

Library & Learning Resources Division

09/04/2015 Meeting, 6-237, 10:00 AM – 12:00 PM

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

LLR Division Meeting Schedule: every second and fourth Friday 2:00-4:00 p.m.

Topic	Discussion and Outcome
1. Enrollment update; forecasting	<ul style="list-style-type: none"> • Enrollment for the division looks good overall. • Look at increased offerings Winter and Spring
2. PIE Regular Review with Units, Implementation, Assessment “few but deep”	<ul style="list-style-type: none"> • Names need to be attached to the goals in PIE for implementation. • Faculty and staff can be assigned responsibilities. • Our assessments need to be meaningful and deep.
3. Public Posting of Unit PIEs Coming up Soon	<ul style="list-style-type: none"> • Unit PIEs will be posted on the College webpages the third week of September.
4. Coordinated Marketing to Faculty and Students – Division-Wide Perspective	<ul style="list-style-type: none"> • How can we communicate with students the importance of completing their basic skills course sequence? The webpage may be a good place to develop some clear information for students regarding the sequence, so students can see how the courses fit together. • We need to determine who will plan and coordinate the message on the big screen. <ol style="list-style-type: none"> 1. Content is being pushed out. 2. What do students need from week 3 until finals? 3. A small “kiosk” group will be created to determine the content and deployment schedule for the information. • Numerous campus messages are sent from this division. How can this be streamlined and provided in a timely manner? A calendar for faculty messages and one for student messages could be used effectively to organize the information and provide it in one place. This could be folded into the kiosk group.
4. College webpage updates due mid-October	<ul style="list-style-type: none"> • Webpage updates are due mid-October. Suggestions for content should be compiled, and broad input from all in the division will be solicited via a quick survey. • Remove outdated information, verify links are active, make sure information is accessible. • From a user standpoint, what is effective and what needs to be revamped?
5. Other	

Next Division Meeting, September 11, 10:00 a.m. to 12:00 p.m.

Cc: Instruction Office