



Library Faculty Department Meeting Minutes, November 4, 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 – October 21, 2015	lg	Please read before meeting	Approved with a change	5 min.
English Department Partnership	lg	Teaching the Research Process in the Digital Age, Tuesday April 19, 2016, 2:30 pm Paul willing, would like one more librarian because of scheduling	Jared and Chisa will be back-up to Paul as schedules are yet to be determined. Librarians asked for some additional information on the purpose and audience.	1 min.
AP 7400	lg	Review AP parameters Travel & Conference funds: 1. Request early 2. Use \$200 allocation 3. Consider using resources from college initiatives	Discussed at Instruction Team meeting and LL&R Division to be shared with department faculty. Reviewed the AP. Questions and exceptions should go to Meghan.	10 min.
Funded Student Equity Project	lg	1. Received backfill for Hong, Jared, and Pauline 2. Objective is to plan and host meetings with targeted faculty and staff to a) inform all about information literacy (IL), b) identify gaps connecting targeted SE populations to IL services, and c) propose solutions to increase IL access for	Proposal was submitted, funded, and complimented for clarity. Outreach activities will begin with two meetings with Counselors and Bridge faculty to identify barriers to information literacy for targeted equity populations and to develop solutions. Meetings with staff working in special projects will occur with Veteran's and Aspire/Arise/Dream staff. Findings from	5 min.

		<p>targeted SE populations</p> <p>3. Objective is also to establish partnerships with targeted faculty and organizations</p> <p>4. Selected: Counselors, Bridge faculty and Veterans, Aspire/Arise/Dream staff</p>	<p>these meetings will be reported.</p> <p>There has been ancillary positive outcomes from inviting students and staff from centers on campus to speak to the Library staff.</p>	
Proposed Student Equity Plans: 2014-15 Funds	lg	<p>Augment reserve textbooks</p> <p>Proposed criteria:</p> <ul style="list-style-type: none"> • High use • Physically damaged • Need more than one copy • Need most up-to-date copy <p>Write proposal with textbook titles, pricing, and total budget request.</p> <p>Due date: now</p> <p>Will also request for 2015-16</p>	<p>2014-15 equity funds question & answer- Reserve funds will be used to purchase reserve textbooks. Priorities will be those that have high use, are damaged, or require multiple copies. A list will be compiled of books. This year we will limit to print titles</p> <p>For this year's funds (2015-16) we can explore the possibility of purchasing electronic titles.</p> <p>Chisa and Jared recommended that books be purchased directly from the Bookstore to ensure that the exact copy is purchased. Pauline recommended that books purchased are going to be used for the foreseeable future.</p>	5 min.
Proposed Student Equity Plans: 2015-16 Funds	lg	<p>Consulting with Grace Hanson's team</p> <ul style="list-style-type: none"> • DSPS equipment • In-service training on how to use equipment so can link to information literacy skills • Considering expanding DSPS service space with staff • Buy-back for library books needed to create braille copies or other alternative media 	<p>Request for tablets for deaf students to communicate with us.</p> <p>Books to be translated into braille can be purchased with student equity funds. There may also be a need for articles to be translated into braille. Questions are being forwarded to DSP&S staff to both identify the proper equipment and training.</p>	5 min.

			<p>Policies need to be developed, and should keep distance learning student needs in mind as well.</p> <p>We need training on equipment and working with students with disabilities to be able to connect information literacy teaching with student needs. Acquisition of equipment is the first step in moving towards providing appropriate information literacy instruction. Faculty requested additional cultural competency training to ensure we are meeting needs of all students with disabilities.</p>	
Proposed Student Equity Plans: 2015-16 Funds	lg	<p>Open Library on Sundays</p> <p>Discussion Point: To gather data to connect to student success, students would swipe cards entering and leaving building</p>	<p>Audrey Yamagata-Noji requested that consideration be given to having the Library open on Sundays to accommodate student need.</p> <p>Questions:</p> <ul style="list-style-type: none"> - Could we gather data a couple of times in the semester rather than every Sunday? - What about surveying target populations to ask if they used the library? <p>A number of Librarians did not want to limit access to the Library to just Mt. SAC students who have their IDs with them.</p> <p>We like the idea of being open on Sundays and believe that students will benefit broadly from adding the extra Sunday hours.</p>	15 min.

			The topic of collecting individual student information will need additional discussion.	
Digital Learning Object repository	Ig	Title 5 grant possibilities to build faculty toolkits giving access to library resources Also use Moodlerooms	Tabled until next meeting.	5 min.
Curriculum	EW	Update on credit course review	Tabled until next meeting.	8 min.
Outcomes	Ig	Quarterly meeting invitations sent First meeting: November 18, 2015	Noted.	1 min.
PIE	Ig	Review and discuss accomplishments up to allotted time	Discuss for funding to enable the check-out of laptops for students.	10 min.
Academic Senate Report	JB	Report	Short Report- see binder for details.	10 min.
Faculty Association Report	Ig	Report	Short Report- see binder for details. Topics included: negotiation survey summary and 17-18 calendar (option B most likely).	10 min.
Announcements			Meditation Classes will be provided in student life during finals. Deb will make arrangements to have coloring stations during extended hours.	
			Total Minutes	90

Other things needed:
Update Microsoft Office software at reference desk