Bell Library Committee List
2008-2009

Distance Education Committee

Membership:
Landry Hyde, Denise, Chair
Onnoum, Pornuma
Burk, David
Rios, Robert
Hopkins, Virginia
Pfeifer, Mark

Purpose or Function:
The Distance Education Committee will design, implement and evaluate library programs and services that meet the unique needs of distance education students. The committee will also create and distribute information related to the programs/services offered and make recommendations to the Library Director regarding changes to existing services.

Library Student Assistant Advisory Committee (LSAAC)

Membership:
Alvarez, Valerie
Sutton, Sarah
Charles, Grace
Garcia, Josie
Hall, Michele
Nash, Stacey
Rios, Robert
Solomon, Deanna

Purpose or Function:
The Library Student Assistant Advisory Committee (LSAAC) is comprised of student assistant supervisors. This committee reviews and recommends policies affecting the student workforce, and addresses other general student assistant issues within the library. The committee is responsible for providing a new student assistant orientation each semester.

Policy Committee

Membership:
Pfeifer, Mark, Chair (term ends in 2009)
Ransom, William (term ends in 2010)
Garcia, Josie (term ends in 2009)
Hopkins, Virginia (term ends in 2009)
Martinez, Laura (term ends in 2009)
Solomon, Deanna (term ends in 2010)
Horne, Amanda (term ends in 2010)
Vasquez, Charles (term ends in 2009)

**Purpose or Function:**
The Policy Committee is charged with collecting and revising existing library policies, as well as evaluating the need for additional policies, drafting new policies for approval by the library staff, and coordinating the compilation of a comprehensive policy manual.

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**Program Review and Data Committee**

**Membership:**
Kownslar, Ed, Chair
Rios, Robert
Garcia, Josie
Hall, Michele
Kreneck, Tom
Nash, Stacey
Solomon, Deanna
Sutton, Sarah
Vasquez, Charles

**Purpose or Function:**
The charge of this committee is two-fold. First, regarding general data collection the committee is charged with compiling a list of information/data required for regularly scheduled reports and determining discrepancies between the data collected and the data required for reports. Organize data collection to meet current/future needs and establish common formats for data presentation. Second, regarding the program review process, the committee will determine what kind of data/information are available that might serve as indicators of student learning outcomes as related to the program review—and what data is needed but not currently collected. It will also draft a proposal which outlines the type of information that should be made available to programs during the program review process, describes the rationale for including that information, and presents a format for information delivery.

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**Publications Committee**

**Membership:**
Anderson, Jennifer, Chair (term ends in 2009)
Ransom, William (term ends in 2010)
Burk, David (term ends in 2009)
Kownslar, Edward (term ends in 2009)
Pfeifer, Mark (term ends in 2009)
Gomez, JD (term ends in 2010)

10/27/08
Roper, Cindy (term never ends)
Charles, Grace (term ends in 2010)
Sarah Sutton (term ends in 2010)

**Purpose or Function:**
Determine what is being published by the library and in what formats. Establish guidelines for library publications that ensure compliance with university rules and regulations regarding official publications. Review and evaluate publications in all formats to determine if publications are relevant, necessary and in the appropriate format. Establish procedures/guidelines for requesting new publications, publication software, etc. and evaluate proposals for new publications, software packages. Provide recommendations to the Library Director regarding new and existing library publications. Assist in producing publications distributed to the public, such as the Library newsletter and the Faculty Publications Bibliography.

**Safety Committee**

**Membership:**
Kownslar, Ed, Chair (term ends in 2010)
Hopkins, Virginia (term ends in 2009)
Weaver, Jan (term ends in 2010)
Garcia, Josie (term ends in 2009)
Rios, Robert (term ends in 2010)
Rogers, Penny (term ends in 2010)
Roper, Cindy (term ends in 2009)
Roper, Robert (term ends in 2010)

**Purpose or Function:**
The Library Safety Committee is responsible for planning and coordinating all safety related training within the library. This includes, but is not limited to, Hurricane Preparation, EvacuTrack training, and emergency preparedness. In consultation with the Library Director the committee is responsible for preparing and maintaining a calendar of training requirements, for tracking attendance/participation at each training session, and for evaluating all safety related training opportunities offered by the Library. The committee regularly surveys staff and physical space and reports potential safety issues to the Library Director, offering possible solutions as appropriate.

**Special Projects**

**Membership:**
Anderson, Jennifer, Chair
Alvarez, Valerie
Davis, Kristen
Horne, Amanda
Nash, Stacey

10/27/08
Pfeifer, Mark
Ransom, William
Weaver, Jan

**Purpose or Function:**
The charge of the Special Projects Committee is to provide fun, philanthropic, and morale boosting events during each fiscal year. With events like the annual Halloween Pizza Party, and Fall and Spring pot-luck's the library staff is able to socialize with staff members outside their regular job requirements. By participating in community philanthropic events like Project Socks (sponsored by the Salvation Army) the library staff is able to promote the Library and the University to the surrounding community. Lastly, Special Projects is responsible for boosting staff morale continuously throughout the year by sponsoring events like quarterly staff birthday celebrations, Spring Break Breakfast, and Ice Cream Socials.

**Web Committee**

**Membership:**
Cantu, Abel, Chair and Webmaster
Anderson, Jennifer (term ends in 2010)
Davis, Kristen (term ends in 2010)
Urrea, Joseph (term ends in 2009)
Kreneck, Tom (term ends in 2010)
Rios, Robert (term ends in 2009)
Nash, Stacey (term ends in 2009)
Sutton, Sarah (term ends in 2009)

**Purpose or Function:**
The Library Web Committee assists the webmaster with updating content and design of the library’s web site. Committee members are responsible for obtaining updates, and for reviewing and approving web content before content is placed in the library web templates and made viewable to the public. The committee may also make suggestions regarding template design and guidelines for personal web pages residing on the library’s server.