



Library Faculty Department Meeting Agenda, March 16, 2016

(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		Chisa Uyeki	X	Emily Woolery

Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – February 3, 2016 & March 2, 2016	lg	February 3, on 6-237 computer March 2 attached	March 2 minutes approved. Delayed approval of February 3 minutes to allow for edit and review prior to next meeting as the minutes were long.	5 min.
Video on how to access databases	HG	Determine where the video should reside	Reviewed Hong's draft of a LibGuide developed as an index to print and digital handouts and instructional materials. Hong will develop the LibGuide further and bring to future faculty meeting. Also discussed possible locations of links to instructional materials index on the library home page. Agreed to place the instructional video concerning database access in the upper left corner of the library web page under the spotlight. Hong and Paul to complete as soon as possible.	10 min.
Reference Notebook LibGuides	HG	Proposal to record reference desk information in LibGuides. In particular news and daily information items.	Discussed pros and cons of using a libguide as a communication tool. Issues might be posting information in the libguide that should be on the library web page and available for everyone, managing the information	15 min.

			for currency, needing guidelines and parameters for content, and establishing protocols for using. Agreed to use the proposed libguide for the rest of the semester as a communication tool and review the use during summer intersession. Hong to provide leadership and inform the adjuncts of the tool.	
Curriculum	EW	Status LIBR 1A and 1 update needs to be to Meghan by April 30.	LIBR 1 and 1A survey results were provided. The survey identified course topics that were essential, nice to know, and not needed. Curriculum committee was asked to use the survey results to guide revision decisions for the course review. Discussed the need to ensure that the course descriptions differentiated the scope and content between the courses. Should also consider adding a statement to LIBR 1A that the course cannot be taken for credit if the student has already taken LIBR 1. It is reasonable, however, that a student may want to take LIBR 1 after taking LIBR 1A. It is essential that the courses are distinct in content depth to address possible overlap and repeatability issues. Curriculum meeting will be scheduled to review the course and propose changes.	10 min.
Outcomes & Assessment	lg	All librarian participation. For future meeting: <ul style="list-style-type: none"> • Planning & Instruction discussion • Independent work for norming process 	Information and preliminary expectations of all full-time librarians. All workshops will be assessed. The articles workshop will be the first in the assessment cycle. Adjuncts will be included after the first iteration. Emily	10 min.

		<ul style="list-style-type: none"> • Compare results • Update rubric • Independent assessment • Complete assessment rotation 	<p>will arrange for SLO funds to pay adjuncts to be involved in the assessment process with the expectation that assessment responsibilities would be ongoing during appropriate times at the reference desk.</p> <p>The goal is to begin the process at the April 6 faculty meeting.</p>	
PIE	lg	<p>All librarians to review PIE and prepare input for upcoming meetings</p> <p>Need to act on plan developed at the Division retreat.</p>	Everyone is to read the PIE document to prepare for the upcoming PIE process.	10 min.
Student Equity Plan	lg/JB	Update, questions, or concerns	Discussed concurrently with the PIE agenda item as information literacy is central to both plans.	10 min.
Academic Senate Report	JB	See attached report and refer to AS Binder at Reference Desk	Read reports	10 min.
Faculty Association Report	lg	No report – no meeting	No action	0 min.
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