Senior Leadership Team Meeting
Staff Edition
November 17, 2021

1. Approve minutes from last meeting
    a. Minutes approved.
2. Allowing service desk staff to leave at early dismissal next Wednesday
    a. Today's InfoMail on "Special Thanksgiving Break Operating Hours" does not align with recent guidance related to early dismissal next Wednesday, November 24.
    b. If we feel committed to keeping the building open until 6pm now that the information is out there, we can plan to have barebones entrance staff (3 or 4) here until 6pm and let everyone else go.
        i. Can members of SLT volunteer to cover for the entrance services team between 2pm-6pm?
        ii. If we feel comfortable doing the usual arrangement of giving the staff that work until 6pm four hours off at another time, that will be fine.
    c. **Resolved: Gelman Library will stay open until 6pm on Wednesday, November 24, with minimal staff.**
3. Confirming there are no plans for student employee appreciation
    a. Robin intends to send an email to student employee managers confirming that there are no plans for student employee appreciation and encouraging them to write a letter if they feel so inclined.
    b. What about the Spring 2022 semester?
        i. We can do it in the spring, as long as there is money available, as an end-of-year appreciation.
        ii. Regina will send Robin the budget.
4. Possible faculty newsletter
    a. UTLC has continued to send out what was formerly the UTLC newsletter, which is useful for announcing events like CDI, workshops, etc. We would like to expand that to include other things that come out of the Instructional Core, and upon further discussion, we would like to consider expanding that further to be more inclusive of all the things that LAI does relevant to faculty.
    b. The proposal is an LAI-wide, faculty-targeted newsletter that we would build in Emma and send to faculty from LAI. As far as compiling the email list:
        i. We could do an LAI-wide campaign to collect emails from librarians, from staff that work with faculty, etc.
        ii. We could consider pulling things from Banner.
        iii. We could start with a limited list and encourage faculty to recruit other subscribers to the newsletter.
        iv. We could provide a link in Blackboard that points to the newsletter.
    c. Logistical Details and Discussion
        i. Who would be responsible for compiling this newsletter (and what would be dropped to free up bandwidth)?

1. We have not evaluated how big a lift it would be to collect content from across LAI and edit it into a final product.
                2. We might expect some support from central communications. Rachel is still being trained up. A networked approach to curating content might help a bit, but the how is still complex.
        ii. What would be included in this newsletter?
        iii. Where would the newsletter live?
                1. Aside from inboxes, we could create a go.gwu.edu link that displays all issues of the newsletter. Each issue also has a static web link in Emma.
        iv. What would be the frequency of this communication?
                1. We had discussed sending this sort of communication around twice per semester.
                2. We could put this together for the end of this semester, but it might be worth trying to have this ready to go first thing in January 2022 (given first week workshops).
        v. How would this newsletter effort be carried out?
                1. There would have to be a call for submissions, fact finding related to those submissions, a round of reviewing, a round of edits, and a final approval, at the very least.
                2. Once we feel out the right categories of things and develop a template and graphics, things might smooth out.
        vi. What is the purpose of this newsletter and how does it relate to other efforts (e.g. concierge team communications)?
                1. There is value in presenting an integrated LAI communication.
                2. We provide template emails to concierge teams for outreach to their departments, usually a couple times a semester promoting new e-resources, workshop offerings, etc. I see no issue with continuing our concierge team outreach, and we could probably encourage departments to check out the newsletter.
    d. **General consensus: start an LAI-wide newsletter targeted to faculty, to be developed within the next month and sent first thing in January 2022.**
5. 22nd St/H St roadwork
    a. Roadwork closures rendered the University Student Center parking garage completely inaccessible.
    b. Did we not receive InfoMails in the past about such closures?
        i. This may have gone to monthly parkers, but widespread communication certainly did not go out.
6. HR notification of SLT re: employees coming and going
    a. Could we set up an automated notification for SLT regarding new employees starting and employees leaving?

       i.   HR can certainly notify SLT of people coming and going. As far as whether we can share more widely, we can revisit that; there is clearly a business reason for sharing departures.

      ii.   We could establish a standing section (e.g. in the newsletter) detailing comings and goings.

7. Brainstorming Possible New ICare/Librarian Efforts

    a. **OER:** We want to increase the OER integration with teaching and learning efforts to within Faculty Development as a way to engage faculty with best methods and practices. We want to think about ways to eventually support the faculty incentive program under development.

    b. **Formalize Librarian engagement with Design Teams**: As a result of changes to our course design methods, teams of designer/media team members have replaced the previous POC ID model. That now makes it much easier to assign subject matter expert librarians to existing and newly developing teams. This may already be loosely happening but we feel by formalizing the process it will help grow synergy between job functions.

    c. **Virtual Writing Modules:** Have IDs/Multimedia assist with the evolution of the modules created with UW stakeholders in an effort to streamline training and allow for ease of distribution of information.