



**Library Curriculum Meeting  
Agenda, May 4, 2015  
(10:45 AM – 12:00 PM, 6-237)**

**Attendance:**

X	Hong Guo	X	Deb Distant	X	LeAnn Garrett	X	Pauline Swartz	X	Emily Woolery
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**Guest:**

	Item	Urgency	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Needed
1.	Approval of 4/13 Minutes					
	4/13 meeting minutes were approved.					
2.	Library Workshops		LG / PS	Scheduling Summer workshops	Discussion / Decision	
	<p><u>Summer Workshops:</u> We will use the same workshop schedule in Summer 2015 as during Winter 2015. This schedule encourages students to take the entire workshop series because it coordinates with the college class schedule. The workshop series includes Developing Research Topics, Finding and Evaluating Books, and Finding and Evaluating Articles.</p> <p><u>Action:</u> Pauline will provide statistics to LeAnn: total attendance; attended 2 workshops; attended 3 workshops.</p> <p><u>Workshop Scheduling:</u> We also discussed purchasing scheduling software with advanced features to address the complexity of scheduling workshops and desk shifts and ties to the budget.</p> <p><u>Action:</u> LeAnn will consult with the Information Technology Department regarding scheduling and calendaring software.</p> <p><u>Workshop Cancellations:</u> A concern was raised about librarians canceling workshops due to low enrollment. We reaffirmed the Library will not cancel workshops due to low enrollment. In the event of librarian absence, the department chair will (1) seek a substitute workshop instructor and (2) cancel the workshop if no substitute is available.</p> <p><u>Action:</u> LeAnn will send a message to all workshop instructors to clarify our practices regarding workshop cancellations.</p>					
3.	LIBR Course		EW			
	<p><u>SLO Assessment:</u> Data is still being collected for LIBR 1 and LIBR 1A SLO assessment.</p> <p><u>Action:</u> Emily will schedule a "use of results" meeting in Summer 2015.</p> <p><u>LIBR Course Review:</u> Pauline reported that one department was successful in using the draft "course proposal form" for their course review process.</p>					

	<p><u>Marketing:</u> All agree to market LIBR courses. We will begin marketing Fall courses at the end of Spring semester.  <u>Action:</u> Emily will assume responsibility of marketing LIBR courses for Fall 2015.</p>				
4.	Library Assessment		LG		
	<p>LeAnn is gathering assessment data for the accreditation self-study.  <u>Action:</u> Emily will provide assessment information to LeAnn from LIBR courses and Starting Your Research workshops.  <u>Action:</u> Pauline will provide assessment information to LeAnn from Library Research Workshops.</p>				
5.	Future Meetings		EW	Shall we meet in summer?	Decision
	All agree to meet during week 2 of Summer Intersession. The need for additional meetings is to be determined.				
6.	Announcements				

**Next Meeting:** Week 2 of Summer Intersession