

New Mexico State University Library 2015-2016 Committee Book Table of Contents

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2015-2016 Library Committees

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

Susan Beck

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

John Sandstrom[^]

Wendy Simpson

Mary Chavarria

Title

*Dean **

*Associate Dean**

*Department Head, Access Services and Interim Department Head, Reference & Research Services **

*Department Head, Technical Services **

*Department Head, Systems **

*Department Head, Archives & Special Collections **

*Library Business Manager **

*Faculty Senate Representative * - Term expires 2016*

*Acquisitions Librarian **

Elected Representative, Non-Exempt Library Staff – Term expires August 2017

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>Elizabeth Miller</i>	<i>Chair, Elected Faculty</i>
<i>Theresa Westbrook</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>Laura Galarza</i>	<i>Events Coordinator</i>
<i>Elizabeth Villa</i>	<i>Historian</i>
<i>Leilani Horton</i>	<i>Treasurer</i>
<i>Samantha Rich</i>	<i>Secretary</i>
<i>Gracie Martinez</i>	<i>Member-at-large</i>
<i>Luci Ortiz</i>	<i>Member-at-large</i>
<i>NirmalaGunapala</i>	<i>Member-at-large</i>

2015-2016

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:

Cassie McClure
Nirmala Gunapala
Paula Johnson
Teddie Moreno
Teresa Roberts

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

Membership:

Carol Boyse
Elizabeth Miller
Donna Burkholder
Alisa Gonzalez
Tammy Powers
John Sandstrom

Title

Co-Chair
Co-chair
Committee Member
Committee Member
Committee Member
Committee Member

Resource Staff

Library Administration/Business Manager

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)	Molly Molloy, 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 *
Diversity Council Meeting	Sarah Allison *
Domenici Advisory Council	Adam Heien *
Faculty Senate	Adam Heien *
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	Theresa Westbrook, Dean's Appointment (Feb 2016)
Graduate Council	Nathan Brown *
International and Border Advisory Council	Nirmala Gunapala, Dean's Appointment
International and Border Programs Enrollment Management Council	Nirmala Gunapala, Dean's Appointment
NMSU Naming Committee	Dean of the Library *
Online Course Improvement Program Advisory Board	Paula Johnson, Dean's Appointment
Outcomes Assessment Committee for Co-Curriculum, Administration & Operations (OAC-CAO)	Samantha Rich, Dean's Appointment (May 2017)
President's Academic Council	Dean of the Library *
President's Communications Council	April Anaya, Dean's Appointment
Southwest & Border Cultures Institute (SBCI)	Larry Creider, Dean's Appointment
Sustainability Council	Teddie Moreno, Dean's Appointment
University Administrative Council	Dean of the Library
University Art Acquisitions Committee	Mardi Mahaffy, Dean's Appointment
University Communicators Group (University Communications)	Cassie McClure *
University Teaching Council	Theresa Westbrook, Library Faculty Representative, Dean's Appointment
University Research Council	Susan Beck, Library Faculty Representative, Dean's Appointment
Zuhl Curation Committee	Dean of the Library *

* Position Appointments

***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	Paula Johnson*
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