

L-CAP Minutes

Friday, March 13, 2020

3:00pm - 4:00pm (Zoom meeting)

Attended: DoMonique Arnold, Susan Braxton, Tricia Lampron, John Laskowski, Jake MacGregor, Will Schlaack,

Absent: Angela Waarala, George Gottschalk

Minutes Taker: Susan Braxton

1. Minutes from February 14, 2020 meeting approved
2. CAP updates (that we didn't get to on Wednesday) - Will Covered in meeting with Dean, March meeting and CAPE award presentation is cancelled. April meeting may also be cancelled or moved online?
3. Appointing liaisons with groups (as mentioned in L-CAP charge)
Charge calls for liaisons EC, AC, LSSC and CAP
EC occasionally invites the LCAP chair to meetings, so that is covered, although it has been a while. Dean Wilkin has encouraged some independence from EC.
CAP is covered through our elected rep.
LCAP has never met with AC (AC comprises the Dean, AULs, Division Coordinators, Head of BHSRC, Head of Lib IT, Head of HR, and an LSSC rep (currently Kim Hutcherson). The group meets infrequently, but given that LSSC has a rep and they address library policies and operations, we should have one as well. Trish will send an email to Dean Wilkin saying we will start sending a rep and LCAP will appoint John L. in that capacity.
LSSC – LCAP Chair will field invitations from LSSC and send reps to those meetings as needed. Susan will draft a document for the LCAP committee page on these liaison relationships and the LCAP process for maintaining them.
4. Investigation time survey
Next steps include write intro explaining rationale for the survey, ask Jen Yu review draft survey questions,
John will draft survey from questions for sharing with Jen, DoMonique will draft the intro. Jake volunteered to be a sounding board for drafting survey and intro.
John suggests Optimal Workshop, a web-based suite of tools that Library IT subscribes to, and volunteered to create the survey following the preliminary review of the draft by the committee and Jen.
Try to get this work done via email and have quick review of progress at the April meeting.
5. Other topics, news, or announcements
 - a. Next L-CAP Meeting: Monday, April 13 (3pm)
 - i. Jameatris Rimkus will talk about her job shadowing program for special collections
 - b. Have Skye come in May? Ask her about availability and begin developing a question list re: the Civil Service audit.
6. Consensus that zoom worked great and was easy to set up. Meeting adjourned, 3:36pm