



# LIBRARY DEPARTMENT MINUTES

Wednesday, February 13, 2013

1:30 – 3:00 p.m.

**Attendance:** Brandy Cape, Meghan Chen, Meghan Gaynor, Christine Gerloff W., Rose Higuera, Paul Kittle, Dennis Ramos, Linda Small, Barbara Soriano, Amber Sprague, Pauline Swartz, Mary Walters, Emily Woolery. Hugo Aguilera, Mike Imes, Loralyn Isomura (Recorder).

	Item	Discussion/Outcome
1	<b>Administrative Unit Objectives (AUO) – Follow-up on Assessment Plans – Emily</b>	<p>Emily shared the notes (via photo by Pauline) taken at the division retreat, on Friday, February 8<sup>th</sup>, by the library group, which is what Emily used to complete the 6-column assessment plan, provided by Meghan Chen. Emily reminded everyone that three user groups were identified: 1) students, 2) faculty, 3) library faculty/staff; and two AUOs were discussed, one for students and one for faculty.</p> <p>We continued to work on the student AUO: Students will be able to find useful information by searching the library catalog. A survey was decided to the best method for assessment. The first assessment will take place in Spring 2013, during week 12 or 13, which will be usage of the current system, SirsiDynex. Future assessments can be done at the end of Fall 2013, around the same time (week 12 or 13), which will assess usage with the new system, OCLC WMS. Another assessment may also be done in Spring 2014. Incentives are being considered to promote and encourage students to complete the survey. A hard copy of the survey will be used to allow faculty/staff to provide the survey to students that are physically in the library. Deployment of the online version of the survey is still to be determined.</p> <p>A separate faculty assessment will be conducted to address the second AUO: Faculty will be able to find relevant information by searching the library catalog. Assessment of faculty users is still to be determined.</p> <p>To begin working on questions for the survey, Meghan C. would like at least one faculty and one classified member to take the lead on formulating questions. She would like a lead pair for each assessment: one for students and one for faculty. She also encourages other staff and faculty to provide additional support, especially during the week the surveys are to be deployed. Volunteers and/or assignments will be confirmed by Thursday, February 21<sup>st</sup>.</p>
2	<b>OCLC WMS – Follow-up on Discussion from Retreat – Meghan G.</b>	<p>Meghan G. thanks everyone for feedback and questions she has received regarding OCLC WMS and the migration that will take place. She also informed staff of her new schedule, which will be effective Tuesday, February 18<sup>th</sup>, so staff are aware of when they can expect to receive responses back. Meghan G.s' will be working on Mondays, 9:30 a.m. – 6:30 p.m.,</p>

		<p>Tuesdays, 1:30 – 4:00 p.m., and Wednesdays, 8:30 a.m. – 4:00 p.m.</p> <p>Meghan G. received a scope statement from OCLC, which is a document outlining timeline for the OCLC WMS transition. Based on the statement, the “Go Live” date, meaning going into test mode for OCLC WMS, is scheduled for mid-June. The migration will be complete a month from the “Go Live” date, which is set for mid-July, which is not ideal to do it falling in the middle of a term. Meghan G. advised staff of two options: 1) we can choose not to make OCLC WMS the public catalog until after the summer term is over, meaning the library would have to maintain two systems at once, or 2) we can push the schedule for OCLC WMS to allow for the completion to take place after the summer term is over. Suggestions were made to have both catalogs available for as long as possible to allow time for faculty to prepare to teach, create handouts, and modify workshops and information sessions. Before the system is made available to the campus community, demonstrations and workshops will be offered to faculty. Meghan C. will request additional funds needed to schedule adjunct faculty to assist with the transition.</p> <p>Meghan G. will continue to investigate the timeline and any additional costs as we move closer and closer to the OCLC WMS migration.</p> <p>Library staff and faculty will be visiting Pasadena City College Library, on Tuesday, February 19, and the Santa Barbara City College Library, on Wednesday, February 20. Meghan G. compiled all the questions and concerns that she has received so far into one document will be shared with the library staff/faculty at those colleges during the visit. Any additional questions and/or concerns should be sent to Meghan G.</p>
3	<b>Review of Work Flow &amp; Position Request Update – Meghan C.</b>	<p>With the migration, it is anticipated that library workflows will change. Though information about what changes may occur is not concrete to us, Meghan C. informed staff that there is no intention to eliminate, nor downgrade, any positions. The transition to a new system is a more contemporary method for students to conduct research. Meghan invited open discussions to address concerns that staff may have regarding their modified and/or prospective duties that will be triggered with the OCLC WMS transition. A follow-up meeting has also been scheduled on Thursday, February 21, to allow library staff to continue discussion on this topic with Meghan C. Staff are also invited to meet with her individually, if needed.</p> <p>Meghan will email the library staff and faculty about the information regarding position requests.</p>