

## Library Advisory Committee

### MINUTES - Spring Semester, 2012 Meeting

May 29, 2012 - 11:30 a.m. - 1:00 p.m.

Library Meeting Room (6-222)

#### Attendance:

X	Jeff Archibald Communication	X	David Charbonneau Writing Center	X	Joseph Denny Electronics & Computer Technology	X	Deb Distant Library
X	Jennifer Garwick Agricultural Programs		Michael Harper English, Literature, Journalism		Rebecca Hatch Sociology	X	Tony Henry Child Development
	Ana Higuera Student Representative		Lynda Hoggan Biology		Carol Impara Consumer Science & Design Technologies	X	Carolyn Kuykendall Honors Program
X	Catherine McKee Business Administration		Jose Rivas Student Representative		Richard Strand Theater		Doug Todd Kinesiology
	Lyssette Trejo Counseling (Bridge Program)	X	Emily Woolery Library			X	Cindy Shannon Biology

#### Guest:

	Item	Discussion/Outcome
I	Welcome	Minutes from the November 29, 2011 Library Advisory Committee meeting were approved.
II	Progress Report	<p><u>Collection Development:</u> The Library maps library materials to the curriculum. Collection evaluation is linked to departments that are developing AA-Transfer degrees, including Art History, English, History, Math, Music, Philosophy, and Sociology.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>– Q: Are there standards or recommended lists? A: The Library analyzed the collection with a library tool that does recommend standard works. Other recommendations come from faculty with subject expertise.</li> <li>– Q: Do we collaborate with Cal Poly? A: Mt. SAC students may borrow books from Cal Poly Pomona.</li> <li>– Q: Can we set up an interlibrary loan service? A: We do not offer interlibrary loan, but we do participate in the Inland Empire Academic Library Cooperative (IEALC). IEALC extends borrowing privileges across some sixteen colleges and universities.</li> </ul> <p><u>Instruction:</u> In 2011-2012, Library faculty taught 255 instruction sessions, including customized sessions and drop-in workshops. The department offers two credit courses and has linked courses with the departments of Communications, English, and Reading. The Library will offer its first distance learning section in Fall 2012. Instructional activities</p>

		<p>reach approximately 4,800 students. The Library must limit its instructional activities due to limited resources in faculty and facilities.</p> <p><u>Assessment:</u> The Library has assessed two student learning outcomes (SLOs) in both LIBR courses through the use of results. Faculty completed two cycles of assessment for both SLOs and met their criteria each time. The next step is to bring LIBR faculty together to review past progress and plan future assessment. In Fall 2011 the department assessed students with the use of large post-it notes. Two questions were asked - "How are we doing? / How can we improve?" Assessment of administrative unit objectives (AUOs) is in discussion.</p> <p><u>Communication:</u> The Library is strengthening its efforts to communicate with faculty and managers. A draft of a Library Annual Report was reviewed. Two database training sessions about the Gale databases were held — one session was open to all faculty and one was specific to English department faculty. Library faculty plan to (1) add a faculty area to the Library web site and (2) to develop faculty training through Professional &amp; Organizational Development.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>– Q: Are we ordering movies? How many are waiting? A: Deb Distantte has a couple of department lists pending next year's budget. Additionally, media cannot be ordered if it is not captioned.</li> <li>– Q: Is Technical Services planning to charge for captioning media? A: The Library does not know this answer, but suggests campus members look for the forthcoming Administrative Procedure on media.</li> </ul>
III	Discussion Point	<p>The Library seeks to strengthen campus awareness of the Library's role in curriculum and instruction. For example, the Library benefits from funding sources, such as Basic Skills and Perkins (VTEA); however, the decision-makers do not easily see a connection between the Library and student success. The Library has been required to seek advisory committee approval of its requisitions, which includes the Films on Demand database and videos on topics relevant to CTE programs.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>– Response: Advisory committee members do not wish to micromanage library functions. It has already affirmed the Library's goals, which includes a goal about developing the library collections to support the college curriculum.</li> <li>– Suggestion: Include "CTE Discussion" as an ongoing agenda item in Library Advisory Committee meetings.</li> <li>– Suggestion: Bring the requisition plans to the Fall meeting of the Library Advisory Committee, with a follow-up email later in the year.</li> <li>– Q: Does the grant require this level of approval? A: Expectations differ for "spread across" areas.</li> <li>– Q: What criteria do the decision makers use? A: The Perkins peer review process uses a checklist, but it is believed that deans do not use this checklist in their decision-making.</li> </ul>
IV	Next Steps	<p>The Library Advisory Committee will meet early in the Fall Semester 2012. Library Advisory Committee members are encouraged to add library resources to their PIE resource requests.</p>