Attendance:

x	Deb Distante	x	LeAnn Garrett	x	Hong Guo	x	Paul Kittle	x	Pauline Swartz
x	Chisa Uyeki	x	Emily Woolery								

Guest:

Item	Discussion	Outcome
Approval of 10/30 Meeting Minutes	10/30 meeting minutes were approved.	Action: Emily will distribute 10/30 meeting minutes.

Student Technology Needs	1. Chisa and with Linda Small developed three messages for distribution to student computers via iTALC:
	  a. At closing;
	  b. During peak use periods; and
	  c. During registration periods.
	Chisa saved these messages in the document, "Signs & Computer Messages," on the shared drive under the folder, Ref_Desk Documents. Faculty may be on desk without technician support, so continued discussion should be held about whether all Library faculty should be trained on the use of iTALC.
	2. In preparation for a 12/4 meeting with Meghan Chen and Dale Vickers, faculty discussed concerns with student access to and use of Library computers.
	  a. Crowd management – Is there a technology solution that can automatically send scripted messages at specific intervals?
	  b. Wireless access – Will students be able to print directly from their laptops? Are there limits to wireless access (4000-5000 "seats")?
	  c. Resources – Are other labs experiencing increased student use of computers and printers? Are services integrated across all campus labs?
	  d. SMARTSync – Current use of SMARTSync in 6-238 requires significant support from the IT Computer Technicians. Additionally, only limited functions are available:
	    – Available: Classroom management – locking, blocking internet
	    – Not Available: Classroom communication – file sharing, group discussion, chat
	    – It seems that SMARTSync functions well in the Writing Center. How can we improve our access and use of this technology?
	  e. Student Download of Documents – Every experience
		1. Action: Faculty will continue discussion about the use of iTALC, or a similar message system, to distribute messages to student computers.
		2. Action: Emily will share list of concerns with Meghan Chen and Dale Vickers in preparation for their attendance at the 12/4 Library faculty meeting.

	differs; sometimes students are successful and sometimes they are not. Some faculty experience the same thing – task works at home and in office, but not on student computers (ex. YouTube). f. Printing – Is wireless printing possible? Is it possible to establish a dedicated printing area? g. Single Sign-on – Why must students sign on to portal, Moodlerooms, Library? h. Computer Technician – Many student questions are technical in nature. Is it possible to station an IT computer technician at the Library Reference Desk?	
AP 4040	LeAnn reported that revision of AP 4040 is in progress.	Information
OCLC WMS	1. LeAnn is working on coding of multi-part items in OCLC WMS. This work can be performed by Library Technician III positions. LeAnn is training Brandy Cape in this work and she will train additional technicians when possible. 2. An Acquisitions group meeting will convene to track the work of Acquisitions, including faculty/staff tasks and use of OCLC WMS.	1. Information 2. Information
Permission to Use Reserves	Circulation staff requested clarification about the appropriate use of the form, "Permission to Use Reserves." Library faculty members shall use this form to provide students with access to required course readings when they do not have student ID cards. If College processes delay the student from obtaining an ID card, faculty shall work with the student to determine an expiration date for the permission form. Faculty suggested revisions to the form.	Emily will revise the Permission to Use Reserves form to incorporate suggestions.
Academic Senate Report	Chisa provided a report of recent meetings of the Academic Senate. Faculty provided direction for upcoming action items.	Information
Faculty Association Report	No report. FA will meet again on 12/3.	Information
Announcements	1. The Library Advisory Group will meet on Monday, 12/2, from 3:30 PM – 5:00 PM. 2. Hong created two new LibGuides – *Faculty Resources at the Library*: http://mtsac.libguides.com/faculty – *Scholarly vs. Popular Periodicals*: http://mtsac.libguides.com/scholarlyVSpopular 3. Paul reported on a new document available in the Moodlerooms Community, "New Fair Use Guidance for Online Educators."	1. Information 2. Action: Faculty are encouraged to review and use these two LibGuides: – *Faculty Resources at the Library* – *Scholarly vs. Popular Periodicals* Faculty may share input with Hong. 3. Information