

DALNET PLANNING PROCESS COMMITTEE

September 19, 1995

Notes

Present: L. Bugg, I. David, M. Sheble, F. White

The Committee reviewed the six-stage planning process report that was presented by L. Bugg and I. David to the DALNET Board at the September 14, meeting. Comments from the Board were considered by the Committee in their discussion of steps to implement the planning process. The Committee spent the majority of their time discussing the DALNET service evaluation and steps involved in developing a shared vision statement.

The Committee discussed the possibility of conducting an end-user evaluation as part of the DALNET service evaluation. The results of an end-user evaluation may assist us in making informed decisions, as we consider the options for client-server library management systems. The committee discussed the possibility of using a standardized survey, administered by individual libraries. While a pre-tested instrument would have advantages, a unique instrument might be preferable because it may be difficult to locate an instrument that would measure the assumptions we want to test. Expertise is available at DALNET host institutions to help develop and pre-test an instrument, if a decision is made to use a survey. This issue will be discussed at a later meeting when Committee members have more information.

The Committee discussed the steps involved in developing a new shared vision. The DALNET Board approved funds to hire a consultant for this process. An initial vision statement will be developed, with the anticipation that it will be revised as the planning process proceeds. A consultant could participate in the initial session only, or participate in both an initial and end session at the conclusion of the planning process. The role of the consultant in the visioning sessions and criteria for determining a successful outcome would need to be defined, and communicated to those we consider hiring. Once possible candidates have been identified, cost, availability, and references should be considered. The Committee discussed developing a type of "RPF" to send to potential consultant candidates.

Criteria for successful visioning sessions were discussed. To be successful, the initial session should lead to a consensus among Board members about where they would like to see DALNET go and what they would like to see it do for member libraries. A recommitment to continued participation in DALNET would be another possible measure of success.

It may be desirable for each DALNET Board member to come to the visioning session with a defined vision for their home institution and be prepared to discuss a set of identified components of a shared vision statement. The Committee discussed several ideas about desirable components of the vision statement. One option would begin with a broad focus on the current and projected information environment in the metropolitan Detroit area. Through successively narrowing

questions, the role of DALNET in this environment (what it should do and should not do), and the implications of this role for each individual institution could be determined.

Another approach to defining components of the vision statement would be to incorporate a set of more specific issues, such as determining service priorities and choices, performance standards, and the need to balance local and larger system concerns.

At the next meeting, the Committee will review these issues and work toward developing a proposal for the Board. This proposal will include recommendations on requirements for developing a vision statement, criteria for selecting a consultant, an estimated budget, and a timetable. This proposal should be completed by the third week of October. The Committee anticipates that it would be possible to hold the visioning session during the first week of December, if a consultant has been approved by the Board no later than the third week of November. The Board selected December 7 as a possible date for the session.

Members of the Committee will continue to share articles with each other that will help in the planning process.

NEXT MEETING: Need to schedule weekly meetings to keep on target; Louise will contact team members for next meeting.

cc: Margaret Auer
Patricia Breivik