



## Library Faculty Department Meeting

### Minutes, May 20, 2015

(1:30 PM – 3:00 PM, 6-237)

	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 – April 29, 2015	lg		Approved as corrected.	3 min.
Department Chair Elections	lg	LeAnn Garrett nominated Request for additional nominations How to vote?	No other nominations. LeAnn was elected via secret ballot.	8 min
Textbook order confirmation	lg	Will submit immediately	LeAnn will submit the bookstore order for Badke's <i>Research Strategies</i> and will inform the bookstore that there are other inexpensive options for purchasing the book online so we may not need to order as many copies.	3 min.
Workshops	PS	Update and status report	1) Should the classroom assessment of the workshop (last few questions at the bottom of the worksheet) be done through a Google form? Or should we continue with the print format? a) Agreed to make it online. Will include a drop-down list indicating the workshop. A name drop-down list will include "Librarian" and then librarian names so librarians can chose if they want to have their name selected or use the anonymous "Librarian". b) Pauline will make the form and launch it without further discussion. Pauline was given approval to begin using the new form during the summer intersession. c) The link to the form will be on the Library Workshop	20 min.

			<p>LibGuide. Once the form is created Hong will put it into the LibGuide.</p> <p>2) PS met with Jacolyn and talked to her about sending voice reminders to students via telephone reminding them about their upcoming workshops. The same message is used with the time and date of the specific workshop inserted automatically. We will provide the script and Jacolyn will record it. We will request that the message goes out between 10 am and 2 pm the day before the workshop. We do not need reports on which calls do not go through.</p> <p>3) Information: Hong and Pauline met with Maya Alvarez-Galvan to talk about improvements to the Evaluating Websites Workshop.</p> <p>4) Winter Workshops statistics: 26 people attended all 3 workshops. Attended: 143; Required: 48%; Extra Credit: 39%; Personal interest: 13%. Surveyed students about snacks- 8.6% said that they wouldn't have attended if there were not snacks offered. Asked open-ended question – do you think healthy snacks can help boost your energy during the workshop? Findings point to it being a success. There are more results to be tallied- LeAnn will pursue getting assistance with the data entry.</p> <p>5) Hong asked that we put Evaluating Websites back onto the schedule for Summer. Pauline asked that people teaching it chose one of the measurable objectives that they want to teach to and then we can come together to talk about methods used.</p> <p>6) Scheduling: Hong requested that she be scheduled to teach the same workshop more times in a row. The challenge for LeAnn is that to give students a variety of workshop offerings the topics need to rotate during each time slot. To support Hong's request, she can ask Librarians if they want to swap workshops.</p>	
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			7) Eva is interested in looking at ways to bring more universal design into the workshop. Pauline would like to consult with DSPS to assess the curriculum and learning environment and ensure it is accessible for all students. Decision: add this to PIE and look into getting support through Student Equity funds. LeAnn will look into having Reference Services also assessed to develop specific practices. [Issue is bigger than just workshops- this will be added to PIE].	
Program Goals	Ig	First reading	For our consideration- read through the goals, adapted from CCL Action Plan. The goals will be discussed at a future faculty meeting.	10 min.
Curriculum	EW	Update	No report	10 min.
LibGuides	HG		Hong requests that we develop a policy to address who is responsible and how often published LibGuides should be updated. We will migrate to version 2 of LibGuides by Winter 2016. Before the guides are migrated, we should update the existing guides and do something with the unpublished guides. A meeting on LibGuide best practices will be scheduled for discussion and decisions. Conclusions and recommendations will be brought to a future Library Faculty Meeting in Fall 2015. LeAnn will investigate having an adjunct with LibGuide experience to work on updating currently published LibGuides. Librarians should also look at their current guides.	10 min.
Space Planning	CU	Faculty Inquiry Group (FIG) possibility	Chisa and Hong will attend next FIG meeting to gather information on the process. Gary Nellesen mentioned to Chisa that planning for a new library could begin in two years. Chisa suggested that the Librarians work together in the next two years to articulate what is needed in a Library on our campus. Perhaps this work can dovetail with the CCL work on their <i>Goal C, Strategy C1: Develop library design guidelines and tools to create welcoming and collaborative spaces</i> . Their plan calls for the development of a working group; if this happens, a Librarian from Mt. SAC should be included in this group.	10 min.
PIE	Ig	Complete surveys Will review PIE in June	LeAnn asked that we fill out the surveys that have been sent out.	5 min.

Academic Senate Report	Ig		LeAnn shared a few items going through Senate. In particular, the SSSP Advisory Committee is recommending a change back to 3 multiple measure points (from 2) for placement into ENGL 67 based on a decrease in ENGL 67 success rates.	5 min.
Faculty Association Report	HG		Voting on 6/7/2015 whether we want to postpone contract vote until the fall if the negotiations are not finished. Also will vote on the Conflict of Interest Policy. Hong was instructed by faculty to vote NO on both.	5 min.
ILEAC	DD	Report on meeting: If time permits	Not present-table.	
				89 min.