



## Library Faculty Department Meeting

### Minutes, April 29, 2015

(1:30 PM – 3:00 PM, 6-237)

x	Deb Distante	x	LeAnn Garrett	x	Hong Guo	x	Paul Kittle	C	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 – April 1, 2015	lg		Approved	3 min.
Invite Meghan to next meeting to assist with planning	lg	Meghan is available to assist	Decision: Librarians agree to invite Meghan to a faculty meeting if needed to help with planning during this spring semester.	1 min.
Credit-courses textbook	lg	Confirm textbooks	Decision: Right now Badke, 5 <sup>th</sup> ed. paper has been used and unless another option is suggested before the 5/29/15 deadline we will continue to use <i>Research Strategies: Finding Your Way Through the Information Fog</i> while exploring open source options. <i>Bound by Law? Tales of the Public Domain</i> is the supplemental book that Paul will be using for his class- it is available at Reserve. Because we are only offering online course we will not need the bookstore to order as many copies.	5 min.
Department Chair Nominations	lg	Open nominations	Decision: Opened nominations. LeAnn Garrett was nominated, nomination was accepted. Nominations will remain open for two weeks. Elections will be on May 20, 2015.	8 min.
QuestionPoint	HG	Status Report – statistics	Information & Discussion: Hong reviewed statistics for the last 90 days for Ask a Librarian service including Reference statistics. There were 130 total questions asked by Mt. SAC patrons, 21 of which were answered by Mt. SAC librarians, the rest were answered by members of the co-op.  We need to promote QuestionPoint at other learning support service labs. We should consider naming the resources used to answered questions to help link the resources to student	8 min.

			<p>learning.</p> <p>We will ask that the Writing Center include Ask a Librarian in their online learning resources list.</p>	
Collection Development	CU	Status Report Buy down YBP update	<p>Information &amp; Discussion:</p> <p>All funds for Library material have been encumbered and purchasing is continuing.</p> <p>LeAnn &amp; Chisa are implementing the WMS Acquisitions module. We are uploading orders from YBP. Workflow is being established.</p> <p>OCLC has been contacted for a quote on a workflow analysis consultation.</p> <p>OCLC visit: ask can we get Ask a librarian link in the WCL?</p> <p>Librarians are using the GOBI service and are satisfied with the process. The approval plan process is also working well.</p>	8 min.
Winter weeding project	CU	Status Report	<p>Information &amp; Discussion: Most of the books have been looked at by at least 1 of 2 librarians. Hong will be doing her areas (400 and 900) during spring and the goal for the rest of the project is to be completed over summer intersession.</p>	8 min.
Accreditation	lg	Will request assistance	<p>Information: LeAnn will be asking for assistance and additional information as needed. She and Hong are working together to collect and post evidence in SmartSheets.</p>	2 min.
Curriculum	EW	Update	<p>Information &amp; Discussion: by 14<sup>th</sup> week of Fall 2015 there is a goal of developing and piloting a short Library Tour (Deb) and a specialized Biology workshop (Emily).</p> <p>Course review is due May 2016. Will begin with reviewing SLO results from previous terms in summer 2015, and then will examine for decisions on use of results.</p> <p>Discussion will continue on workshops.</p>	8 min
PIE	lg	Plan	<p>Information &amp; Discussion:</p>	25 min.

			<p>The following examples are for context as we develop our PIE document:</p> <p><i>If we were given resources we would accomplish this goal.</i></p> <p>(ex: <b>We will</b> <u>provide library workshops to identified student populations in the student equity plans</u> <b>when we</b> <u>add a full-time librarian.</u>)</p> <p><i>If we are given resources we would maximize what we have now to accomplish this goal</i></p> <p>(ex: <b>We will</b> <u>provide additional study space for students</u> <b>when we</b> <u>are given resources to remove the cabinets in the old reserves area.</u>)</p> <p>Write the goals and then state the required resources necessary to accomplish the goal.</p> <p>Consider breaking big goals into smaller steps that can be achieved as we work towards the larger goal.</p> <p>Google survey went out to gather ideas and information on unit achievements, external conditions, and internal conditions. Please continue to use the survey to capture ideas.</p> <p>PIE is due in two months. TracDat is the repository for our assessment data and needs to be updated. Requests articulated in PIE need to be connected to student success, persistence, retention, student learning, institutional effectiveness, and assessment.</p>	
Academic Senate Report	Ig	Share folder	Shared the current happenings.	3 min.
Faculty Association Report	EW	Need new representative	Hong has agreed to be the FA rep to finish the spring semester and will attend the last two FA. We may elect someone else for next year.	10 min.

Parking lot: At our next meeting Hong would like some time to talk about LibGuide.