

To: Library Administration
From: PSICC 1-2
Date: March 10, 2003
Re: Quarterly report of the Priority Strategic Initiative Coordinating Committee 1-2

Members: Lora Lennertz (Chair), Cheryl Conway, Melissa Gatlin, Usha Gupta, Lynaire Hartsell, Norma Johnson, Ann Pritchard, Robin Roggio, Luti Salisbury

The committee had a slow start this year as four members were rotated off of the committee. In addition, one of the new members left the library soon after her appointment and some time elapsed before membership in the committee was solidified. In order to accomplish its goals, the group continues its work in two subgroups. Individual subgroup activities are listed below.

User Needs Subgroup

Members: Gupta, Hartsell, Johnson, Lennertz, Roggio

This subgroup meets weekly on Monday afternoons. It began new tasks with the new fiscal year. The first task was to write a document which could be disseminated to the university public regarding the results of LibQual+. The report was completed and forwarded to the administrative liaison on November 25, 2002.

The second task of the subgroup is to assist in developing a student advisory group for the library. To that end, the committee had scheduled a meeting with Alberta Bailey, who will be working directly with the advisory group, for January 23, 2003.

Tasks Subgroup

Members: Conway, Gatlin, Lennertz, Pritchard, Salisbury

The task subgroup is reviewing the activities that are performed throughout the library by classified employees and determining which products and services are supported by these tasks. The task subgroup meets weekly on Wednesdays.

The group is working to standardize task names within the task list in order to determine whether specific tasks are occurring in more than one department. At this point, the committee has identified six broad categories for tasks which include: 1) supervising, managing, communicating, interacting; 2) facilities, equipment; 3) patron service, circulation, collection management; 4) editing, updating, filing, cataloging, processing, data entry; 5) finance and cash management; 6) mailing and shipping. The committee is in the process of isolating more specific tasks and standardizing task names.