



LIBRARY DEPARTMENT MINUTES

Monday, November 23, 2015

1:30 – 3:00 p.m.

Attendance: Meghan Chen, Hugo Aguilera, Jared Burton, LeAnn Garrett, Nancy Kam, Michelle Sanchez, Wendy Shen, Linda Small, Barbara Soriano, Amber Sprague

Guest: Julie Bradley, Counselor, DSPS

	Item	Discussion/Outcome
1	Student Group Presentation – DSPS	<ul style="list-style-type: none">Julie Bradley shared that most of the hard-of-hearing students have English issues because they do not use it on a regular basis. Therefore, DSPS offer support classes on Writing and Math, as well as Academic Success Strategy courses. When communicating with this student group, we should write in simple sentences, list or number it, and we should not assume that they already know the process. DSPS is piloting to do AlphaSmart that facilitates interactive communication. If students ask for abstracts or peer review articles, we can ask the students if they need an interpreter, and then call DSPS for an interpreter. A team comprising of one each of Circ and Catalog will work with DSPS in Winter to develop SOP for processing books for DSPS students.
2	Announcement: <ul style="list-style-type: none">Division RetreatFinalize Extended HoursWinter 2016 CoverageIdentify Library Tasks/Projects 12/14-12/22	<ul style="list-style-type: none">Retreat – set for 1/29, planning committee meets on 11/30. Team is encouraged to give input to Meghan.Extended hours – marketed through flyer, portal, marquee, kiosk, and social media. Associated Students will decide on snack and food; our Division is not involved in this.Lead Library Techs are done with Winter coverage; Meghan will review before it is released.Tasks/projects during intersession include (a) creating a list of textbooks that are on demand but are not available, and a list of titles that are old or worn, (b) relocating Brandy's workstation to Cataloging (may order blinds for Hong/Brandy based on work need), (c) moving vault – Linda and Barbara to take the lead to move and organize the new space. Meghan shared the need to put in PIE to reconfigure the vault into a conference room with new tech devices.
3	Student Equity Funds 2014-15 <ul style="list-style-type: none">TextbooksOutreach project	<ul style="list-style-type: none">The Student Equity Plan is designed to meet the needs of targeted student populations who are underserved and whose success has been disproportionate at the college. These include, but are not limited to, first generation in College, ESL, low-income, African American male, Latino male, DSPS, EOPS, Foster Youth, Veterans, Native Americans, and Pacific Islanders.Part of the program will be to supplement textbooks and have librarians do outreach to targeted student groups.
4	Student Equity Funds 2015-16 <ul style="list-style-type: none">Sunday hoursTextbooks continued, info competency sessionsOutreach project	<ul style="list-style-type: none">In addition to having textbooks and doing outreach projects, the Student Equity Funds will enable the library to establish Sunday hours. Details to follow.
5	Other	<ul style="list-style-type: none">Jared shared that PCC has about 20 cameras, including screens in entrance ways. We are not sure what Mt.SAC is at on external camera.Holiday lunch, December 15, 1:00 p.m.; white elephant (Amber).

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