

Library & Learning Resources Division

4/28/2014 Meeting, 6-237, 10:00 AM – 12:00 PM

Attendance: Bailey Smith (BKS), Pat Bower (PB), Michelle Sampat (MS), Emily Woolery (EW), and Meghan Chen (MMC).

LLR Division Meeting Schedule: every second and fourth Friday 1:30-3:30 p.m.

Topic	Discussion and Outcome
<p>1. Announcements:</p> <ul style="list-style-type: none"> • LAC Services • Library • Campus Announcements 	<ul style="list-style-type: none"> • The Parachutes and Ladders Conference on April 18th was very successful. The Fall Follow Up will be October 17th and will echo the themes of this year's Conference. The Developmental Education Study Team will begin planning for next year's Tutor Course Curriculum will go to the Department Meeting on May 6th. • The Learning Communities Institute will be Friday, May 23 from 8:00 a.m. to 3:00 p.m. • Emily Woolery and Stacy Bacigalupi were appointed as co-chairs by the Academic Senate of the Outcomes Committee. • District is still negotiating with the Classified Staff for the 4-10 work week in Summer 2014. The tentative dates would be June 16 to August 8. This is pending negotiations with the classified unions.
<p>2. Area Reports</p> <ul style="list-style-type: none"> • Library • LAC Instruction • Distance Learning/OLSC 	<p>Library:</p> <ul style="list-style-type: none"> • The library wants to create a survey to gather information on student use of the library. • Biology and Nursing faculty have expressed an interest in the Reserve selection. Nursing faculty added texts to the Reserve selection. • Certain library processes seem to need to regularly be revisited. In the Fall Semester, it may be useful to send out reminders to staff in regards to common practices and processes. We may want to add links on the webpage with Reminders for faculty, staff, areas, subjects, etc... <p>LAC Instruction:</p> <ul style="list-style-type: none"> • Alignment of SLO and Curriculum processes. Faculty will be working in their Committees to align course submission with the SLO process. • The Outcomes Coordinator(s) will be evaluating all courses in WebCMS Stage 5 after the May 31st deadline. If SLOs have not been completed, faculty will be notified and have a year to conduct an SLO cycle. A suggestion may be to provide samples and a rubric for criteria to the faculty. • Faculty hiring: Learning Assistance needs additional adjunct faculty members to respond to growth targets. Faculty will review applications on file and determine whether or not positions need to be posted. • Student Equity Plan Writing Groups: Learning Assistance faculty expressed concern that faculty were listed in groups without their knowledge or input. Faculty who do not wish to participate can email Dan Smith, President of the Academic Senate. Interested faculty can attend the President's open meeting on May 9th to participate in a discussion regarding the future direction for writing the Student Equity Plan. There will be a campus wide meeting on May 23rd. <p>Distance Learning/OLSC:</p> <ul style="list-style-type: none"> • The Distance Learning Mock Review was very successful. 17 courses were reviewed. There are some areas for improvement. There needs to be evidence that faculty are providing regular and effective weekly, faculty initiated, academically related contact. Another area for improvement is accessibility in regards to course materials. Faculty who volunteered to participate will get individual feedback. • The syllabus needs to have a statement regarding attendance and participation. • Gap Analysis: <ol style="list-style-type: none"> 1. BKS and Deb Distanto will be leading the work on the Library and Learning Resources Gap Analysis. Faculty and Staff need to be included in this evaluation. 2. Faculty and staff in our Division need to participate in the Gap analysis for

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	Standard IIA, IIB, and IIC as appropriate. r
Enrollment Management (33 LHE)	<ul style="list-style-type: none">• We were given an additional 33 LHE for Fall 2014. We need to add LERN 49 and READ 90 courses based on demand and fill rates. MMC will clarify the enrollment threshold for our courses.• Late afternoon and evening classes need more support in terms of marketing and promotion.• EW will determine how to add 3 LHE in the Library.• PB and MS will determine how to schedule 30 additional LHE in Learning Assistance.
LLR Division Office survey draft review	<ul style="list-style-type: none">• MMC shared a draft of the survey to improve the effectiveness of the LLR Division Office operations and services. Feedback needs to be provided to Loralyn Isomura and MMC.

Cc: Instruction Office