



Library Faculty Department Meeting

Minutes, March 2, 2016

(1:30 PM – 3:00 PM, 6-237)

x	Deb Distant	x	Jared Burton	E*	LeAnn Garrett	E*	Hong Guo
E*	Paul Kittle	x	Pauline Swartz	S	Chisa Uyeki	x	Emily Woolery

Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – Pending Access	EW	Minutes are not available for review until next meeting.		5 min.
ARISE Welcome Back Event	JB	Event report	<p>There is an ARISE welcome back event on Mon., 3/7, from 5:00-7:30 PM. It will be held in 9C-Stage.</p> <p>The Library was invited to present at this event. This is a 10 minute presentation. Jared could do this presentation, if needed, but he will ask other librarians if they have interest.</p> <p>Action: Jared will send an email to librarians to seek a presenter.</p>	10 min.
Social Media Implementation	JB	Share proposal	<p>Jared and Hong have been working on the Library's Social Media Plan. A tentative launch date is Fall 2016. More information will be provided. Helpful documents include:</p> <ul style="list-style-type: none"> Mt. SAC Draft AP 3700 (attached) Mt. SAC Social Media Directory SEP 2015 Fall focus groups call for online presence 	10 min.

			<ul style="list-style-type: none"> • Several higher ed social media guidelines (example) • Helpful chapter in <i>Strategic Planning for Social Media in Libraries</i> ("Best Practices") • ACRL Webinar: Building Library Community through Social Media • Several articles (see here, here, and here) • Shared scheduling from Amanda Kraft (just article about project) <p>They recommend posting two official notices via Mt. SAC's social media sites: 1) Final Exam Extended Hours and 2) Sunday hours. Action: Jared will send a request via email as we do not have quorum today.</p>	
Curriculum	EW	Jared to develop 30-minute, basic library instruction/tour. To be completed during Spring 2016 with a pilot ready for Summer 2016. Jared be the lead. Hong, Pauline, and Deb would like to provide input.	Jared informed us about his assignment to create a basic library instruction/tour.	2 min.
Outcomes	lg	Submitted RIE request to analyze textbook availability with student success. (See attached)	<p>Requests are being submitted to RIE to gather data on student use of library instruction and resources:</p> <ul style="list-style-type: none"> • LeAnn is requesting information related to textbook use. • Pauline is requesting information related to library workshop attendance. 	2 min.

			Emily reported Nora and Pauline will collect data in LIBR courses for the SLO on evaluation of sources.	
Online Workshop	PS	Share decisions made by subgroup	<p>Pauline discussed assessment of the online library workshop with Emily and Hong. The "Search Techniques" module will be assessed in two ways:</p> <ul style="list-style-type: none"> • <u>Content</u>: A quiz with multiple choice and true/false questions will be issued. Pauline is seeking sample questions from all librarians in order to build a question bank. She created a google form and sent it to librarians to gather questions. • <u>Ease of Use</u>: A survey will be issued. Pauline has questions to develop this survey. 	10 min.
College Catalog Library Text	EW	Please review and complete edits for submission for 2016-17 College Catalog. (See attached)	We reviewed and suggested edits for the College Catalog text.	10 min.
Academic Senate Report	JB	Read written report sent by email	Faculty are encouraged to read the report, which Jared sent to us by email.	10 min.
Faculty Association Report	lg		We reviewed the agenda and minutes for the 3/1 Faculty Association meeting. Emily plans to run for a director position.	10 min.
Announcements			<p>Emily attended the Community College Association's 2016 Winter Conference.</p> <p>Jared provided an update about the purchase of textbooks using Student Equity Plan funds. Textbooks are arriving this week. He has sent updates to librarians about this ongoing work.</p>	

			<p>Pauline met with the Bridge Program Peer Advisors in February.</p> <p>Hong, Jared, and Pauline provided tours to Bridge Program students on 3/1.</p> <p>Hong, Jared, and Pauline are hosting the Counseling Department on 3/23 as part as the SEP outreach efforts. Chisa and LeAnn will attend in order to take notes.</p> <p>The Library decided not to request Perkins funds for the 2016-17 academic year. The Library will remain involved in the Perkins activities, and the Library Advisory Group will continue to meet.</p> <p>Pauline is planning an activity for National Poetry Month. She will send an email to the librarians about this activity.</p>	
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- * LeAnn at required District meeting.
- * Hong at Open Education Resource (OER) meeting per Meghan's request
- * Chisa sick
- * Paul non-working day