

## DALNET Planning Process Committee Meeting

October 20, 1995

Present: Bugg, David, Sheble, White

### 1. Preparation for DALNET visioning session:

#### a. RFP for a consultant

The Committee decided to keep all names on the list of prospective consultants unless concerns are raised about individuals. The RFP will also be sent to those who indicated they were not available Dec. 7.

The Committee would like to allow consultants to propose alternate dates in January or even February. This is to ensure that we get proposals from some highly recommended and, therefore, busy consultants.

Mary Ann will send the RFP from UDM. Louise will send her, via email, a new first paragraph for the cover letter by October 23.

Louise will check with Dean Breivik on the possibility of alternate dates and with Bob Harris on any contract or other requirements that need to be in the RFP. She will advise the Committee of their comments.

#### b. Proposal evaluation

At the next meeting, the Committee will work on evaluation criteria for the consultant's proposals.

#### c. Site for session

Meadowbrook Hall is not available in December. Mary Ann will check on UDM and Frank will check on Macomb as other options.

#### d. Assignments for session participants

The consultant may have assignments for the participants to do before the session. The resulting report can serve as a catalyst to further discussion within DALNET libraries after the session.

## 2. Education Process for Project Managers (and others)

The SIRSI demo at Macomb on October 20, was fairly well attended, although we had hoped more project managers would have been able to come.

The Committee outlined sessions to run about once a month from October through May or June. The ideas will be discussed with Project Managers at their November 6, meeting. These sessions could be done in lieu of the regular meetings.

**NEXT MEETING:** November 6, 1995 at 11:30-1:00p.m., at Wayne State . BYO Lunch.

Notes by, Louise Bugg  
October 22, 1995