

OCALD Membership Meeting

March 27, 2020

1:00 p.m. – 3:00 p.m.

Zoom Meeting

Introductions – Melissa Huffman, Chair

Members: Melissa Huffman, Rose State; Tony Hardman, Oklahoma Panhandle University; Sandy Shapoval, Phillips Theological Seminary; Sarah Robbins, OU; Ona Britton-Spears, Connors State; Stewart Brower, OU – Tulsa; Shannon Leaper, Northwestern OK State; Tamie Willis, Oklahoma Christian University; Habib Tabatabai, UCO; Marsha Kendrick, Mid-America Christian University; Jenny Duncan, OSU-IT; Paula Settoon, Tulsa Community College; David McMillan, Bacone College; Dana Belcher, East Central; Leslie Hayes, Northeastern OK A&M College; Julie Rankin, Oklahoma Baptist University; Ann Raia, OCCC; Mark Roberts, Oral Roberts University; Jon Goodell, OSU – Center for Health Sciences; Lynn Wallace, OSU- Tulsa; Nancy Draper, Randall University; Alan Lawless, Rogers State University; Jason Dupree, Southwestern OK State; Suzanne Rooker, Western OK State College; Victoria Swinney, OCU; Megan Donald, University of Tulsa College of Law; Elaine Regier, OSU-OKC

Advisors: Melody Kellogg, Oklahoma Department of Libraries; Brad Griffith, OSRHE

Guests: Katherine Casey, Phillips Theological Seminary; Dexter Evans, EBSCO; Kevin Leffew, EBSCO

Approval of minutes

Tony Hardman moved to approve the minutes of the January meeting. Mark Roberts made the second; the minutes were approved.

Brad Griffith, Director of Online Learning Initiatives, OSRHE

This position was created in 2019 to oversee online education. Brad believes we can work together on a number of things. He worked in the online learning division at UCO prior to accepting the position at OSRHE.

There has been a steady increase in the number of students taking at least one online course since 2014. Older students are more drawn to online courses, but the average age of online students is steadily decreasing.

Brad oversees the Council for Online Learning Excellence (COLE) and the Online Consortium of Oklahoma (OCO).

COLE was established in 2016 to share knowledge and coordinate efforts across Oklahoma and is chaired by Dr. Bucky Dodd. The focus is on Open Educational Resources (OER).

OCO was established in 2018 and is a membership-funded organization. OCO provides the funding for Brad's position. Dr. Dana Lindon-Burgett is the chair. Dues are based on total enrollment for institutions. They have liaisons from several other organizations and want to include OCALD. They may expand to include private institutions and state agencies and organizations with a need for online learning. They can issue grants for online learning programs.

The 2020 Learning Innovations Summit is March 30-April 10 with all sessions conducted through Zoom. It is free, but registration is required. This is an annual event. The programs will be available on demand later. <https://www.onlineexcellence.onenet.net/summit-live-session-schedule/>

OCO is developing the website and acquiring membership in WICHE Cooperative on Educational Technology (WCET). They are proposing a statewide OER platform.

COLE's website includes links to a "Learner Readiness Tool" and a "Guide to Online Teaching."

He encouraged OCALD members to get involved.

Marla Lobley, from East Central is working on an OER grant. Dana Belcher reported that it is looking good.

Brad can be reached at bgriffith@osrhe.edu or 405-225-9166.

Oklahoma is a bit behind the curve on OER implementation, while Colorado has a successful program. OU and OSU probably have the most successful programs in the state with people and resources dedicated to OER. Melody Kellogg sees the potential for public libraries to play a role in OER as well.

Kevin Leffew, EBSCO

Kevin shared ways that EBSCO is helping with the transition to online classes.

- Allowing unlimited access on purchased eBooks for 90 days
- Providing an Open Access page on COVID-19 through the DynaMed team
- Access to the basic version of Faculty Select through June 30
- Free access to eBooks within Harvard Business Review E-Book Subscription Collection until May 31, 2020
- Temporary access to eBook collections
- Temporary access to Business Source Ultimate and Academic Search Ultimate

There are no expectations for future purchases.

OCALD Executive Committee Report

The Executive Committee met on Thursday, March 26. The discussion centered around COVID-19 and what everyone is doing in response.

Committee Reports and Discussions

- By-Laws – no report
- Cooperative Library Services and Standards – no report
- OK-Share – Stewart Brower will forward the report at a later date.
- Web page – Elaine Regier will prepare a report of the updates that have been made to the OCALD Directory before the next meeting. The minutes are sent to be posted as soon as they are finalized. There may be a delay this month.
- Archives – Jenny Duncan, Lynn Wallace, and Suzanne Rooker met to update the guidelines. David Peters is willing to help with the records retention policy. They will get that going as soon as possible.
- Shared Facilities – no report
- Cooperative Collection Development & Resource Sharing – no report

ODL Report – Melody Kellogg

ODL is open to the public. As many as possible are telecommuting, which is about 2/3 of the staff, but it varies daily. They are providing all services except ILL because there is no courier service. All in-person meetings are canceled. They encourage online interaction but still have a few people coming into the library to borrow materials and use the computers.

There may be five or six public libraries still open. Most are very small and in rural areas. One plans to remain open until there is a confirmed COVID-19 case in the county.

The Metropolitan Library System is working with Engaged Learning to create medical supplies with 3D printers. They are looking for 3D printers to use for this. If you are able to help, please contact Melody.

The State is concerned about the most vulnerable not having equipment to access the Internet. Are they going to help these people, and if so, how? Rose State and OSU-OKC each have one lab open for students without computers.

OSRHE

No report

New Business

No new business

Announcements/Institutional Updates – What’s happening in your library because of COVID?

Melissa Huffman, Rose State

- Closed except for essential services
- Only lab is in the library
- Two people working abbreviated hours (Melissa and a Dean)
- Only open for students without equipment
- Each person working has a letter to present to police in case they are questioned.
- Part time staff paid for two weeks, not working now

Mark Roberts, ORU

- Locked down
- No return to campus without Security escort
- Virtual only
- Decision was top-down
- First confirmed COVID fatality in Tulsa was long-term Sodexo employee overseeing grounds keeping at ORU
- National Emergency Library open through June 30 at archive.org/net
 - Holdings described as “a collection of books that supports emergency remote teaching, research activities, independent scholarship, and intellectual stimulation”

Dana Belcher, East Central

- Library only accessible building for those with ECU ID
- Students using library as gathering place – no social distancing
- Dana requested closure for safety of staff
- A couple go to check mail and handle requests to provide items needed
- Full online instruction
- Continue full services including ILL requests, document delivery, loaning items
 - Make appointment for student to get items

Sandy Shapoval, Phillips

- Skeleton crew; not open to public
- Included in decisions
- Two librarians each day; open 8-8
- Fulfilling virtual requests
- All services except allowing people in the building
- Executive cabinet meets next week to determine next steps

Ona Britton-Spears, Connors State

- Online courses through end of semester
- All staff considered essential
- Library not included in decisions
- Locked all buildings; dorms closing, a few exceptions
- Visitors by appointment only; must go through health check first
- Staff get daily health check
- Encouraging online services
- Limitations on numbers
- Not allowed to work from home

Tony Hardman, Panhandle State

- Library consulted
- Campus shut down
- Choose to work on site or from home; Tony working on campus
- Providing ILL and check out; get materials by appointment only
- No one enters
- Working on social distancing lab area; not sure if this will be in the library
- Paying students to do virtual projects
- Remote projects
 - Compile and research OER (with detailed guidelines): submit titles; staff reviews and adds to OER lists; tech services students adding/updating information to catalog records such as Nobel Prize or Pulitzer Prize or one of the 1001 Books to Read Before You Die list
 - Federal Student Aid: <https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>

David McMillan, Bacone College

- Closed except for Security
- Students sent home; international students housed allowing respectful distance
- Graduation for about 20 students May 2 – requesting permission to go ahead
- Everything done via Zoom

Jon Goodell, OSU Center for Health Sciences

- Telecommuting began March 18 for library staff; took day and a half to prepare everyone
- Library closed at noon March 18; remain closed at least through April 5
- Library not consulted about closing but leadership understands remote services offered; library supports the decision
- Campus closed to students and most employees
- COVID-19 LibGuides:
<https://docs.google.com/spreadsheets/d/11wP0UTulccKqrwrsgLjjiFWFIqfkI963Vsf9ty0kUFc/edit#gid=0>

Victoria Swinney, OCU

- Online classes through spring semester
- Library closed at least through April 5
- Only one staff member allowed in library building per day
- Focusing on providing additional digital resources
- Scanning and emailing parts of items in collection; discussing ways to provide pickup access to print materials (So far, able to provide appropriate substitutes for print requests)
- On campus' Emergency Operations Center team; participating in daily meetings of Deans' Council

Lynn Wallace, OSU-Tulsa

- March 10: Met with campus Leadership Team
- March 11: Met with library staff
- March 13: Met with Administration to update and review Pandemic Continuity of Operations (first done during H1N1)
- March 15: Library closed – no visitors; meet at door with items
- March 16: No more check out; books, packages, and mail begins disinfection/quarantine process
- March 18: Complete telecommuting forms and projects planned
- March 19: Social distancing; some staff exposed; staggered staffing
- March 24: Officially closed at 5 p.m.; external bookdrops locked with one reopened later for newspaper delivery
- Most decisions top-down
- Stillwater still open to public until this week; shut down completely
- Already rolling back on purchases
- If healthy and well; expected to work from home if not providing care and if have projects to do
- OSU-Tulsa Additional Online Resources: <http://libguides.osu-tulsa.okstate.edu/c.php?g=1017590>

Leslie Hayes, Northeastern Oklahoma A&M (via Chat)

- Regular hours for students, faculty, staff; closed to public
- Computer lab only
- Check out by appointment
- Library not involved initially; had to fight for general reduction of services
- All five library staff expected to report for work

Marsha Kendrick, Mid-America Christian University

- Wanted to remain open; not allowed
- Part-time staff working remotely; includes some student workers
- Some student workers monitoring library chat

Alan Lawless, Rogers State

- Doors locked
- Students, faculty, and staff by appointment to use computers, borrow materials, and use individual study spaces
- Three librarians working from home
- Still doing ILL
- Eight student workers down to two
- Reduced hours

Ann Raia, OCCC

- March 25: closed completely at 5:00 p.m.
- All online classes through end of semester
- Going to library twice weekly for couple of hours: check mail and do anything to be completed physically in library
- All librarians working from home
- Providing chat, email reference, textbook assistance, ILL
- Possible textbook support: <https://studentresponse.redshelf.com/>

Jason Dupree, Southwestern Oklahoma State

- Library not included in administrative decisions but looped in

- Both campus libraries closed
- Waived overdue fines
- Since student workers can't work their jobs, will receive stipend from March 28 to May 8
- All activities canceled, including commencement
- New student orientation will be online
- Staff: half working from home; others in offices
- Online reference questions up
- Working to accommodate needs for everyone
- SWOSU LibGuide: <https://libguides.swosu.edu/libcv19>

Shannon Leaper, Northwestern Oklahoma State

- Still open; no COVID cases in county
- Online learning through end of semester
- Library has only lab open; staffed by one full time and one part time
- Others working from home
- Providing electronic ILL; suspended print ILL; extended due dates for ILL
- Extended due dates for student books
- Decisions top down but plenty of communication

Questions to be shared with group: Melissa will share this list of questions by email.

- How involved were you in the decisions?
- How are you handling part time and work study staff? If working from home, what are they doing?
- Have you been asked to keep a log of patrons coming into the library?
 - Some have been asked to keep a log of visiting students in case someone gets COVID. This is a HIPPA/FERPA issue.

Dana Belcher moved to adjourn the meeting, and Tony Hardman made the second. The meeting ended about 3:00 p.m.

Respectfully submitted by
Elaine Regier