

Library & Learning Resources Division

03/14/2015 Meeting, 6-237, 3:00 PM to 5:00 PM

Attendance: Meghan Chen (MMC), LeAnn Garrett (LG), Bailey Smith (BKS) and Michelle Sampat (MS)

LLR Division Meeting Schedule: every second and fourth Friday 3:00 p.m. to 5:00 p.m.

Topic	Discussion and Outcome
<p>1. Area Updates</p> <ul style="list-style-type: none"> • Library • Learning Assistance Services • Learning Assistance Instruction • Distance Learning/Online Learning Support Center 	<ul style="list-style-type: none"> • Library: <ul style="list-style-type: none"> a. LG verified college catalog information about the library to make sure it is updated. The description was rewritten. In the future, program objectives and recommendations from the Council of Chief Librarians will be listed in the catalog description as well. b. Equity funds are being used to provide additional library hours on Sundays. Library usage is being tracked. c. Easels have been set up to collect student use data, and a librarian will evaluate the feedback and plan d. Student Equity funds of \$18,800 to purchase textbooks and replace older editions and high circulation books. e. Equity funds were used to meet with constituent groups to share library resources and identify barriers. • Learning Assistance Services: <ul style="list-style-type: none"> a. Narrative in the Continuing Education portion of the Class Schedule needs to be updated. b. Kate Abedi has accepted a full time position c. The Learning Lab SLO has a time management focus. Online tips and tangible tools will be provided to students. Flip charts in the Learning Lab will capture students' time management tips. d. Basic Skills proposals were due today. e. Student Equity funding will be used for tutor training. f. The Parachutes and Ladders Inspired Teaching Conference will be on April 15th. • Learning Assistance Instruction: <ul style="list-style-type: none"> a. Lab Instructors are tracking their time in the LARC, Learning Lab, and Tutorial Services. Most of their time is spent in the LARC. b. Faculty members have been asked to ensure their office spaces are conducive to meeting with students. AP 3310 addresses record retention if faculty are unsure what to retain. • Distance Learning/Online Learning Support Center <ul style="list-style-type: none"> a. The DLC is examining the MOU for participation in the Mini Consortium for the OEI. Students are allowed to take up to two courses through the eventual Exchange. How students will access financial aid, support services, library services, grades, etc...remain to be defined. Participating in the Mini Consortium is not a commitment to participate in the Exchange when the pilot ends. b. Additional opportunities for exploring Canvas will be offered. Students currently taking courses in Canvas as part of the OEI pilot will be asked to complete a survey.
<p>2. PIE Follow-up</p>	<ul style="list-style-type: none"> • Division Retreat follow-up needs to occur in each area. LG, MS, EB, and BKS will share information with faculty and staff. Process related outcome progress based on the work begun at the Retreat should be included in the PIE. • If Outcomes work can be mapped to ILOs they should be. For example, READ 100 maps to Critical Thinking.
<p>3. Curriculum</p>	<ul style="list-style-type: none"> • LIBR 1 and LIBR 1A course proposals will be submitted to Stage 3 Dean Approval by April 30th. Doing so allows for feedback, discussion, and modification as needed.
<p>4. Other</p>	<ul style="list-style-type: none"> • Chairs and bistro-style tables will be added to the rotunda area on the 2nd floor of Building 6. • MMC will explore purchasing 6 easels • The Safety Drill will be on March 17th. • The "Show Me Yours" Disaster Preparedness party will be May 5th.

Next Meeting: March 28th from 3:00 to 5:00 p.m.

Cc: Instruction Office