

LBSC Committee Meeting Minutes

February 5, 2018; 3:30pm

Present: Terrence Bennett (minutes), Richard Brum, Marlena Frackowski, Paula Rainey (Co-Chair)

Absent/Excused: Andrew D'Apice (Dean's Designee, Co-Chair), Maurice Crawley

- 1) Draft minutes from December 7, 2017 meeting minutes were reviewed and approved with minor changes.

Old Business:

- 2) PR still needs to send previous LBSC meeting minutes to Amanda Cowell (for posting to the library governance website).
- 3) Discussion of the Group Study Room charge:
 - a. PR downloaded Qualtrics survey results to Excel, then manually input responses from completed print surveys into the same Excel spreadsheet.
 - b. The committee discussed how to handle paper surveys on which multiple responses were given to questions for which only one response was intended. [Should both responses be included in the tally, or just one? Committee concluded that it would be acceptable to just choose one response, as this would not have a significant effect on overall analysis of responses.]
 - c. The committee examined some of the responses to open-ended questions, in an attempt to begin to establish guidelines for coding these responses. Some overall themes and concepts were identified.
 - d. MF will work with PR to verify the manually-input survey responses, and to code all of the responses to open-ended questions
 - e. In advance of the next committee meeting (scheduled for February 19, 2018), PR will distribute summary of survey responses to committee members.
 - f. Timeline / plan for additional next steps:
 - i. Feb. 19: Analyze and discuss summary survey responses
 - ii. March 5: Begin drafting preliminary recommendation
 - iii. March 19: Finalize preliminary recommendation for submission to the Library Steering Committee

Meeting adjourned at 4:45pm.