



## Library Faculty Department Meeting

Minutes: March 4, 2015

(1:30 PM – 3:00 PM, 6-237)

X	Deb Distant	X	LeAnn Garrett	X	Hong Guo	X	Paul Kittle	X	Pauline Swartz	X	Chisa Uyeki	X	Emily Woolery
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Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – January 21, 2015	lg		Approved	5 min.
Librarian Search Status	lg/CU/PS	Schedule: Position closed: February 17 In screening process Interviews: March 31	Informational	5 min
Adjunct Librarian Hiring Status	lg	Hiring prompted by Emily's increase in Outcomes Coordinator responsibilities.  New Librarians: Sandy Krause Eva Rios-Alvarado	Informational: Sandy Krause (will work on KB and Desk) Eva Rios-Alvarado (will do Ref and Instruction)	3 min.
Senator for Academic Senate	lg	Need replacement for Chisa as she was elected to the AS Exec Board	Select senator: Unanimously voted LeAnn in for Spring 2015. We will revisit for Fall 2015 [Emily is serving as FA Rep, currently 1st year as FA Director]	8 min.
Curriculum: LIBR 1 and LIBR 1A Plan	EW	Review plan	Discussion and Decision about process and timeline. Emily presented the plan for course review. Libraries agreed to the plan. General updates since Oct mtg: a) HG has gotten <i>Captive</i> , b) SLOs from fall are being reviewed and curriculum group discussion will follow,	10 min.

			and c) our participation in Pathways has been reduced.	
EDC Information	PS	Request to share information from EDC representative	<p>Discussion: a) Purpose and function review of committee includes proposal to have 2 people from every division. Librarians value having someone from the Library on the committee. It is suggested that Dept. Chair serve- but Librarians do not think this is necessary. Still needs to go through shared governance process. B) Reviewed draft course proposal form. Area 19 wording reviewed. Alternate wording was suggested to clarify process for faculty. We are recommending that it be changed to:</p> <ul style="list-style-type: none"> <li>- Librarian liaison has been contacted. (attach evidence)</li> <li>- Librarian liaison indicates we have adequate resources (attach evidence)</li> <li>- Librarian liaison indicates a review is needed. Additional evidence of discussion will be submitted after the collection review (attach evidence)</li> </ul> <p>We need to update the website so that faculty can easily determine who the appropriate liaison. At a future meeting (pending approval of the form) Librarians will discuss criteria for decision making, logistics, and timing as related to the Librarians' role as there are some concerns.</p>	10 min.
Workshop Attendance	CU/Ig	Should we have a policy about cancelling a workshop with low attendance?	TABLED	10 min.

		Should workshops be cancelled if attendance is under X number of students?		
PIE	lg	Plan	Discussion and input: expect planning meetings, work is going on currently.	15 min.
Spring 2015 Schedule	lg	<p>Update on credit courses</p> <p>Review of reference desk scheduling objectives</p> <p>Reference and Instruction Schedule</p> <p>Library Workshop Schedule</p> <p>Writing Workshop Schedule (see attached). Will add to master calendar</p>	<p>Informational and Discussion: <u>Credit Courses</u> Required fill rates are up to 95%, which is challenging to make. We offered a number of compromises to support our linked Pathways courses going forward but none of the compromises were accepted. 2 courses went forward at 96%.</p> <p><u>Instruction Schedule</u> LeAnn analyzed fall and spring workshops timing and offerings but found no patterns between 9-3. Little attendance until week 3. Scheduling has been done to meet the patterns identified for later weeks in the semester by increasing offerings.</p> <p>This spring we will be teaching "Smart Searching, Smart Snacking" nutrition themed workshops with food offerings.</p> <p><u>Reference Schedule</u> LeAnn will provide a written philosophy for double coverage and direction for what work should be completed when the Reference Desk isn't busy. It is a good time for collaborative work.</p> <p>LeAnn isn't on the schedule but will be filling in when needed as well as</p>	10 min

			fulfilling other tasks.	
Winter Weeding Project	CU	Update	Information:	5 min.
QuestionPoint	HG	Update	Information	2 min.
Academic Senate Information	CU		CU has been put forward to be co-chair of the Campus Equity & Diversity Committee, this will be voted on tomorrow 3/5.	5 min.
Faculty Association Information	EW		EW participated in the interest based bargaining workshop. Rep Council meets next week.	5 min.
Announcements			<p><u>IT Issues:</u> All IT issues should be submitted as help desk tickets. Please resubmit tickets if there are continued issues.</p> <p>CU has been appointed to serve as a member of the American College and University Presidents' Climate Commitment Implementation Team.</p> <p>Library Advisory Cmt mtg re:Perkins will be on 3/17/15 from 3:30-5:00</p>	