

TTUHSC LIBRARIES FACULTY MEETING MINUTES
February 13, 2020
Preston Smith Library Administration Conference Room

In Attendance:

Richard Nollan – Chair
Tara Allison
Sandy Bagwell
Barbara Ballew
Lisa Beinhoff
Michelle Bowers
Skyla Bryant
Margaret Burnett
Peggy Edwards
Paul Landers
Travis Real
Stephanie Shippey
Daniel Stuart
Margaret Vugrin
Micah Walsleben
Terri Wilson
Kaylee Youngblood

The meeting began at 10 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
 - a. Approval of minutes from last meetings: Approved. Post as written.
 - b. Renovation- We are still waiting for the completion of Pod D. The hallway is complete but not yet open. Room 207 should be back open soon.
 - c. Veterinary Medicine School- Dr. Nollan had a meeting last week with Rial Rolfe and Penny Harkey regarding a Memorandum of Understanding with the Veterinary School for library services. They additionally posted their position for a librarian, who may be posted in the Harrington Library.
 - d. Texas Collaboration- Dr. Nollan presented to the Faculty Senate and got support to join the Texas Collaboration. The Student Government Association has also approached him and may be making a similar motion to support the library. The Texas Collaboration has recently set up a Communications and Marketing and a Table Committee.
 - e. Coronavirus LibGuide- Dr. Nollan asked Dan and Micah to create a LibGuide on COVID-19.
- II. IT (Paul)
 - a. Email filtering- IT is already weeding out 16 million messages a month that don't make it to the Spam Digest.
 - b. Paul attended the IT Security Champions Meeting last week.
 - c. VPNs are becoming antiquated technology. Most people who use it don't actually need to use it. Fewer than 100 people on campus are currently using it. IT is testing Remote Desktop Gateway, which will replace VPN for those who still actually need it.

- d. Phishing is now #2 issue for IT. The #1 issue is now Cloud Storage. Protected information is being placed on other cloud storage platforms than Box. Some may not even work from here. We should be using FileVault for large files.
- e. Recent Methodology Lab accomplishments:
 - i. Created and Printed 100 IV tubes for Simulation Center
 - ii. Created and Printed 50 disk for Simulations Center
 - iii. Created blood pool model of the heart ventricles where the right and left halves can be separated for Anatomy Department.
 - iv. Working Head Wound model for Neurology Department.
 - v. Updated and made phone friendly 3D Printing Website
 - vi. Meeting with Dr. Griswold on Wednesday Feb 12.
 - vii. Working created 3D printing heart with movable heart valves.
 - viii. Methodology Lab 3D print store will be live by the end of the month. (waiting on IT approval.)
 - ix. We have had ten 4th year medical students take the 3D printing class year to date. (more will follow in spring)
 - x. Kate will presenting at MLA in May

III. Business (Sandra)

- a. New travel forms- Jennifer is significantly changing the travel forms.
- b. Campus depositors for cash receipts need to start putting campus locations by abbreviation on the receipt.

IV. Committees

- a. Trends (Daniel): The Trends Committee met earlier this month and had Dr. Kim from Neurology come. He gave some great suggestions. Erik will be presenting at MLA with Symbaloo and showed it to us last week.
- b. Scholarly Communications (Margaret B.): We were scheduled to meet with TTU last week, but it was canceled. The meeting will take place later today instead.
- c. Professional Development (Terri): We are setting up a poll to start to see what librarians are looking at for the own professional development. We will additionally be putting resources on the LibGuides page.
- d. Systematic Reviews (Peggy): See attachment

V. El Paso (Lisa)

- a. Corina Bustillos is retiring at the end of this month after 26 years, and we will be hiring for her position.
- b. Lisa will be on FMLA the next two weeks. Milagros will be in charge.

VI. Discussion

- a. Incident report- There is a new internal form of all the basic information needed for an account of what happened in the event of an incident.
 - i. The report will be on LibGuides accessible only by a SpringShare account, including staff.

VII. Questions/Closure

Future meetings:

March 12- Amarillo

April 9- Odessa

May 14

Library Faculty Meeting - 2-13-2020 - SR/MA Task Force Report

Members are: Dr. Nollan, ex officio; Stephanie Shippey, Barbara Ballew, Amy Faltinek, Dan Stuart, Margaret Vugrin, Skyla Bryant, Travis Real, and Peggy Edwards, chair
We generally meet every 2 weeks.

Members have:

1) Looked at the LibGuides on Systematic Reviews from 28 academic medical libraries across the United States as resources and ideas for content and design of the TTUHSC Libraries' SR LibGuide.

2) Had input and answers from Paul on LibGuide design in relation to LibGuide software requirements.

3) Dan is continuing to add content about the Task Force's activities to the Library Committees LibGuide.

<https://ttuhsc.libguides.com/c.php?g=728244&p=6889817>

4) Amy gave the Task Force a presentation on her work and experiences with the Content Analysis study she is currently working on with faculty from Psychiatry and Addictions Counseling.

5) Margaret Vugrin discovered the book *A Practical Guide to Biomedical Research: for the Aspiring Scientist* that includes chapters on searching for scientific literature, research protocols, data handling, and presenting and publishing research. Amy notified the team that it is available to us through EBSCOhost's eBook Collection database.

<http://web.a.ebscohost.com/ehost/search/advanced?vid=0&sid=0a8e1070-f3a0-436f-b16f-422c0856cf4d%40sdc-v-sessmgr02>

6) Determined the labels for 5 tabs for our LibGuide and divided the content work into sub-groups as follows:

<u>Tab Names</u>	<u>Sub-chairs & co-worker(s)</u>
1) Getting Started	Stephanie, Margaret V, Peggy
2) Steps of a Systematic Review	Peggy and Skyla
3) Searching the Literature	Margaret V and Travis
4) Data Management & Analysis	Dan and Barbara
5) Writing & Publishing	Barbara and Amy

7) The sub-groups have completed outlines and are starting to work on content.

8) Looked at recommendations from the International Committee of Medical Journal Editors on *Defining the Role of Authors and Contributors* in relation to librarians as co-authors of systematic reviews.

Dr. Nollan will be at our next meeting to give us further insight into co-author roles.

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

9) Been informed about and are exploring Yale University's Cushing/Whitney Medical Library's excellent entire website redesign as well as their SR LibGuide redesign. <https://library.medicine.yale.edu/>

10) Due to links of interest to library faculty members, I will email a copy of this report to everyone.