

New Mexico State University Library 2014-2015 Committee Book Table of Contents

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Library Committees

@NMSULIBRARY TEAM

Purpose: To utilize social media outlets to extend NMSU Library's reach by highlighting the services, assistance and unique collections offered. The team strives to provide information to proactively engage audiences in a way that will enrich, inform and entertain.

Team Members:

Laura Baumgartner, Chair

Susan Bontly

Cassie McClure

Teresa Roberts

Tiffany Schirmer

Wendy Simpson

CARL FAUBION OUTSTANDING LIBRARY EMPLOYEE OF THE YEAR AWARD NOMINATION REVIEW COMMITTEE **

Purpose: *This committee reviews nominations for the Carl Faubion award and makes recommendations to the Dean.*

Membership: The Nomination Review Committee is made up of a Library Faculty member, a non-exempt staff member, an exempt staff member, a Department Head and the Library HR Liaison.

** Member names not available at time of publication.

DEAN'S FACULTY RESEARCH FUND REVIEW COMMITTEE **

Purpose: *This committee evaluates proposals and makes recommendations to the Dean.*

Membership: Three Library faculty members, elected annually according to established policies.

** Member names not available at time of publication.

DEPARTMENT HEADS GROUP

Purpose: *To advise and make recommendations to the Dean on library operational and management issues, the development of library policies, and short-term and long-term library planning.*

Membership:

Elizabeth Titus

Norice Lee

Susan Beck

Ellen Bosman

Carol Boyse

Larry Creider

Mardi Mahaffy

Title

*Dean **

*Associate Dean **

*Department Head, Access Services **

*Department Head, Technical Services **

*Department Head, Systems **

*Department Head, Archives & Special Collections **

*Interim Department Head, Reference & Research Services **

* Position Appointment

FACULTY BONUS PROGRAM REVIEW COMMITTEE **

Purpose: This committee reviews nominations for the Library's annual faculty bonus program and makes recommendations to the Dean.

Membership: Each spring, the Dean appoints a three member committee made up of one department head and two faculty members. The members of the committee will not be eligible for the faculty bonus program that year.

** Member names not available at time of publication.

LIBRARY BUDGET COMMITTEE

Purpose: Advise the Dean of the Library on library fiscal planning. This committee meets quarterly to review library budget. The Dean may call additional meetings as needed.

Membership:

Elizabeth Titus

Norice Lee

Susan Beck

Ellen Bosman

Carol Boyse

Larry Creider

Barbara Hart

Elizabeth Miller

Mardi Mahaffy

John Sandstrom[^]

Cassie McClure

Mary Chavarria

Title

*Dean **

*Associate Dean**

*Department Head, Access Services **

*Department Head, Technical Services **

*Department Head, Systems **

*Department Head, Archives & Special Collections **

*Library Business Manager **

*Faculty Senate Representative * - Term expires 2016*

*Department Head, Reference & Research Services **

*Acquisitions Librarian **

Elected Representative, Non-Exempt Library Staff – Term expires August 2016

Elected Representative, Exempt Library Staff – Term expires August 2016

[^]Acquisitions Budget

* Position Appointment

LIBRARY FACULTY MENTORING COMMITTEE

Purpose: Plan and facilitate 1-2 mentoring activities each fall and spring semesters. The committee is asked to seek faculty input and advice when planning these activities. Develop, distribute and maintain a library faculty mentoring resource guide which provides mentees with information on where to go for help in areas such as writing and submitting work for publication, research using human subjects, designing a survey, etc. both within the library and elsewhere on campus. Prepare an annual report by May 1st of each academic year on the Committee's activities to the Dean of the Library. Included in this report should be an assessment of the Committee's activities and recommendations on goals/objectives for the next year. Members serve a 2 year term.

Membership:

Ellen Bosman

Paula Johnson

Felipe Castillo

Title/Term

Department Heads Representative

Assistant Professor Representative

Assistant Professor Representative

LIBRARY U TEAM

Purpose: Provide ongoing in-house training opportunities for all library staff. Members will contribute to the planning efforts in designing the program.

Team Members:

Norice Lee, Co-Chair
Leticia Phetteplace, Co-Chair
Alice Granado
Nirmala Gunapala
Teresa Roberts
John Sandstrom
Wendy Simpson
Paula Johnson
Samantha Rich

PERSONNEL SEARCH COMMITTEES

Purpose: Search committees recommend qualified candidates for available positions.

Membership: Varies with the search being conducted.

PROMOTION AND TENURE COMMITTEE (LIBRARY)

Purpose: Please refer to the Library Promotion and Tenure Document.

Membership: Elected eligible members of the regular library faculty who do not hold administrative appointments:

<u>Membership:</u>	<u>Title</u>
<i>Theresa Westbrook</i>	<i>Chair, Elected Faculty</i>
<i>Elizabeth Miller</i>	<i>Vice-Chair, Elected Faculty</i>
<i>Larry Creider</i>	<i>Member, Elected Faculty</i>
<i>Ellen Bosman</i>	<i>Member, Elected Faculty</i>
<i>Alisa Gonzalez</i>	<i>Member, Elected Faculty</i>
<i>Molly Molloy</i>	<i>Member, Elected Faculty</i>

SOCIAL ACTIVITIES COMMITTEE EXECUTIVE BOARD (SAC)

Purpose: The Social Activities Committee (SAC) is a volunteer employee's organization which sponsors social activities for the library staff; sends acknowledgments for birthdays, illnesses, deaths, etc. of library employees; and establishes guidelines on the use of staff lounge areas. Members serve a 2 year term.

Membership: One to two representatives from each department.

<u>Membership:</u>	<u>Title</u>
<i>Matt Friedberg</i>	<i>Chair</i>
<i>Sandra DeMonch</i>	<i>Events Coordinator</i>
<i>Armando Gomez</i>	<i>Historian</i>
<i>Leilani Horton</i>	<i>Treasurer</i>
<i>Teddie Payne-Riehl</i>	<i>Secretary</i>
<i>Linda Landez-Garcia</i>	<i>Member-at-large</i>

2014-2015

Library Task Forces

COMMUNICATION PLAN TASK FORCE

Charge: Propose to the Dean an NMSU Library Communication Plan which does the following:

1. Uses the Yale University Communication Plan Template and the Communication Plan Implementation Matrix as guidelines for structuring the plan.
2. The plan should align with the University's communication and marketing strategic goals and objectives.

As the task force addresses their charge they are asked to invite all library staff to submit their recommendations and suggestions to the task force so they may be considered, to hold all library staff forums to discuss what is proposed to improve library communications (internal and external).

Deadline: May 1, 2015

Membership:

Laura Baumgartner
Nirmala Gunapala
Paula Johnson
Cassie McClure
Teddie Payne-Riehl
Teresa Roberts

Title

Chair
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member

NMSU LIBRARY DIGITAL MEASURES TASK FORCE

Charge: The NMSU Library Digital Measures Task Force is charged to do the following:

1. Investigate the university's objectives for enhancing and implementing Digital Measures throughout the Las Cruces campus
2. Make recommendations on a process and implementation plan for library faculty to utilize Digital Measures in alignment with the rest of the Las Cruces campus.

Deadline: The task force's deadlines should be compatible with the deadlines established by the University's Digital Measures Steering Committee.

Membership:

Theresa Westbrook
Felipe Castillo
Elizabeth Miller
Carol Boyse
Larry Creider

Title

Chair
Committee Member
Committee Member
Committee Member
Committee Member

TASK FORCE ON A FUTURE NMSU LIBRARY SYSTEM(S)

Charge: Advise the Dean on what NMSU Library needs to take into consideration as it acquires its next generation of products which provide integrated management of library applications. Included in the work of the task force is the following:

1. An assessment of the options, features, and capabilities desired for a new system.
2. An analysis of what viable products are on the market including their strengths and weaknesses.
3. Estimated costs of the systems under consideration and the offset of costs for those systems we currently have that will no longer be needed.
4. Provide specifications we desire for the RFP process and a draft RFP proposal.
5. A timetable for implementation including the time required for the RFP process and conversion to a new system.

As the task force addresses its charge they are asked to be highly consultative and provide all library staff with opportunities to contribute their ideas, to hold open forums throughout the process and to keep staff engaged and informed.

DEADLINE: Spring 2015

<u>Membership:</u>	<u>Title</u>
<i>Carol Boyse</i>	<i>Co-Chair</i>
<i>Elizabeth Miller</i>	<i>Co-chair</i>
<i>Donna Burkholder</i>	<i>Committee Member</i>
<i>Alisa Gonzalez</i>	<i>Committee Member</i>
<i>Tammy Powers</i>	<i>Committee Member</i>
<i>John Sandstrom</i>	<i>Committee Member</i>

Resource Staff
Library Administration/Business Manager

TASK FORCE ON PROPOSED RECOMMENDATIONS FOR ANY REVISIONS TO THE LIBRARY FACULTY ANNUAL PERFORMANCE EVALUATION DOCUMENT

Charge: To review and make any recommendations for changes on the Performance Evaluation Criteria for New Mexico State University Library Faculty. This review includes the following:

1. Reviewing and making recommendations on the charts, the rubric used, and clarity of definitions.
2. Incorporation of the category of leadership into the criteria which is compatible with leadership as defined in the NMSU Policy Manual.
3. Make any other recommendations the Task Force would like to make to improve this document.
4. Make recommendations on what constitutes “meritorious” and eligibility for merit dollars. Should a score of “meets expectations” (3) be eligible for merit dollars?

As the task force addresses its charge they are asked to invite all library faculty to submit their comments, suggestions, and recommendations for revisions to the task force so that they can be considered and to hold library faculty forums to discuss suggestions to improve the document.

DEADLINE: December 1, 2014

<u>Membership:</u>	<u>Title</u>
<i>Larry Creider</i>	<i>Chair</i>
<i>Nathan Brown</i>	<i>Committee Member</i>
<i>Caitlin Wells</i>	<i>Committee Member</i>
<i>Felipe Castillo</i>	<i>Committee Member</i>
<i>Molly Molloy</i>	<i>Committee Member</i>
<i>Ingrid Schneider</i>	<i>Committee Member</i>

University Committees Where New Mexico State University Library Holds Official Representational Membership

For more specific information on Committees of the University and their membership please consult the most recent *New Mexico State University Councils and Committees* publication.

Committee	Representative
Academic Deans Council	Dean of the Library
Accreditation Liaison Officer and Institutional Research	Dean of the Library
Advocates for Scholarly Teaching (AST)	Samantha Rich, Dean's Appointment
Assessment Liaison	Samantha Rich *
Associate Deans Academic Council	Associate Dean of the Library
Association of Computing and Networking Support (ACANS)	Dean of the Library
Campus Planning Committee	Norice Lee, Dean's Appointment
Campus Webmasters Group	Teresa Roberts, Dean's Appointment
Committee for the Assessment of Student Learning Across the Baccalaureate Experience (CASL-BE)	Mardi Mahaffy, Dean's Appointment
Committee for the Assessment of Student Learning in General Education (CASL-GE)	Susan Beck, Dean's Appointment
Compliance Oversight Committee	Norice Lee, Dean's Appointment
Digital Measures Steering Committee	Larry Creider, Dean's Appointment
Department Head Academy	Susan Beck, Dean's Appointment
Development Leadership Group	April Anaya *
Domenici Advisory Council	Adam Heien *
Faculty Senate	Dean of the Library, ex-officio *
Faculty Senate—elected faculty representative	Elizabeth Miller (May 2016)
Faculty Advisory Committee on Technology	Felipe Castillo, Dean's Appointment
GE Assessment Liaisons	Norice Lee, Dean's Appointment
General Education Course Certification Committee	Susan Beck, Dean's Appointment (May 2015)
Graduate Council	Theresa Westbrook, Alternate (May 2014)
International and Border Advisory Council	Dean of the Library, ex-officio *
International and Border Programs Enrollment Management Council	Nirmala Gunapala, Dean's Appointment
NMSU Naming Committee	Nirmala Gunapala, Dean's Appointment
Online Course Improvement Program Advisory Board	Dean of the Library *
Outcomes Assessment Committee for Co-Curriculum, Administration & Operations (OAC-CAO)	Paula Johnson, Dean's Appointment
President's Academic Council	Samantha Rich, Dean's Appointment (May 2017)
President's Communications Council	Dean of the Library *
Southwest & Border Cultures Institute (SBCI)	April Anaya, Dean's Appointment
Sustainability Council	Larry Creider, Dean's Appointment
University Administrative Council	Theresa Westbrook, Dean's Appointment
University Art Acquisitions Committee	Dean of the Library
University Communicators Group (University Communications)	Mardi Mahaffy, Dean's Appointment
University Teaching Council	Laura Baumgartner *
University Research Council	Mardi Mahaffy, Library Faculty Representative, Dean's Appointment
Zuhl Curation Committee	Susan Beck, Library Faculty Representative, Dean's Appointment
* Position Appointments	Dean of the Library *

***Outside the Library: Representation by or relating to New Mexico State University Library
(including designated organizational representatives by Dean of the Library)***

Academic Library Advancement and Development Network (ALADN)	Dean of the Library, & April Anaya *
Agriculture Network Information Center (AgNic)	Dean of the Library, (Voting Partner) * Cindy Watkins (Alternate) *
Amigos	Dean of the Library
Depository Library Conference/Federal Depository Library Conference	Felipe Castillo*
LibSys5 (NMSU Libraries group)	Norice Lee, Dean's Appointment
Midwest Organization of Libraries for Latin American Studies (MOLLAS)	Molly Molloy *
New Mexico Consortium of Academic Libraries (NMCAL)	Dean of the Library and Associate Dean
NMCAL Resource Sharing – DE Committee	Susan Beck, Dean's Appointment
National Information Standards Organization (NISO)	Dean of the Library
Portico	Dean of the Library
State Data Center/Business & Industry Data Center	Felipe Castillo *
U.S. Agricultural Information Network (USAIN)	Dean of the Library, (Voting Partner) Cindy Watkins (Alternate) *
Western Regional Storage Trust (WEST)	Dean of the Library, (Voting Partner)
Western Rangelands Partnership	Cindy Watkins *
Voyager User Group	Carol Boyse, Dean's Appointment

* Position Appointments