



Library Faculty Department Meeting Agenda, April 1, 2015

(1:30 PM – 3:00 PM, 6-237)

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

Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – December 3, 2014	lg		Next meeting is April 29	3 min.
Extended Hours	lg	Librarian participation	Decision We decided yes to support extended hours.	2 min.
Pathways	lg	English Department not linking classes with library classes.	Informational No pathways with English are being offered.	5 min.
Credit Courses for Fall 2015	lg	What should be offered? Consider only online courses: 1 – One credit 1 – Three credit If not, then should courses be offered? Who would like to teach?	Decision 1-unit 8 credit online – Paul 1-unit 16 week online – Hong LeAnn will check with Emily about the 3-unit option, face to face	10 min.
PIE	lg	Google Survey (April 2 – April 15) Accomplishments Internal Conditions External Conditions Consider issues or problems needed to be solved as internal condition.	Information and discussion Everyone in library gets the survey. Think about internal conditions, like lines at print stations – as problems that you see but you don't need to have a solution yet. Internal conditions for campus too.	10 min.

			<p>Think of problems and conditions of restricted space.</p> <p>Think of external conditions.</p> <p>Just brainstorm this stuff. It doesn't need to be directly tied to anything that we're working on right now, but could impact us.</p>	
Curriculum	EW	Outcomes status Course review for LIBR 1 & 1A	Tabled, EW absent	10 min.
Annual Work Day Calendar	lg	<p>Changes should be pre-approved by Division Dean (Meghan) Signed copy by faculty member and Dean to Division Secretary (Nancy) Nancy files with payroll and uses for Division records Signed copy to Department Chair</p>	<p>Information, discussion, decision Only two parts of the contract where the annual work day calendar is mentioned.</p> <p>10.H.4 page 34. 10.H.5</p> <p>Annual Work Day calendar has a role for payroll, it is used to create the workshop and reference desk schedule, and it documents the faculty and dean work schedule agreement. Should be up-to-date.</p> <p>Update it at the beginning of spring semester and fall semester. When changes are made, make sure to make an appointment with Meghan and get it signed.</p> <p>If you are going to make changes to the NWDs in the annual work day calendar, get an appointment with Meghan, get it signed, and provide a copy for the Division Office. Send a</p>	20 min.

			<p>copy to the Department Chair.</p> <p>We don't have to bring a copy to HR. The Division Office gives the signed copy to HR.</p>	
Absences (Drs., Dentists, Personal)	lg	<p>Record keeping (monthly)</p> <p>Email or telephone message to Nancy Kam</p> <ol style="list-style-type: none"> 1. Date 2. Time span 3. How to code missed time 4. or 5. When time will be made up <p>Email or telephone Department Chair if absence affects public contact</p>	<p>Discussion</p> <p>It's ok to still be flexible. It is also important for the librarians to be internally accountable.</p> <p>Always communicate that you are making changes to your daily work hours in the same way we do it now. Email Department Chair and Division Office Administrative Assistant.</p> <p>If emergency or sick, phone the division office and department chair, especially if you are scheduled on desk or have other commitments.</p> <p>At the end of each month, submit exceptions via a Google form that LeAnn and Hong are creating.</p> <p>Should make up time within a week or let Division Office know how to file time – sick leave, personal necessity, etc.</p>	20 min.
Student Survey	lg	<p>Survey of library users</p> <p>What would you like in a new building?</p> <p>Associated Student Resolution</p> <p>Second step: Faculty survey of interested parties</p> <p>Third step: General input</p>	<p>Discussion</p> <p>First phase of the survey is flip charts in the library for students currently using the library to see what themes emerge.</p> <p>Second phase of survey – get input</p>	10 min.

			<p>from a core group of people like those on the advisory board, instructors who send their students to the library, etc. These are faculty. The librarians would be included in this.</p> <p>Third phase – general campus input that includes all students and all faculty.</p>	
Reference Desk Telephone	lg	<p>How should they ring? All transfer to LIB TECHs – only one does now Reference questions</p>	<p>Discussion</p> <p>A number will be added to the east ref desk phone so anyone can pick up the call.</p> <p>No voicemail messages for people to leave a message.</p> <p>The greeting can direct students to the Ask a Librarian service.</p>	5 min.
Academic Senate Report	lg		LeAnn will be going to the next meeting.	1 min.
Faculty Association Report	EW		No report	5 min.