

**Notes on  
FSCS Steering Committee Meeting  
12/9/93**

Committee Members in Attendance: Jan Walsh (Outgoing Chair), Gerry Rowland (Chair Elect), Adrienne Chute, Darla Cottrill (Committee Secretary), Carrol Kindel, Elaine Kroe, John Lorenz, Mary Jo Lynch, Mary Alice Hedge-Reszetar, Peggy Rudd, Walter Terrie, Diana Young, and Al Zimmerman.

Guests: Staff from Bureau of the Census, Kim Miller and Barbara Whiteleather, NCLIS.

**Unfinished Business - Training Workshop**

Process for dealing with definitions is still unclear. Sufficient time was not allowed to deal with this matter.

Sufficient time has not been allowed at the Steering Committee Meetings to work and deliberate on definitions. Peggy Rudd commented that she feels the Definitions Sub-Committee has not been considered equally important as other Sub-Committees, basically the Technical Sub-Committee. It was agreed that more time will be allotted during future Steering Committee meetings. How this will be accomplished will be reviewed by Gerry Rowland, Chair, who will notify Committee members prior to March meeting. Break-out groups were discussed with group leaders reporting back on findings. It was suggested that an extra day be allowed for future meetings, thus allowing more time for break-out sessions. Carrol Kindel cautioned that additional days would have budget implications.

Peggy Rudd was complimented on the fine job she did during the definition discussion at the Training Workshop.

Al Zimmerman stated that he was not aware of the Committee members' objections to the Carryover issue he had presented during this workshop. Had he known the strong objection, most likely the paper would not have been prepared.

Non-Response "Qualifiers" were again discussed. Walt Terrie suggested that if a library did not report Population Served "or left 30 or more unanswered questions", that library be considered non-responsive. Keith Lance suggested Critical Item Responses should be #1-Population; and #2, 3 out of the following 5 - Staff, Circulation, Volumes, Total Income, and/or Hours. A field in the DECPLUS will be allowed to specify non-response on the file.

Al Zimmerman and Peggy Rudd expressed interest in representing FSCS at the 1994 NCES Fellows Programs (May 17 - 20).

Diana Young, Walt Terrie, Gerry Rowland, and John Wunderly were recommended to attend the MIS Conference during February 1994 in Orlando, Florida.

It was proposed that the March meeting be changed to 2-1/2 days from 1-1/2. Dates will now be March 28 - March 30. Sub-Committee chairs will discuss agenda proposals with Gerry Rowland.

### **NCES Data Conference**

July 21-22. Steering Committee meeting will be held in conjunction with the NCES Data Conference scheduled for 7/17-20/94. DECPLUS will be demonstrated at the Data Conference.

### **Combining Data Conference & FSCS Workshop**

There was discussion of the July data conference and of some of the pros and cons of moving the FSCS December workshop to July during the week of the conference. It was mentioned that Paul Planchon stated that during his presentation at the workshop that this was just a suggestion and the final decision was up to the State Data Coordinators.

### **Bureau of Census FSCS Evaluation Study**

Carrol Kindel will send State Data Coordinators a copy of the report on coverage of their States. The entire report will be sent to Steering Committee members.

### **Archives**

NCLIS will be responsible to create and maintain these files. Keith Lance will work on the electronic creation. It was suggested funds be used to hire an archivist and begin the process. Mary Jo Lynch offered access to her FSCS files which are extensive. Mary Alice Hedge-Reszetar will coordinate the archiving efforts.

March 1, 1994