



## Library Faculty Department Meeting

### Minutes, November 5, 2014

(1:00 – 1:45 PM GOBI<sup>3</sup> Training)  
(1:45 PM – 3:30) PM, 6-237)

√	Deb Distant	√	LeAnn Garrett	√	Hong Guo	E	Paul Kittle	√	Pauline Swartz	√	Chisa Uyeki	√	Emily Woolery
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Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)
GOBI <sup>3</sup> Training	CU	View, if possible, GOBI <sup>3</sup> webinars at <a href="http://www.gobi3.com/">http://www.gobi3.com/</a>	Faculty participated in 45 minute training session given by YBP explaining how to use the GOBI <sup>3</sup> ordering interface and approval plan.
Approval of Meeting Minutes – October 15, 2014	lg		Approved.
Librarian Hiring Committee	lg	Select committee members	<p>Everyone agreed to move comments on new librarian position earlier on the agenda in order to select committee members and begin hiring process including writing the job description. The following names were selected, discussed, and unanimously approved:</p> <p><b>Meghan Chen</b>, Dean of Library and Learning Resources  <b>LeAnn Garrett</b>, Library Department Chair  <b>Jeff Archibald</b>, Academic Senate Vice-President  <b>Chisa Uyeki</b>, Reference and Collection Development Librarian  <b>Pauline Swartz</b>, Reference and Instruction Librarian</p> <p>LeAnn will ask Jeff to participate and draft the job description.</p>

Textbook Orders	lg	Due: November 21, 2014	All teaching faculty present agreed on using the same textbook, <u>Research strategies</u> by William Badke, 5 <sup>th</sup> edition. LeAnn will submit the textbook order.
Extended Library Hours	lg	Interest poll & information	<p>Emily, LeAnn, Chisa, Pauline, and Hong are willing to cover the information desk during the extended hours as their schedules permitted. (Paul, consulted later, is also willing to participate). Librarians preferred to re-arrange their schedules to work during the extended hours instead of doing overload. It was agreed that librarian schedule changes would be at times that would not affect other services.</p> <p>Additional suggestions for needed services were janitorial services for the bathrooms and security.</p>
QuestionPoint	PS/HG	Update	<p>If scheduled for a day and cannot make your live chat session you can make it up during another time.</p> <p>Login information is available in the library shared files.</p> <p>Questions have begun to come in and adjuncts will be doing follow-up.</p> <p>Library statistics transition from LibStats to QP starting in winter.</p> <p>Need to figure out how to answer follow-up questions during Mt. SAC breaks when librarians are not available. There are notifications that can be used to alert students. Hong to investigate.</p> <p>Announcement of QP service should go out to students (via the portal and AS), to all faculty (via email and moodlerooms community forum), and to the Library staff (via email). Hong as the online learning librarian will initiate announcements.</p>

Collection Development Approval Plan	Ig/CU	Update	<p>The fund code schema used for acquisitions has been drafted. It will be distributed to liaisons for their review.</p> <p>The following electronic resources have been procured using Prop 20 funds: Project MUSE, Learning Express, and 10 additional seats for Safari Techbooks.</p>
SLOs & Curriculum	EW	Semester review	Minutes of curriculum meetings were reviewed and evaluation criteria shared.
Academic Senate Report	CU		Verbal report given.
Faculty Association Report	EW		Verbal report given
Announcements	Ig	New Librarian position Approved	
		<a href="#">Computer Kiosk picture</a>	All liked the kiosk.

Paul Kittle had committee meeting conflict.