



## Library Faculty Department Meeting Minutes, September 16, 2015

(1:30 PM – 3:00 PM, 6-237)

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

| Item  | Leader | Prep<br>(Read or Bring)   | Action<br>(Information, Discussion, Decision)  | Time<br>Allotted |
|---|--------|---|--|------------------|
| Approval of Meeting Minutes<br>– May 20, 2015<br>– June 3, 2015<br>– August 21, 2015<br>– September 2, 2015 | lg     | Previous minutes not approved because the meeting did not have quorum   | Minutes were approved for all meetings.  | 5 min            |
| MOU: Online student evaluations   | lg     | <ul style="list-style-type: none"> <li>Regular full-time faculty</li> <li>2<sup>nd</sup> or 3<sup>rd</sup> year evaluation cycle</li> <li>H2.a. Evaluation Form</li> </ul> Idea: Provide small hand-out directing student to online evaluation form after reference interview or workshop | Information<br>Discussion: Reference and workshops are teaching experiences. Librarians would like to be part of this pilot.<br>Action: LeAnn will contact Eric Kaljumagi to request inclusion in this study.                          | 5 min            |
| Equivalency Requests  | lg     | Review minimum qualifications   | Decision<br>All prefer keeping minimum qualifications as is.<br>Action: LeAnn will provide our response to Dan Smith.  | 10 min           |
| Collection Development  | CU     | Electronic resources and materials budget   | <u>Westlaw</u><br>Training is being provided on Fri., 9/25 11:00-12:00. Paralegal and library faculty are invited.<br>Action: Chisa will post session on POD calendar with a cap of 30 attendees.<br><br><u>Credo Info Lit Modules</u> | 30 min           |

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|   |    |   | <p>Trial has expired. Library curriculum group will discuss the product on 9/30.<br/> Action: Chisa will request (a) extended trial, (b) list of current subscribers, and (c) possibility of image replacements.<br/> Action: Librarians will come prepared to make decision on Credo at the 10/7 meeting.</p> <p><u>Weeding</u><br/> Weeding is not yet concluded. Are there ways to support librarians with this task?<br/> Action: Librarians will talk with Chisa if they need support for weeding.<br/> Action: Chisa will work with Linda to set selected titles at the reference desk for quick weeding decisions.</p> <p><u>Collection Development Liaisons</u></p> <ul style="list-style-type: none"> <li>• Chisa is working with results from the liaison survey.</li> <li>• Jared will cover Earth Sciences, Music, Physics &amp; Engineering, and Religion.</li> <li>• Chisa drafted a liaison directory to share with the campus.</li> </ul> <p><u>Materials Budget</u><br/> The Library has been allocated \$151,000 in additional one-time funds from Prop 20. The librarians will work together to determine the best course of materials purchasing.</p> |        |
| Request for Librarian Positions for 2016-17 | lg | Finalize documents or give directive for completion | Requests for Faculty Positions are due to Meghan Chen on 9/25. LeAnn is drafting requests for <i>Librarian, Student</i>   | 15 min |

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|                                      |    |   | <i>Equity and Outreach and Librarian, Assessment.</i><br>Action: Chisa, Emily, and Pauline will review the requests with LeAnn.  |        |
| Web Update                           | PK | Inform faculty about college initiative to update website and how it will impact the library  | Information did not carry over from the current library site to the new OU site. Paul is working with Rick Nguyen to update the new site design.<br>Action: Paul will follow up at the 10/7 library faculty meeting. | 10 min |
| PIE Refinements                      | lg | <p>Expanded Retention and Success Data</p> <ul style="list-style-type: none"> <li>• Statistical analysis to determine days and times for primary semester workshop meetings</li> <li>• Analysis to determine days and times for intersession workshop meetings</li> <li>• Analysis of extended hours (Fall 2014 and Spring 2015)</li> <li>• Analysis of student response to therapy dogs</li> </ul> <p>Expanded Progress on Outcomes Assessment</p> <ul style="list-style-type: none"> <li>• LIBR and LIBR1A SLO analysis and next steps</li> <li>• Workshop work with Research and Institutional Effectiveness (RIE) Office</li> <li>• SARS automatic reminders</li> <li>• Google docs to gather data</li> </ul> <p>Update librarian request section to better reflect library needs (see above)</p> | LeAnn reported on updates to the Library's unit PIE. The PIE document is saved to the shared drive, so it is available for review.   | 5 min  |
| College Catalog – Library References | lg | <ul style="list-style-type: none"> <li>• Introduce topic and concerns</li> <li>• Map plan to resolve</li> </ul>   | LeAnn identified outdated information about the Library in the College Catalog.  | 5 min. |

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|                            |    |  | Action: Librarians shall come prepared to discuss revisions to the College Catalog at the 10/7 meeting. |        |
| Academic Senate Report     | JB |  | Jared provided a report via email.  | 5 min. |
| Faculty Association Report | lg | No report – FA has not met since last faculty meeting  |   | 0 min. |
| Announcements              |    | Hong is presenting a poster session at the POD session, "Best Teaching Practices: Developmental Education 101" on 11/18. |   | 90     |