**Library Faculty Department Meeting**  
**Minutes, September 24, 2012**  
**(2:00 p.m. – 3:30 p.m., 6-237)**

**Attendance:**  
| x | Deb Distante | LeAnn Garrett | x | Paul Kittle | x | Pauline Swartz | x | Chisa Uyeki | x | Emily Woolery |

**Guest:**

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<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Outcome</th>
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| Approval of 8/27 Meeting Minutes | Tabled | **Action:**  
Emily will distribute the 8/27 meeting minutes by email for approval. |
| Collection Development Policy | Faculty approved the Collection Development Policy and Guidelines. This policy replaces the Library Acquisitions Policy. It fulfills a PIE strategic action and ACCJC recommendations. | **Action:**  
− Chisa will forward the approved policy to Meghan Chen by 9/26/12.  
− Chisa and Paul will make it available on the web by 10/15/12.  
− The policy will be announced at a future Library staff meeting. |
| ACCJC Midterm Report | Tabled | **Action:**  
− Emily will email draft Library response to the ACCJC Midterm Report Recommendations.  
− Library faculty may provide input to the draft by email. |
| Request for New Faculty Position | Faculty approved a Request for Faculty Position for Professor, Librarian – Distance Learning Reference / Instruction. | **Action:**  
− Emily will forward the request to the LLR Division Management meeting. |
| Academic Senate Report | Creation of three taskforces was approved:  
− Syllabus  
− Shared Governance Issues  
− Priorities for Captioning Resources  
Recommendations of two task forces were approved:  
− Academic Integrity Taskforce  
− Accreditation Taskforce  
− Academic Integrity Task Force were approved  
EEO Plan, Component 8 was approved.  
Two APs were referred back to SP&S:  
− AP 4225 – Course Repetition and Withdrawals  
− AP 5075 – Course Adds and Drops  
Several items are up as action items at the 9/27 Academic Senate meeting: | **Action:**  
− Library faculty are encouraged to provide input to Paul about forthcoming action items prior to the 9/27 Academic Senate meeting. |
Please see details in Paul’s Academic Senate notebook, which is kept at the Library Information Desk.

**Faculty Association Report**

Information from 9/11/12 FA representative council meeting:
- CTA and Mt. SAC Faculty Association advocate the following: YES on 30. NO on 32. NO on 38. Deb will post the rationale on her door.
- FA has a vacant director position - to complete one year of a retired faculty member’s term.
- Leave balances should be updated in myportal. 8 hours of sick leave per month of contract. Deductions will be per hour – NOT per full or half day.
- Adjunct faculty can buy group dental insurance. This is a voluntary dental benefit for all adjunct faculty members.

These items will be voted on at the 10/2 FA representative council meeting:
- AP 3550 / BP 3550 – Drug Free Environment and Drug Prevention Program: Specific, exclusionary language is detrimental to some academic programs.
- AP 3510 – Workplace Violence Plan: Specific, exclusionary language is detrimental to academic programs and campus individuals.
- AP 3720 – Computer & Network Use: ITAC prefers that this campus policy NOT have a signature page. In general, the policy is more reflective of current practice.
- Standing Rules for the Faculty Association were revised.

**Announcements**

- Chisa attended a conference session on combating stress and depression in the workplace and will share information from this session.
- Emily attended the EASE Introductory Workshop and encouraged all to look for future workshops.

**Action:**
- Library faculty are encouraged to provide input to Deb about the action items prior to the 10/2 FA representative council meeting.