



Library Faculty Department Meeting

Minutes, May 7, 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		Emily Woolery						

Guest:

Item	Discussion	Outcome
Digital Reference	<p>Hong presented the trello board with possible coverage hours. The sample schedule has us covering 2 hours M-Th and 1 on Friday.</p> <p>A policy page needs to be developed before the service launches. Hong has the guidelines to do so and will gather the necessary information to complete the policy page.</p>	<p>We will train during summer 14 and launch the service Fall 14.</p> <p>Hours spent doing digital reference will be in addition to Ref Desk hours currently set.</p> <p>Pauline and Hong will discuss a plan for training and marketing and will present it at a future spring faculty meeting.</p>
Student Equity Plan	<p>Hong has been assigned to the Textbook Availability Sub-group. She presented the questions posed to sub-group members to address what we are doing to address student equity. Librarians provided input on the questions specific to textbooks and additional areas that also need to be addressed. Discussion related to textbooks included referring back to the Collection Development Guidelines and why the Library does not collect textbooks. Additionally, support for electronic textbook use requires strong and stable wifi access in the Library (which is not currently available) and additional desktop computers.</p> <p>Additional areas discussed included supporting equity in access by:</p> <ul style="list-style-type: none"> - being able to meet the needs of students at a range of times. - providing more study and group learning space for students - renting laptops (which also requires better wifi) and staffing to support such a program <p>To provide evidence of our activities and to assess students</p>	<p>Hong will take forward our recommendations.</p> <p>Chisa will forward the recommendation that the Library workshops be included as Supplemental Instruction to Meghan Chen who is on that working group.</p>

	<p>needs we also require:</p> <ul style="list-style-type: none"> - IT support to fully access and utilize our statistics and Librarian time to do the analytics <p>The Library isn't included specifically in the Learning Interventions Sub-Group.</p> <p>We agreed that the Library Workshops should be included as providing supplemental instruction.</p>	
Circulation during Breaks	The Librarians agreed to initiate the process to begin allowing check outs during intercession. Any books due during break can be returned in the new session.	Librarians unanimously support books being checked out during break.
Gap Analysis	<p>We are moving forward under the Standard Ilc as it has been in the past. We will fill out the forms as requested, but our writing of the standard will be based on the Ilc.</p> <p>Reviewed questions to consider in assessing the Library and provided recommendations.</p>	<p>We agree that there must be a Librarian on the writing team for the Library component of the Ilc. Deb is willing to take the lead on this.</p> <p>LeAnn has been asked to write for the Governance Section (standard IV). The Librarians support her to do so.</p> <p>Evidence is due to Meghan by July.</p> <p>LeAnn recommended we work on it collaboratively in a google doc. Hong will set up the document.</p>
Academic Senate Report		Chisa did not have a report.
Faculty Association Report		Emily was absent
Announcements		<p><u>Next time:</u></p> <p>Paul will talk about the Student Survey.</p> <p>LeAnn will give OCLC updates.</p>

Minutes taken by Chisa Uyeki