

SCOPA MEETING MINUTES

February 5, 2008, 3:00-4:00 PM

SML 409

Recorder: Matthew Mason

Present: Nisa Bakkalbasi, Ian Bogus, Tom Bolze, Ping Fu, Hongbin Liu, Matthew Mason (chair/recorder) and Wheat Meier

Absent: Suzanne Estelle-Holmer

1. Approved Meeting Minutes from January 17, 2008

2. Meeting Schedule and Responsibility for Minutes

The meeting schedule will follow every first and third Wednesday of the month from 3:00 to 4:00 PM, except for the next meeting on Tuesday, February 19, 2008, from 3:00-4:00 PM in SML 409.

The responsibility for recording minutes will follow alphabetically by surname and will proceed as follows:

February 19 - Wheat Meier
March 5 - Nisa Bakkalbasi
March 19 - Ian Bogus
April 2 - Tom Bolze
April 16 - Suzanne Estelle-Holmer
May 7 - Hongbin Liu
May 21 - Matthew Mason

3. Meeting Maker and Plans for Microsoft Outlook

We will use Meeting Maker to schedule meetings and Microsoft Outlook in the coming months. It is important for committee members to maintain their schedules in Meeting Maker.

Matthew will contact Andrew Gray, Senior Administrative Assistant in Library Administrative Services to provide proxy access to the SCOPA calendar for new committee members, and Karen Kupiec, Manager of Web, Workstation, and Digital Consulting Services, for website privileges.

4. Designation of Subcommittees and Updates

Composition of the subcommittees for the following year will consist of the following:

Communication/Website - Hongbin and Ping
Grants Program - Ian and Nisa
Mentoring Program - Wheat and Suzanne
New Librarians Orientation – Ping (with guidance from Suzanne)
Recent Publications of Yale University Library Staff - Tom

5. Upcoming Forums

African American History in the Law Library's American Trials Collection,
Mike Widener, Rare Book Librarian for the Lillian Goldman Law Library
Wednesday, February 20, 2008, 10:30-11:30 AM, SML Lecture Hall
Forum Responsibility: Tom

Managerial and Profession Promotion Review Forum
Diane Turner, Alice Prochaska, and the Promotion Committee
Monday, March 3, 2008, 3:00-4:00 PM, SML Lecture Hall
Tuesday, March 4, 2008, 1:00-2:00 PM, SML Lecture Hall
Forum Responsibility: Tom

6. Forums to Schedule

Tom provided detailed discussions about the promotion planning and review forums and will assist those members involved in planning them.

Managerial and Profession Promotion Planning Forum
[Requires attendance of Diane Turner, Alice Prochaska, and the Promotion Committee]
One October 2008
Forum responsibility: TBD

Librarian Promotion Planning Forum
[Requires attendance of Diane Turner, Alice Prochaska, and the Promotion Committee]
One session in early October 2008
Forum responsibility: Ian

Librarian Promotion Review Forum
[Requires attendance of Diane Turner, Alice Prochaska, and the Promotion Committee]
Two sessions in early October 2008
Forum responsibility: Ian

Librarian's Report to Staff in October/November 2008]
[Requires attendance of Alice Prochaska]
Forum responsibility: Wheat

7. Brainstorm of Forums and Activities for the Next Year

Explanation of the Auditing Process for Clerical and Technical Staff

This idea came out of a Diversity Council meeting that Wheat attended during which it became clear that Clerical and Technical Staff were commonly unsure about the process. It remains unclear whether this falls underneath the purview of SCOPA.

Forum investigation responsibility: Pending; Matthew will discuss with Diane Turner and report to SCOPA

Frank M. Turner, Director of the Beinecke Library, Yale University

Forum investigation responsibility: Tom

Edward R. Tufte, Professor Emeritus of Political Science, Statistics, and Computer Science at Yale University

An expert in presenting informational graphics, such as charts and diagrams.

Forum investigation responsibility: Nisa

Family and Community Archives Project

Archivists at Yale University with teachers and students at the New Haven Cooperative High School for the Arts and Humanities

September 2008

Forum investigation responsibility: Matthew

College/Career Fair for Library Staff

Partner with the Diversity Council and the Staff Training & Organizational Development Committee

Forum investigation responsibility: TBD

The Lillian Goldman Law Library OPAC, with Michelle E. Sullivan, Principal Catalog Librarian

Forum investigation responsibility: TBD

Development in the Digital Distribution of Government Documents to Depository Libraries with Julie Linden, Government Information Librarian

Forum investigation responsibility: TBD

Podcasting Forum

Investigate presentation by Paul Lawrence, Director of the Yale Center for Media and Instructional Innovation

Forum investigation responsibility: TBD

Getting Published

This could replicate "Getting Published and Publishing the Work of Others," a SCOPA forum held in November 2006

Forum investigation responsibility: TBD

Library 2.0 Trends and Initiatives

Forum investigation responsibility: TBD

8. Next Meeting

Tuesday, February 19, 2008, from 3:00-4:00 PM in SML 409.