

Library & Learning Resources Division

05/23/2016 Meeting, 6-237, 3:00 PM to 5:00 PM

Attendance: Ema Burman (EM), John Cardenas (JC), Meghan Chen (MMC), LeAnn Garrett (LG), Romelia Salinas (RS), and Bailey Smith (BKS).

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

| Topic | Discussion and Outcome |
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| 1. Announcements | <ul style="list-style-type: none"> • May 26: The Book Drive to benefit children at Lopez Elementary School in Pomona is under way. Please donate picture and chapter books – collection boxes are in the Library and Learning Assistance Center • June 2nd: Author’s Chair Night 6:30 p.m. in 6-160 • June 9th 12- 2 PM: LAC potluck, and everyone is invited. Tutorial Services Math Tutoring area. • June 1-8 Wed. to Wed. – library extended hours for finals week. |
| 2. Emergency Preparedness Party – Update and Next Steps | <ul style="list-style-type: none"> • 28 employees attended. Awards were given: Most Creative, Most Original, The Over-Achiever, Tempting Fate, Most Musically Prepared, the Best Prepared. Safety Buddies were initiated. • Next steps: A newsletter will be sent out. A survey will be sent out. This item will appear in Unit PIEs as a goal to prepare us to serve as state emergency workers in the event of disasters/emergency. Beyond supplies in our backpacks – how should we prepare for the psychological and emotional impacts of a major disaster? Good question to pursue some answers to. |
| 3. Area Updates <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"> ○ OCLC Worldshare Management System (WMS) conference – LeAnn attended. Need to change from WorldCAT Local to WorldCAT Discovery in one year because Discovery is mobile friendly. ○ In the next week, LeAnn will focus on including evidence and revising the self-evaluation report on Standard II.B. Feedback for LeAnn needs to reach her as soon as possible. Writing teams need to submit revision back to the Accreditation Steering Committee by May 25. Romelia is available to provide support to faculty and staff. ○ LeAnn has been elected Department Chair for 2016-17. • Learning Assistance Services: <ul style="list-style-type: none"> ○ Student Equity Plan report deadline: June 30th or August 1st? ○ Final exams proctoring for online courses will be held in 6-122. This is only for online courses, not hybrids. • Learning Assistance Instruction: <ul style="list-style-type: none"> ○ Monitoring enrollment for Summer 2016. ○ Using student demand data (registration attempts by CRN, fill rates, wait list) ○ Experimenting with instructional workshops in LARC and Learning Lab conducted by faculty of record. Staff will conduct review sessions on topics already taught. ○ First week of June: LAC Department will vote for department chair. • Distance Learning <ul style="list-style-type: none"> ○ Academic Senate passed AP4105 with amendments. ○ DLC Recommendation to adopt Canvas was discussed by Academic Senate. ○ DLC working on a Recommendation for SPOT recertification after 4 years’ initial certification or faculty who can demonstrate certification completed elsewhere (e.g., @ONE). • Online Learning Support Center <ul style="list-style-type: none"> ○ Focused support for DL faculty to show evidence of compliance with federal regulations, including “regular and substantive contact” (state regulations language: “regular and effective contact”) ○ Proctorio online exam proctoring tool demo with a small pilot planned for Summer 2016 |

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| <p>4. Hiring Update & Work Space Shuffle</p> | <ul style="list-style-type: none"> • Romelia Salinas, LLR Associate Dean – temporarily in 6-224; eventually 6-227 • Irma Marin, Administrative Specialist III – temporarily 227; eventually 6-226 • Librarian – 6-224 (next to Department Chair, 6-225) • Suzanne Maguire, Library Technician - Circulation Desk (no shuffle) |
| <p>5. Minor Renovation Projects & Upcoming Facilities Projects</p> | <ul style="list-style-type: none"> • Library <ul style="list-style-type: none"> ○ Counters demolition (periodicals and former reserves) – 6/13-6/17 ○ New carpet installation – scheduled for 8/1-8/26 ○ New fire alarm system – Winter 2017 ○ Public announcement system – Winter 2017 ○ 2 internal book drops (one for accessibility) at Circulation Desk ○ Cut a window into 208 door, 226 door, and 226 wall between door and 225 ○ Cataloguing area damaged tiles pose a safety hazard – put into PIE. Tiles in Circ? • Learning Assistance – new Testing Center with DSPTS: site work going to bid now. Estimated occupancy timeline December 2017 |
| <p>6. Summer Enrollment</p> | <ul style="list-style-type: none"> • Review registration fill rate so far (since May 11, first day of registration). • Using student demand data to determine adding/cancelling classes just like every semester: registration attempts, fill rates, wait list, any direct contact with department chairs and/or division office asking for classes. |
| <p>7. Curriculum</p> | <ul style="list-style-type: none"> • Curriculum submissions are due by May 31st. |
| <p>8. Accreditation Report and Evidence</p> | <ul style="list-style-type: none"> • Feedback on the self-study report due May 25th! Please focus on sections that we have the knowledge about: <ul style="list-style-type: none"> ○ IIA Instructional Programs ○ IIB Library and Student Support Services ○ IIC Student Support Services ○ IIC Resources (technology) <ul style="list-style-type: none"> ▪ Please look for Distance Education threaded throughout. • Post all minutes – continue • Post outcomes evidence into TracDat 5 - continue • Align Program Level Outcomes, including service departments, with Institutional Learning Outcomes – outcomes mapping according to the Outcomes Committee established maps |
| <p>9. PIE 2015-2016 Timeline</p> | <ul style="list-style-type: none"> • 7/1 Unit PIE due to Division • 8/1 Manager’s PIE Summary 2015-16 due to Vice Presidents • 9/1 VP PIE Summary |
| <p>10. LLR Division Team Summer Commitments</p> | <ul style="list-style-type: none"> • Conferences, vacations, other leaves of absence need to be coordinated so the Division has appropriate coverage |

Next Meeting: June 6th from 3:00 to 5:00 p.m.

Cc: Instruction Office