



Library Faculty Department Meeting Minutes, October 21, 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 (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – October 7, 2015	lg	Read before meeting	Approved with changes	5 min.
Invite Michelle Sampat, Curriculum Liaison	PS	Determine date of visit to discuss college curriculum process	11/18 set as alternate date	5 min.
Web pages	PK	Update and status	Library catalog searching and Ask A Librarian are not working in the new version of the library web pages so the pages are being redirected to the old pages. The problems are being worked on, but there is no known targeted fix date. Most other pages should be working. Some staff photographs are not displaying in the staff directory.	10 min.
Library Catalog Information	lg	Update narrative to include statement about value of library and students success (See attachments)	LeAnn reviewed the description of the library in the college catalog. The current narrative lists services and collections, but does not describe outcomes for students using the Library. Librarians reviewed a proposed narrative that better reflected outcomes and made suggestions. LeAnn will incorporate the proposed language, bring it back for our review, and share it with	10 min.

			<p>Meghan. When approved by the Library Department, the updated narrative will be submitted for the 2016-17 college catalog and the student planner.</p> <p>General references to the library in the college catalog were also reviewed. LeAnn will research the background related to the listing of the Library as "Library and Instructional Media" in the catalog. Librarians agreed to remove "Instructional Media" from the department listing.</p>	
QuestionPoint	HG	<ol style="list-style-type: none"> 1. Should library continue to offer QuestionPoint? 2. What are problems or issues? 3. What can we do to improve the service? 4. If we decide to continue, are you interested to be part of the marketing team? <p>(see attachments)</p>	<p>Librarians agree to continue with Question Point 24/7 Chat Reference.</p> <p>Partnering with Associated Students (AS) to promote QuestionPoint was recommended. Hong will contact with Sara Bunthon to determine how AS can assist. Chisa also suggested that we look at cross promoting with Online Tutoring which is overseen by Bailey Smith.</p>	15 min.
Collection Development	CU	Reference Collection vs. General Collection	<p>Librarians agreed to make changes to the reference collection composition and criteria. Criteria and basis for the change will be shared with the entire Library staff and integrated into the Collection Development Guidelines. [PIE]</p> <p>Librarians discussed and decided to move the general encyclopedias from between the Children's</p>	20 min.

			<p>Collection and Vocational Collection and interfile them with the General Reference Collection.</p> <p>Librarians agreed to work with liaison subject faculty to review selected print periodical titles for possible cancelation or transfer to electronic format.</p> <p>Chisa announced that the Films on Demand World Cinema and Nursing collection statistics were analyzed by Chisa and reviewed by Deb. The statistics clearly indicate that the Nursing collection was getting high usage and should be retained. Conversely, World Cinema had limited use and therefore will be canceled.</p>	
Curriculum	EW	Credit course review calendar	<p>LeAnn and Emily have plans to meet to decide on the timeline for credit course review.</p> <p>Curriculum committee has not met since the last meeting. The next meeting is 11/16/15.</p> <p>About 50 students attended the pilot "Understanding Biology" workshop. Emily will meet with Cindy Anderson to discuss student outcomes following the workshop. Pauline and Hong observed pilot sessions of the workshop. [PIE]</p>	5 min.
PIE	Ig	Update	We will reflect on PIE progress	5 min.

			regularly and share information as it is available.	
Outcomes	Ig	Update	<p>Discussion on how we can ensure that we are documenting our continuous work on outcomes and where and how we should be working on them.</p> <p>Decision was that we would extend one meeting a quarter by ½ hour earlier to accommodate a review and discussion of outcomes.</p> <p>Adjuncts are involved and will meet with full-time faculty in separate meetings to discuss SLOs for both credit courses and workshops.</p> <p>On October 9, 2015, Pauline consulted with RIE on mapping workshop SLOs to campus ILOs. Pauline will do a draft of the mapping and will work on it with RIE staff. [PIE]</p>	5 min.
Academic Senate Report	JB	Review of action items	Reviewed action items for the next meeting and Library faculty gave direction.	10 min.
Faculty Association Report	Ig	No report	No meeting since the last faculty meeting.	
Announcements	Ig	<p>Thank you from Associated Students. WIFI survey response increased to over 1500 responses after advertising in the Library.</p> <p>Will be working on informing students</p>	Associated Students Liaison to the Faculty talked with LeAnn to thank us for assisting in promoting the WIFI survey. The student wanted to do assist with the more Library projects	

		about internet printing.	<p>and LeAnn suggested that she share with students that remote (PFYOD) printing is available.</p> <p>During Library extended hours there are plans for extended hours for Student Life, coffee, and food trucks, which will be coordinated by Associated Students.</p> <p>At the Digital Stories program, ARISE thanked the Library for inviting them to the library department staff meeting.</p> <p>Jared's class time for spring has changed to Mondays at 3pm, which will not impact the workshop scheduling.</p>	
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For the next meeting:

- Integration of Library into SPOT
- 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
- AP 4040: Library and Other Instructional Support Services needs to be looked at and more information needs to be gathered on how we can ensure access for students with disabilities. (DSP&S reported that they are not able to purchase items that are not required for courses). What are our responsibilities outside of what is available to students through DSP&S.

Next Curriculum Committee meeting:

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