoma Christian University; Matt Upson for Sheila Johnson, OSU-Stillwater; Julie Rankin, Oklahoma Baptist University; Kaitlyn Crotty for Alan Lawless, Rogers State University; Adrian Alexander, University of Tulsa; Melissa Huffman, Rose State College; Pamela Louderback, Northeastern-Broken Arrow; Karen Haught, College of the Muscogee Nation; Ann Raia, OCCC; Stewart Brower, OU-Tulsa; Sandra Thomas, Southeastern Oklahoma State; Ona Britton-Spears, Connors State College; Lee Anne Paris, Oklahoma Christian University; Sarah Robbins, OU-Norman; Jon Goodell, OSU-Center for Health Sciences; Lynn Wallace, OSU-Tulsa; Nancy Draper, Randall University; Paula Settoon, Tulsa Community College; Marsha Kendrick, Mid-America Christian University; Suzanne Rooker, Western Oklahoma State College; Victoria Swinney, Oklahoma City University; Michael Jones, Northeastern Oklahoma State University; Jason Dupree, Southwestern Oklahoma State University; Tony Hardman, Oklahoma Panhandle State University; Joy Summers-Ables, OUHSC; Lynne Simpson, Langston University; Mark Roberts, Oral Roberts University; Habib Tabatabai, University of Central Oklahoma; Shannon Leaper, Northwestern Oklahoma State University; Elaine Regier, OSU-OKC
- Advisors: Dr. Debbie Blanke, OSRHE; Melody Kellogg, Oklahoma Department of Libraries
- Guests: Beth Jones, University of Central Oklahoma; Juliana Nykolaiszyn, OSU-Stillwater; Twila Smith, OU; Brittany Blake, OSRHE; Brad Griffith, OSRHE
- Habib mentioned two housekeeping items with apologies – Juliana's name is now corrected, and the Shared Facilities committee has been disbanded and removed from the agenda.

OCALD Executive Committee Report

We will continue meeting virtually, with help from OneNet and OSRHE.

Some changes are needed on committees. Elaine reported that a replacement is needed on the Bylaws Committee for Tamie Willis. Joy explained that the committee handles all changes in the bylaws. Bylaws are posted on the OCALD website. Tony Hardman volunteered to serve on this committee.

- Tamie's retirement date is October 30. This is her last OCALD meeting. She said it is an honor to work with this team and appreciates the support within the group. She is happy to have Lee Anne on board. Melissa showed a plaque that was purchased to honor Tamie's many years of service.

Several topics for future OCALD meetings have been suggested. Additional topics are welcome.

- Library assessment
- IPEDS report – best practices
- Emerging technologies – what does this really mean?

Committee Reports and Discussions

- Bylaws, Joy Summers-Ables, Chair: no report
- Cooperative Library Services and Standards, Jason Dupree, Chair: no report
- OK-Share, Stewart Brower, Chair: Toni Hoberecht will reach out soon for statistics for FY20. Stewart suggested a name change because of the confusion between OK-Share and ShareOK. It was suggested

that OK-Share is more patron facing, and it could be confusing to change the name. Send suggestions to Stewart or through the listserv. Any name changes should be done between semesters.

OSRHE Report – Dr. Debbie Blanke

Brad Griffith reported for Dr. Blanke. Academic policy exemptions put into place for coping with COVID-19 have been extended through the end of the academic year. <https://www.okhighered.org/state-system/corona/>

The Council for Online Learning Excellence and Online Consortium of Oklahoma are working on two key projects and hope OCALD will help share the information. On Friday, October 23, is the OER Summit. This is a virtual all-day event. The sessions will be recorded and posted online later. They are working on the acquisition of an OER development platform. They are in the final step of utilizing Press Books. This is a beginning tier option. Institutions can purchase up to an unlimited tier that allows an unlimited number of OER projects on campus.

In addition, the Regents continue to provide support for online education. A STEM Academy during the summer had 60 participants in the virtual workshop. OCO and COLE will soon release a new website.

They are working on micro-credentialing and digital badging initiatives. This is in response to some grant opportunities as well as the need for students to have shorter term opportunities to gain skills and obtain gainful employment. With military articulation, they are trying to recognize more of the training military students obtain through their career and experiences.

OSRHE has been teleworking. They do not anticipate in-person meetings any time soon. They are working on a pilot for students who have not taken the ACT or SAT tests and are looking at other admission requirements to use in place of these tests. The pilot will probably last four-five years.

October is Reach Higher Month. Reach Higher is an adult degree completion program. A two-part series will introduce people to the concept of coaching. Reach Higher campuses will also be able to submit videos promoting the program and will involve successful students sharing their stories.

Approval of minutes – Elaine Regier, Secretary

Jon Goodell moved to approve the minutes of the June meeting. Lynn Wallace made the second; the minutes were approved.

More Committee Reports and Discussions

- Web page, Elaine Regier, Chair: Volunteers are needed for the committees. Since the June meeting, there have been two updates to the listserv and no directory updates. Please review the information for your college or university and report changes to Elaine.

SHAREOK: advancing Oklahoma scholarship, research, and institutional memory

Presenters

- Elizabeth Jones, Ph.D., UCO, Director of Library Technology & Data Management
- Juliana Nykolaiszyn, OSU, Head of Digital Resources and Discovery Services
- Twila Smith, OU, Chief Technology Officer, Senior Director, Digital Innovation and Development

SHAREOK began in 2014 as a collaborative effort between OU and OSU as an institutional repository. It was a way to boost STEM education, innovation, and research within Oklahoma. In 2016, UCO became a partner. The repository includes digital dissertations and theses, faculty publications, research data, open educational resources, and more. Because of data interoperability, content is more easily accessible all over the world. Local discovery systems can also harvest the data.

Benefits for authors include having their work accessible through web search engines, preservation, access to content not available elsewhere, statistics, no limits on type of medium, and fulfilling grant requirements to have the work publicly available. SHAREOK does not hold the copyright.

Partner institution benefits include a reliable hosting platform, an opportunity to showcase institutional assets, increase research impact, and persistent links.

During the spring semester, membership will be open to institutions across Oklahoma. They are planning two membership tiers – partners and participants.

Visit <https://shareok.org/> for access.

ODL Report - Melody Kellogg

They have been focused on the budget requests which are due in early October. With the number of canceled events, they were able to put some extra money into the Oklahoma Virtual Library and spend money in other areas. The Stillwater Public Library manages the Oklahoma Virtual Library for ODL.

This is the fifth year of the contract for OSRHE's purchase of Academic Search Premiere. ODL is in the fourth year of their contract for databases. It will be good to work together to find the most affordable resources for both ODL and OSRHE.

New Business

There was no new business.

Announcements/Institutional Updates

- Institutional/Library Update – Reopening in Fall 2020
 - Lessons learned
 - Surprises, positive or negative

Joy Summers-Ables, OU Health Sciences Center

- People clearly do not understand how the library operates and wanted regular hours.
- Restricted to OUHSC
- Public users wanting to know when library opens
- Align with Tulsa campus: Monday-Thursday 8 a.m. – 9 p.m.; Friday 8 – 5; Saturday-Sunday 1 – 6 p.m.

Victoria Swinney, Oklahoma City University

- Surprised by the number of groups wanting to study together in the library
- Need behavior modification – wear masks; stay six feet apart; leave tables in place
- Trying to figure out how to learn together in the library

Habib Tabatabai, University of Central Oklahoma

- Some have group projects with no other options
- Some people resist masks; few do not wear masks but will when reminded
- Surprised at the institutional effort to make things work

Kaitlyn Crotty for Alan Lawless, Rogers State

- Masks mandated; students seem to think it isn't necessary if six feet apart
- Created virtual instruction kits including a webcam, brochures, tips and tricks. Instructor gets a kit from the library; use with class on Zoom
- Hosted an event by Zoom and pushed it to Facebook live; had 55 online

- As reported in Chat, RSU suspended monthly furloughs because enrollment was better than expected.

Pamela Louderback, Northeastern State University – Broken Arrow

- Increase in traffic by public; no other libraries open in town
- Few reticent to follow directions; overall good
- Processes in place for those who can't wear masks
- Communication with administration so they are aware of unique characteristics of the library

Ann Raia, Oklahoma City Community College

- Fully online, but nothing synchronously
- Increased tutorials
- Open June 1; open to public in July
- No issues with masks; distancing is still an issue
- EPIC teachers want to bring classes; discouraged because of groups
- Going well – online students not coming to campus
- Always need more Plexiglas because people move around it

Melissa Huffman, Rose State

- Weekend before classes started, OG&E had a glitch; shut down two buildings completely, down for rest of semester; classes had to be reassigned
- Flex classes: instructor teaches in person; students in class, on Zoom, or on the web; can change at any time – student choice
- Social distancing: limited seating; about half of the computers can be used; chairs removed
- Study rooms at half capacity; reflected in the scheduling system
- Added stanchions at reference desk to mark spaces to get help
- Surprised about how well people are adjusting to wearing masks
- Most students voluntarily sanitize work space before and after use with the available supplies
- Library orientations are face to face in the library, on Zoom, or in classroom
- Safety and Security spray with enviromist every Friday

Lynne Simpson, Langston University

- Removed furniture; stored in study rooms
- Students still move chairs
- Masks going okay
- Closing earlier
- Sanitizing after closing

Lynn Wallace, OSU – Tulsa

- Facilities Management installed higher grade filters to kill pathogens when air circulates
- Students are assigned a space to use; clean after they leave
- As a commuter campus, students are not in the library long
- Limited numbers in remaining study rooms

Jason Dupree, Southwestern Oklahoma State

- Student workers help with sanitizing
- Sanitize with shift changes in the circulation area
- Custodians use environmental mist every morning before opening
- Asynchronous teaching; increased footprint in Canvas

- Integrated LibGuides and shortcuts to resources and services in Canvas
- Met weekly in the summer to discuss furniture, social distancing, signage, and reference services
- No more face to face reference assistance
- Local schools no longer allowed to come for library instruction
- Changed traffic flow in the building
- Reduced hours; had some complaints
- Need to hire additional student workers to increase hours, but budget issues may prevent this
- Staff shortages and employees quarantined affects workflow and services

Elaine Regier, OSU – OKC

- Opened the library to students, faculty, and staff August 17; closed to the public
- First week chaotic; much smoother since then
- 50 seats available, including only eight usable computers; also have laptops for checkout to use in the library only
- Changed traffic flow; students check in and out at the circulation desk
- Learned to expect the unexpected, to focus on what's happening now instead of worrying about what might happen; stay flexible
- Surprised about the low numbers of actual visitors and how students have adjusted to the new COVID library procedures

Tony Hardman, Panhandle State

- Open to public July 6
- Classes started August 17
- Summer was slow; first three weeks of fall, busy
- Classes are face to face, but students attend by Zoom if in quarantine
- Maintenance cleans daily; trying to provide sanitizers and wipes but difficult to get
- An incident at Wal-Mart prompted the development of a diversity group to create safe places. The students involved in the incident were invited to speak and shared a gut-wrenching story. Campus now has a support system for groups facing discrimination. Sensitivity training is provided.

Jon Goodell, OSU-Center for Health Sciences

- Welcomes discussion about what libraries can do in Tony's situation.
- Library open to students, faculty, and staff
- Close daily at 8:00 p.m. instead of midnight
- Until beginning of September, campus staff, including the library, telecommuted full or part time.
- Study rooms reduced to 1/3 capacity.
- Library included on a Health Research Services Administration (HRSA) grant to fund a poster printer and 3D printer for their OSU College of Osteopathic Medicine at the Cherokee Nation Medical Library and a 3D printer and overhead scanner for the Tulsa campus.
- Added research opportunities available to students to their research profiles site:
<https://scholars.okstate.edu/en/organisations/research-opportunities>

Matt Upson for Sheila Johnson, OSU-Stillwater

- Reported in Chat: Purchased corrugated plastic for table dividers. Plexiglas was hard to get and rather expensive. Coroplast is much cheaper.

Additional Committee Reports

- Archives, Jenny Duncan, Chair
 - Edited the Guidelines with recommendations from David Peters (Archivist, OSU-Stillwater)
 - OSU-Stillwater to store print documents only
 - Print materials will not be digitized but will be physically accessible upon request
 - Inventory to be organized, filed and ready when given to OSU-Stillwater
 - OSU-IT to gather and temporarily hold the materials for sorting
 - Focus on print now; discuss electronic later.
 - Jenny will contact library directors to request any type of historical OCALD print materials they are willing to donate to the archive.
 - Archives committee will meet to sort through the materials to determine what goes to the archive. Other directors welcome to join them.
 - Edited Guidelines to be reviewed by executive committee
 - Additional questions include the following.
 - Will certain files need to be cleared after a certain period of time?
 - Is authorization needed to gain access? If so, who gives it, and how? Is there a time expectation for viewing?
 - How will the files be organized?
 - Who provides funding for archival supplies?
 - Once the documents are ready, David Peters will help with a Memo of Understanding.
- Cooperative Collection Development and Resource Sharing Committee, Victoria Swinney and Stewart Brower (co-chairs): Victoria would like input on resources and will send a message through the listserv.
 - Keep the same type of content (general academic journal articles)
 - Some other kind of content useful for all types of libraries in OCALDAfter reviewing answers to these questions, she'll meet with Melody Kellogg and Dr. Blanke to see what we can do.

The meeting adjourned at 2:45 p.m.

Next meeting November 19, 2020, 1:00 – 3:00 p.m.

Respectfully submitted by,
Elaine Regier

Dana Belcher, East Central (sent by email)

- Fully open
- Added additional services
 - Check out of tablets (additional 100 laptops have been ordered)
 - Testing carrels set aside for respondus lockdown browser testing
 - Lockers – students are literally moving in – they bring their entire desk contents and stay all day
- As part of our plan to better serve underserved populations, we have added preferred pronouns to our signatures (outlook, zoom, libapps)
- ECU mask mandate compliance goes thru the entire fall semester – vast majority of students and staff are compliant
 - Positive tests numbers are very low
 - Enrollment actually increased by 0.2%, so doing well budget wise