

Library & Learning Resources Division

04/25/2015 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><b>1. Announcements</b></p>	<ul style="list-style-type: none"> <li>• The April 11, 2016 division meeting was cancelled.</li> <li>• May 12<sup>th</sup> - The Get Ready for Emergencies party was moved so that more faculty and staff may attend.               <ul style="list-style-type: none"> <li>a. Present your ready items for your backpacks: bring the backpacks or pictures</li> <li>b. Voting for the following categories: Most Complete, Most Creative, Most Original, The Over-Achiever Backpack, The Tempting Fate Backpack</li> <li>c. Share a list of where you bought supplies</li> <li>d. Activities: Find your Buddy, Melanie Cruse's handheld radio training &amp; other tips, drawings (win an item for your backpack)</li> </ul> </li> <li>• May 18<sup>th</sup> President's Town Hall: All are encouraged to attend</li> </ul>
<p><b>1. Area Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Library</b></li> <li>• <b>Learning Assistance Services</b></li> <li>• <b>Learning Assistance Instruction</b></li> <li>• <b>Distance Learning</b></li> <li>• <b>Online Learning Support Center</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Library:</b> <ul style="list-style-type: none"> <li>○ Sunday hours continue to show strong student attendance</li> <li>○ Assessment activities planned: library workshops, baseline study for the SEP textbook usage (users, grade points, textbooks used, and persistence within classes)</li> <li>○ Mt. SAC Foundation presentation: LG and MMC presented information on library services and conducted a brief tour.</li> </ul> </li> <li>• <b>Learning Assistance Services:</b> <ul style="list-style-type: none"> <li>○ June 2<sup>nd</sup>: Author's Chair Night 6:30 p.m. in 6-160</li> <li>○ The Book Drive to benefit children at Lopez Elementary School in Pomona is under way. Please donate picture and chapter books.</li> <li>○ May 6<sup>th</sup>: Curriculum submissions due to Meghan</li> <li>○ READ 100 was accepted for CSU Critical Thinking Area A3. The Library info kiosk will advertise that in Summer 2016, READ 100 meets General Education, Critical Thinking A3 for transfer to CSUs and will be offered.</li> <li>○ Faculty are considering writing a READ 100 honors course.</li> </ul> </li> <li>• <b>Learning Assistance Instruction:</b> <ul style="list-style-type: none"> <li>○ Developmental Education Parachutes and Ladders Inspired Teaching Conference was a success.</li> <li>○ Friday, 4/29 tutor training follow-up focusing on diversity issues</li> <li>○ Request-to-fill for an Administrative Specialist II was approved. Substitute employees are being sought in the interim.</li> </ul> </li> <li>• <b>Distance Learning</b> <ul style="list-style-type: none"> <li>○ AP4105 is being reviewed by Senate.</li> <li>○ A recommendation to adopt Canvas is being discussed by the DLC.</li> <li>○ DLC is developing a recommendation of a minimum of 4 hours of recertification to teach distance learning every 4 to 5 years.</li> </ul> </li> <li>• <b>Online Learning Support Center</b> <ul style="list-style-type: none"> <li>○ Proctorio pilot: it's an online exam proctoring service and tool. Bailey will work with Michelle Newhart to organize faculty outreach, a webinar, and a demo</li> </ul> </li> </ul>
<p><b>2. Hiring Update</b></p>	<ul style="list-style-type: none"> <li>• LLR Associate Dean – on schedule for May 11<sup>th</sup> board approval</li> <li>• Administrative Specialist III – on schedule for May 11<sup>th</sup> board approval</li> <li>• Librarian – on schedule for June 22<sup>nd</sup> board approval</li> <li>• Library Technician (47.5% time, Sat-Tues)– on schedule for May 11th board approval</li> </ul>
<p><b>3. Accreditation Report and Evidence</b></p>	<ul style="list-style-type: none"> <li>• Post all minutes.</li> <li>• Post outcomes evidence into TracDat 5</li> <li>• Align Program Level Outcomes, including service departments, with Institutional Learning Outcomes – outcomes mapping according to the Outcomes Committee</li> </ul>

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	established maps
<b>4. PIE 2015-2016 Timeline</b>	<ul style="list-style-type: none"><li>• 7/1 Unit PIE due to Division</li><li>• 8/1 Manager's PIE Summary 2015-16 due to VPs</li><li>• 9/1 VP Summary</li></ul>
<b>5. Curriculum</b>	<ul style="list-style-type: none"><li>• Curriculum submissions are due by May 31<sup>st</sup>.</li></ul>

Next Meeting: May 9th from 3:00 to 5:00 p.m.

Cc: Instruction Office