



# Library Faculty Department Meeting Minutes, October 8, 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:

Item	Discussion	Outcome
Approval of 8/27 and 9/24 Meeting Minutes	Minutes from the 8/27 and 9/24 Library faculty meetings were approved.	<u>Action:</u> Emily will distribute 8/27 and 9/24 Library faculty meeting minutes.
Department Chair	<ol style="list-style-type: none"> <li>1) The campus is conducting a “printer study” and our department has been asked reduce the number of standalone printers and consider the use of network printers. Rationale is needed to request continued use of a standalone printer. Additionally, faculty should identify if their desktop printers are not supplied or serviced by Mt. SAC. Faculty have concerns with several factors: <ol style="list-style-type: none"> <li>a. privacy of faculty evaluation and student assessment;</li> <li>b. distractions that compromise progress; and</li> <li>c. technology problems due to system crashes and jammed printers.</li> </ol> </li> <li>2) During the 10/18 Great Shakeout, do we want (1) a drop/cover drill or (2) building evacuation? Full-time faculty members support conducting a drop/cover drill on October 18 at 10:18 a.m.</li> <li>3) Accreditation midterm progress report. Faculty members provided input about the Library’s update to the ACCJC midterm report at the August 27 faculty meeting and via email.</li> <li>4) The Library Advisory Committee Meeting is scheduled on Tuesday, October 9. The tentative agenda was reviewed.</li> </ol>	<ol style="list-style-type: none"> <li>1) <u>Action:</u> Faculty directed Emily to share our concerns with Meghan.</li> <li>2) <u>Action:</u> Chisa will help Library staff facilitate the drop/cover drill on October 18.</li> <li>3) <u>Action:</u> Emily will forward the Library’s update to the ACCJC midterm report to Meghan Chen with a copy to full-time library faculty.</li> <li>4) Information</li> </ol>
Public Desk Area: Levels of Service at Public Desks	At public desks, what does helping students mean? Can we agree upon a level of service that will foster independent student learning instead of helplessness? Because many factors impact student learning during a reference interaction, faculty members have concerns about applying arbitrary restrictions toward the instruction and service that occurs at the reference desk. However, faculty members agree it would be worthwhile to have a discussion about	<u>Action:</u> Deb and Emily will plan a faculty mini-retreat on best practices for reference services.

	best practices for this role.	
Academic Senate Report	Faculty input is requested on upcoming action items, including: <ul style="list-style-type: none"> <li>– AP on at risk programs</li> <li>– Behavioral Intervention Taskforce Recommendations</li> <li>– Scheduling Matrix Changes to Improve Final Exam Schedule</li> </ul>	<u>Action:</u> Faculty are encouraged to provide input to Paul regarding upcoming Academic Senate action items.
Faculty Association Report	Many action items were postponed at the last Faculty Association meeting.	Information
Announcements	<ol style="list-style-type: none"> <li>1) Deb will be away for an ACCJC site study and non-working days.</li> <li>2) A homeless person has recently visited the Library. Mt. SAC's Public Safety Department has requested the Library faculty and staff contact them if the homeless man returns.</li> </ol>	<ol style="list-style-type: none"> <li>1) Information</li> <li>2) Faculty and staff are encouraged to contact Public Safety if this homeless person visits the Library.</li> </ol>