



Library Faculty Department Meeting Minutes, March 5, 2014 (1:30 PM – 3:00 PM, 6-237)

Attendance:

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

Guest:

Item	Discussion	Outcome
Approval of Meeting Minutes – 2/12	The 2/12 meeting minutes were approved.	<u>Action:</u> Emily will distribute the 2/12 meeting minutes.
Library Email Address	Faculty discussed the possibility of implementing a library email account: library@mtsac.edu . Questions were raised about the need, function, expectations of utilizing a department email account.	<u>Action:</u> Emily will ask Hong to provide a rationale and plan for the use of a library email address.
IT Technician Support for Library	Faculty discussed whether information technology support is needed at the Library Reference Desk. If technology support is needed, then in what form – via a student assistant or IT technician?	<u>Action:</u> Emily will compile and review LibStats and present a suggestion to faculty.
Planning for Institution Effectiveness (PIE)	PIE department documentation is due to the Division on June 30, 2014. Future faculty meetings will include PIE discussion. Whether the discussion occurs in faculty or department meetings, faculty request we: - Confirm whether the discussion is brainstorming or decision-making; - Limit and prioritize goals; and - Share the structure of the discussion before the meeting begins.	<u>Action:</u> Emily will implement these suggestions when PIE discussion occurs.
Academic Senate Report	No report – Academic Senate will meet on March 6.	Information
Faculty Association Report	No report – Faculty Association will meet on March 11.	Information
Announcements	A request was made to remove the voicemail function from the Library Reference Desk phone extension.	<u>Action:</u> Emily will work with IT Help Desk to remove the voicemail function.