



Library Faculty Department Meeting Minutes, October 7, 2015

(1:30 PM – 3:00 PM, 6-237)

x	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 (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – September 16, 2015	Ig	Please review before meeting	Approved	5 min.
Librarian Request	Ig	Final requests are attached Requests submitted September 29, 2015	Information: Librarian requests for positions were submitted following librarian review. Our positions are ranked 1 of 2 and 2 of 2 for the Division.	1 min
Finalized Staff Job Descriptions	Ig	No I, II, or III Only Lead Technicians or Library Technicians Tech III =Lead Technicians Tech I and II = Library Technicians Page = Library Technician Transitioning tasks to appropriate techs as described in job descriptions Librarians continue leadership and policy development roles	Information: There has been a change in the library technicians' titles. The titles are no longer I, II, or III. They are now Lead Technician or Library Technician. The librarian role in policy development, synthesis, and analysis of the Library work remains. For example- Librarians set policy for holds and Library techs are responsible for managing the workflow for holds. Questions were brought up as to how we know who to refer to for what? Job descriptions are available online. Much of the work that Techs are doing remains the same as under the previous job description.	5 min.
Spring 2016 Credit Courses	Ig	Spring 2016 Class Offerings	Decision & Discussion: all courses filled this fall semester.	10 min.

		<p>LIBR 1 – (3 credits/online): Nora Shea</p> <p>LIBR 1A (1 credit/one late start online) Pauline or Paul?</p> <p>LIBR 1A (1 credit/one face-to-face) ≈ 5:00: Jared Burton</p>	<p>LIBR 1A (1 credit/one face-to-face) Jared Burton in room 222 (time slot in early evening that does not interfere with late evening course time). Jared and LeAnn will confer to determine best day and time.</p> <p>Librarians agreed that we want and need to offer LIBR 1A face-to-face once a year. This year we agree to offer it during spring semester, but we believe that fall might fill better and therefore will consider that for next year.</p> <p>Paul has asked that he not teach LIBR 1A online during late spring because of OEI obligations. Online LIBR 1A will be offered and listed as staff and will require a certified faculty be added to MR. LeAnn will inform adjuncts who may be interested in teaching online to get SPOT certified.</p>	
Curriculum	EW	Curriculum Minutes September 9, 2015 (see attached) Update	<p>EDC update: Pauline shared that there are new unit-to-hours conversion standards and that a list of courses for review was provided to departments. The Library is included on the proposed course proposal form and program checklist. Pauline was unsure if the forms were approved or when they are going to be being implemented. Pauline will inquire regarding the status of the form. Emily shared that C&I will be talking about the connection between curriculum and the Library. Pauline will ask Michelle Sampat to join the Library faculty meeting to talk</p>	10 min.

			<p>about the approval process for new programs and at what point the Library can expect to hear about new programs.</p> <p>Curriculum Committee minutes: Two of the four pilot sessions for the workshop, <i>Understanding the Biology Lab Report</i>, were offered.</p> <p>Emily presented a concept map to be used for the <i>Developing Topics Workshop</i>.</p> <p>LIBR 1 & LIBR 1A are up for 4-year review.</p>	
Textbook Requisition	lg	For Spring	Badke will be used for spring.	5 min.
Credo Information Literacy		<p>Next Steps Curriculum Committee Unofficial Vote: 3 no, 2 yes, 1 did not decide</p>	<p>Decision: Discussion at Curriculum meeting was split.</p> <p>Concerns included that the product isn't developed to the level that we would prefer; It may not be as customizable as originally thought; uncertainty about who would take the lead in implementing it.</p> <p>A pro is that it fills a gap in accreditation for serving distance learners. It is functional with MRs and plugs in easily with LibGuides with continued questions about whether embedded components require additional sign-in.</p> <p>While this product may not be perfect, it will fill a need for distance learning</p>	10 min.

			<p>instruction and provide comparable learning opportunities for distance education and offsite students while we can develop online materials or identify an alternative product.</p> <p>Throughout the accreditation standards we are asked to show how we are comparably serving DE students. An option could be to use it for a year and use that time to gather additional information and evaluate the product.</p> <p>DECISION: We will get a trial for <i>Research Ready</i>, another similar product to consider.</p>	
Student Equity Fund Request	Ig	<p>Polled adjunct librarian availability Met with Hong, Jared, and Pauline Reviewed request Meghan Submitted request on October, 6, 2015</p>	<p>Informational: Funds will be used for adjunct backfill at the Reference Desk. Adjuncts are available if we do get the funding. Our request clearly addresses activities identified in the Student Equity Plan, and therefore we expect it should be funded.</p>	5 min.
Web Update	PK	<p>Status of campus web change-over and how it applies to the library</p>	<p>Informational: TABLED</p>	5 min
Associate Dean of Library and Learning Resources	Ig	<p>Approved Hiring process to begin as soon as possible There will be a call for hiring committee members MQs are Master's degree in Library Science or Library & Information Science with desirable online teaching or Master's degree in Educational Technology</p>	<p>Informational: The Division Leadership Team strategized options to support administration of the Division, and identified this as one option. Job description will oversee the daily operations of the Library and distance and online learning. Faculty will continue to report to the Dean and work directly with the Dean. Librarians are hopeful that the addition of this</p>	5 min.

			position will improve workflow and workload.	
Division Retreat	Ig	Request for planning team members	Input: Jared volunteered to be on the planning team. Michelle Sanchez was suggested as a good classified candidate.	5 min.
Extended Hours	Ig	Call for Librarian volunteers (See below)	Will be asked via email.	5 min.
Cultural Awareness	CU	Ongoing activities during first ½ hour of staff meeting Activities support PIE goals Hosted Arise Program on September 24, 2015 Guests: Aida Cuenza-Uvas, Rachel Chi Pan, Anuanu Pole'o	Upcoming Events: Elmer Rodriguez and students from the newly formed Dream Center on campus will present on the experiences of undocumented students. In November, faculty (& hopefully students) will come from DSP&S to talk about the experience of disabled students.	2 min.
Academic Senate Report	JB	Written Report		5 min.
Faculty Association Report	Ig	Written Report Mission Statement		5 min.
Follow-up	Ig		Librarian equivalencies: Dan Smith contacted Online Student Evaluations: Eric Kaljumagi contacted	1 min.
Announcements			Security officer has been patrolling through	
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Next time Oct. 21, 2015

- Discussion of a centralized repository for 1) policy and 2) necessary shared information (printing is down, etc.)
- Paul: Group study rooms are not always groups
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Next time for Curriculum:

- Talk about if the name "understanding" is the best for the bio lab workshop.

Date	Day	Regular Hours	Extended Hours	Librarian
December 2	Wednesday	7:30 am – 9:30 pm	9:30 pm - 11:00 pm	
December 3	Thursday	7:30 am – 9:30 pm	9:30 pm - 11:00 pm	
December 4	Friday	7:30 am – 4:30 pm	4:30 pm – 6:30 pm	
December 5	Saturday	9:00 am – 4:00 pm	4:00 pm – 6:30 pm	
December 6	Sunday	Closed	1:00 pm – 11:00 pm	
December 7	Monday	7:30 am – 9:30 pm	9:30 pm - 11:00 pm	
December 8	Tuesday	7:30 am – 9:30 pm	9:30 pm - 11:00 pm	
December 9	Wednesday	7:30 am – 9:30 pm	9:30 pm - 11:00 pm	