



## Library Faculty Department Meeting

### Minutes, December 2, 2015

(1:30 PM – 3:00 PM, 6-237)

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

Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – November 18, 2015	Ig	Sent previously. Please read before meeting.	Approved	5 min.
Reminders	Ig	<p>Extended hours begin Wednesday, December 2, 2015</p> <p>Division Retreat is January 29, 2016</p>	<p>Extended hours start today at student recommendation to support finishing of projects/papers and finals studying and continue through next Wed.</p> <p>Librarian schedule set. Unsure if Associated Students have coordinated food. Dogs have been requested be here on Sunday-Wed, not sure of the time.</p> <p>Retreat focusing on planning and PIE. Interest in doing "tours" to various areas of division is being considered as well.</p> <p>According to the Department Chair, "Bunnies do use cat litter boxes."</p>	5 min.
Tutorials	Ig/DD	<p>Proposed decision to retire tutorials because:</p> <ul style="list-style-type: none"> <li>Includes references to Sirsi</li> <li>Changes in library web page</li> <li>Uses different page for</li> </ul>	Librarians agree that outdated tutorials should be removed. <i>Research Process</i> and <i>5 Keys to Evaluating Internet Resources</i> may not be dated.	8 min.

		organizing database list <ul style="list-style-type: none"> <li>• Changes in database interfaces</li> </ul> Deb consulted If faculty agree, have Deb contact faculty concerning retired tutorials	Librarians urge that message to faculty goes out soon so that faculty who are planning for winter and spring can make necessary adjustment.  Concern was raised that we do not have replacement content to point students to instead. There are some resources available from vendors.  In place of the outdated content there needs to be a message that says that tutorials have been retired and point to replacement resources. Jared will write content for the web page which will reflect the message that LeAnn will send to faculty, but will be written for students. The page will refer to current workshops and that the online workshops will be <i>coming soon</i> . Removal of the database specific tutorials, and those with mention of resources that we no longer have access to will happen at the end of fall semester. LeAnn will look at the content to determine precisely which ones need to be removed immediately and will inform both Paul and Jared.	
Convene Library Advisory Committee	Ig	Deb to schedule during Winter Intersession 2016		2 min.
IEALC Report	DD	November 10, 2015 minutes (see attached)	Referred to minutes	3 min.
Room 6-222	Ig	<ul style="list-style-type: none"> <li>• Inadequate resources for information competency teaching and was underutilized for instructional use</li> </ul>	Per Deb's email response on 12/2/2015, the reference to room 6-222 was "a brief comment to a discussion about libraries losing space in general".	10 min.

		<ul style="list-style-type: none"> <li>• Other groups using and scheduling a year in advance</li> <li>• District facilities review</li> <li>• Need to demonstrate maximum use of allocated space or college would not be able to pursue new bond or building</li> <li>• Made available for scheduling within Division including library instruction</li> </ul> <p>Need to correct ILEAC report</p>	<p>Classroom got onto campus reservation system it was being used by groups and this alerted us to this as a problem. There were one or two time exceptions made, but it had started to get scheduled for multiple times.</p> <p>Facilities audit happened which requires the calculation of the number of classrooms and student use. At this time 222 was looked at- if it is a "meeting room" then it must be on the campus schedule but if it is a "classroom" then the division controls scheduling. Librarians may reserve this room as needed by talking with Nancy Kam.</p> <p>This is also district-wide issue because of the desire to have a new Library building on a bond, and to do so the district has to show need for additional space. This is particularly true because Friday class schedule is light. <i>To have a Library building in the bond we have to have</i></p>	
OLSC Teaching and Learning Workshops- two library tracks Week of February 2, 2016	lg	<p>Working Topic Title 1: Embedding library information competency in online learning – Hong and Pauline</p> <p>Working Topic Title 2: Curriculum development and collection development with a focus on online resource development– Chisa and LeAnn</p> <p>LeAnn to provide more direction to</p>	<p>Informed and LeAnn will provide more details.</p>	10 min

		teams		
Mango Languages	CU/PS	Subscription request	Pauline and Chisa will respond to LLC and ESL who have asked if the Library would be interested in splitting a subscription with them for Mango Languages. There was some discussion as to whether this is an instructional tool or research tool and if it was appropriate	15 min.
Student Equity Plan	lg	Update: Sunday Hours Information Competency Textbooks	<p>In the new Equity Plan there are a number of Library activities: Starting in Spring 2016, Library will be opened Sundays, 1pm-9:30p, for 1 year as a pilot. There had been concerns about collecting ID#s to track students, and it was decided that we do not need to do this to measure effectiveness- but will use other methods for measuring success of the pilot.</p> <p>\$15,000 for textbook purchases to support Reserves collection.</p> <p>Funds will support work on developing Information Competency strategies for students targeted in the plan.</p> <p>See plan for details.</p> <p>The Outreach Librarian is scheduled to begin in July 2016.</p> <p>If there are additional funds we can request for other projects that we have discussed previously or that come through findings of current work. This</p>	10 min.

			could include funding <i>Library Extravaganza</i> week and exploring eReserves.	
Academic Senate Report	JB		Will announce extended hours at the meeting. Action item tomorrow is the college mission.	10 min.
Faculty Association Report	Ig	Report on 12/1/2015 meeting	Next FA meeting isn't until spring.	10 min.
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Announcements		Next faculty meeting: January 20 Will be missing LeAnn and Hong on January 6.		