

Library & Learning Resources Division

10/10/2014 Meeting, 6-237, 2:00 PM – 4:00 PM

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

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

Topic	Discussion and Outcome
1. Minutes	<ul style="list-style-type: none"> <li>Minutes from the September 26, 2014 meeting were approved.</li> </ul>
2. Finalize the Instructional Equipment List	<ul style="list-style-type: none"> <li>BKS will forward the list to MMC by Tuesday, October 14.</li> <li>Quotes will be obtained for the marquee screens that will be located in the Building 6 lobby.</li> <li>In room 238, one monitor is failing. The Library Front Counter machines are running really slowly. This is impacting the ability to offer effective services, especially during high traffic times.</li> </ul>
3. Replacement of carpet in public corridors first floor Building 6.	<ul style="list-style-type: none"> <li>Carpet in the first floor hallways in Building 6 will be replaced with tiles. Brighter bulbs will be put in the light fixtures in the hallways as well.</li> </ul>
4. Donation for Library Quiet Room \$10,000	<ul style="list-style-type: none"> <li>A private donor will be providing \$10,000 for the Quiet Room. These funds are insufficient to complete the project. However, they will contribute toward completing this project. The next step is to determine what can be accomplished with these funds. Mika Klein will be invited to consult on this project.</li> </ul>
5. OEI approved by Academic Senate	<ul style="list-style-type: none"> <li>The Academic Senate approved participation in the OEI Pilot.</li> <li>Faculty who are teaching 100% online courses will be contacted and invited to participate. Interested faculty will be coached and supported through the application process. Faculty application forms are due by 10/17/14.</li> </ul>
6. LAC Morning Opening Protocol	<ul style="list-style-type: none"> <li>Morning Opening Protocol: Role of Skills Development faculty and classified staff Faculty should not open the door. There is an existing procedure. The procedure will be shared with faculty at the Skills Development meeting on Tuesday, October 14. BKS will confirm the procedure with staff in the next week or two. BKS will update the established procedures to identify positions rather than specific individuals. Additionally, a sign will be created to notify students that services may be delayed temporarily.</li> </ul>
7. Reporting employee and student injuries.	<ul style="list-style-type: none"> <li>An adjunct faculty member fell and was injured. The faculty member was asked to complete a form that was intended for students who were injured. Though not intended for faculty injuries, this form provided some useful information. Managers must complete a report within 24 hours of an injury as well. A reminder will be sent out to all faculty and staff to take care and be aware of our surroundings.</li> </ul>
8. Area Reports <ul style="list-style-type: none"> <li>Library</li> </ul>	<ul style="list-style-type: none"> <li><b>Library</b> Pathways meeting: There was general consensus that pathways is successful. There is a desire to continue. Funding is needed for tutors. There is a goal to have full-time librarians teaching linked courses to ensure that there is connectivity between professors and continuity of instructors. There are problems with shifting adjuncts to unlinked credit course because of the high rate of cancellation.</li> <li>QuestionPoint Reference Project: Cooperative virtual reference provided by librarians throughout the world. The vendor is OCLC which is the same as the library's catalog and integrated library system, WorldShare Management (WMS). This would satisfy accreditation requirements to serve distance learning students as well. LG met with involved librarians. She reviewed history, located planning documents, delineated tasks, assigned librarians to specific responsibilities, resolved confusion, evaluated timelines, discussed required accreditation research requirements, and identified a need to inform and train adjuncts.</li> <li>Adjunct Librarians: Evaluation years are being determined. Classroom evaluations have been arranged. Additional adjunct librarians need to be hired.</li> <li>Library: Inventory discrepancies 2,000 titles were not inventoried. Techs are returning to stacks to find and inventory missed books. The first phase of WMS acquisition module implementation is beginning. This involves streamlining and changing work processes.</li> </ul>

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<ul style="list-style-type: none"><li>• <b>Learning Assistance Instruction</b></li> <li>• <b>Learning Assistance Services:</b></li> <li>• <b>Distance Learning/Online Learning Support Center</b></li></ul> <p><b>Other</b></p>	<p><b>Learning Assistance Instruction:</b></p> <ul style="list-style-type: none"><li>• Classroom visitations are being scheduled for new adjunct faculty members and faculty with rehire rights. The current contract and requisite forms are not available. Faculty teaching LCOM courses need to be evaluated. STDY 85C classroom evaluation can be completed by chairs, committee members with course content and SPOT certification, or other designees as determined by the chairs or dean.</li><li>• Faculty is receiving notification about their tentative Spring 2015 schedules.</li></ul> <p><b>Learning Assistance Services:</b></p> <ul style="list-style-type: none"><li>• The Dev Ed Study Team Fall Follow-Up is on Friday, October 17, 2014.</li><li>• It has been short staffed in Learning Assistance Services.</li><li>• A full time Project Program Specialist for Tutorial Services will be hired. A sub will be in place next week.</li><li>• The Student Equity Plan is being written.</li></ul> <p><b>Distance Learning/Online Learning Support Center:</b></p> <ul style="list-style-type: none"><li>• Carol Webster is retiring.</li></ul> <p><b>Other</b></p>
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Cc: Instruction Office