

Library & Learning Resources Division
9/27/2013 Meeting, 6-237, 1:00-3:00 PM

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

LLR Division Meeting Schedule: every second and fourth Friday 1:00-3:00 p.m.

Cross Campus Dialog – 11:30 – 1:30, November 1st. Location to be determined.

Topic	Outcome
<p>1. Announcements:</p> <ul style="list-style-type: none"> • Presidential visit to STDY 100 • General Education Outcomes Revisited – 10/18/2013 9:00 AM-12:00 PM, Founders Hall • Educational Master Plan + Student Success Plan - 11/22/13 9:00 AM-12:00 PM, Founders Hall • Conference/Travel Requests 	<p>Information</p> <ul style="list-style-type: none"> • President Scroggins is visiting L. Walker - STDY 100 Wed, 10/23/13 @ 9:45-10:45 AM 6-136 • Examine GEOs as competencies. Alternative models include cross-disciplinary approaches to GEOs. LLR department chairs are encouraged to attend the GEO meeting on 10/18 hosted by the Outcomes Committee. • Considered offering department chair dialog in the LLR Division regarding competencies students should have as part of their education. These dialogs could include a variety of offerings such as reading, writing, and information competencies, academic support, and student preparation and success. Winter Intersession is a potential time frame for the first dialog.
<p>2. Area Reports:</p> <ul style="list-style-type: none"> • Learning Assistance - Instruction • Learning Assistance – Services • Library – Instruction • Library – Services • Distance Learning • Online Learning Support Center • LLR Division Office 	<ul style="list-style-type: none"> • LAC Instruction – Learning Assistance faculty are going to have a conversation about Learning Assistance Resource Center lab hours. The Spring Schedule will include a note about the 12 hour expectation to participate in a noncredit lab. The LCOM 100 DL was approved by EDC. The first course will be offered in Winter 2014 as part of a GO! learning community. • LAC Services – The campus is working toward restoring service level testing services for the campus. Concerns that need to be addressed include make-up exams and accommodating students with disabilities. • Library Instruction – The library website is being revised. There are 5 workshops being offered. There will be online signups on the portal. There may be expiration dates for the workshops. This process still needs to be established. • Library Services – There will be 2 retirements, Frances Smothers and Mary Walters, both Library Technician III. • Distance Learning – The Committee is working on a Draft Recommendation on curriculum modification for DL courses and a Draft revision DL Amendment Form. In October, C&I will see the recommendation. <p>A Substantive Change Proposal for Distance Education due October 1, 2013. This stems from an ACCJC requirement. If 50% or more of the courses offered are DL and lead to certificates, we have to request prior approval. Meghan Chen and Mary Johnson are working on a recommendation to take to C&I.</p> <ul style="list-style-type: none"> • Online Learning Support – Exploring the use of self-created video clips to showcase our students and Division. We are looking at student engagement through multi-media materials. The Moodlerooms Community can be used as a resource. It's on the elearning tab in the portal. • LLR Division Office – Meghan, department chairs, Loralyn, and Bailey will work on a scheduling process to track courses we add, reduce, and cancel, the rationale and the condition.
<p>3. Faculty Prioritization Process – Division Level Prioritization</p>	<p>Learning Assistance is asking for 2 Math positions, one Reading position, one Writing position, and one Study position. The faculty met on Thursday, September 26th and voted to recommend the positions in order from highest priority: (1) First Math, (2) Study, (3) Reading, (4) Second Math, (5) Writing.</p> <p>Library is requesting one position: Library Science (Reference/Instruction)</p> <p>The Division will rank faculty requests as follows: (1) Library, (2) Math, (3) Study (4) Reading, (5) Math, (6) Writing. This reflects the faculty chairs' ranking, and Meghan concurred. All</p>

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	request forms are due to Meghan by Monday, September 30 at noon.
4. Captioning Titles Prioritization	Learning Assistance Math has a few videos to caption and Study has a number of titles requiring captioning.
5. LLR staff and faculty equipment review for possible replacement	Next meeting.
6. Enrollment management –	May be adding sections in Winter and Spring 2014. We need to consider which classes can be scheduled outside of our department. Determine where classes can be scheduled. We need 80% fill rates in classes. There may some marketing approaches to fill classes. LLR internal process improvement
7. Chancellor's Office California Virtual Campus Expansion Grant	Information. Input requested. Meghan will send the prescribed objectives and activities for input.
8. Other	

Cc: Instruction Office