

Library & Learning Resources Division
 10/11/2013 Meeting, 6-237, 1:00-3:00 PM



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

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
1. Announcements:	None
2. Area Reports: <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 – Faculty discussed the expectation of LARC attendance for Learning Assistance courses. • LAC Services –No update. • Library Instruction – Customized workshops are no longer available in the library. However, faculty can refer students to the scheduled workshops offered in the library. There are other resources available to support faculty and students in accessing library skills and materials. • Library Services – no update. • Distance Learning – DLC is working on a recommendation for a process for when we reach the threshold when students can receive 50% or more of a certificate or degree online. This will help us anticipate at what point are certificates and degrees available 50% or more online and prepare for Substantive Change Proposal. Colleges are required by Accrediting Commission for Community and Junior Colleges (ACCJC) to apply for approval prior to offering said certificates and degrees 50% or more online. • Online Learning Support – Web pages may be redesigned to incorporate more icons. OLSA is meeting with Eric Turner and Rick Nguyen to make the students' resource page more accessible. • LLR Division Office – no update.
3. Educational Master Plan – input and data needed	On November 22, 9:00-12:00 in Founders Hall, there will be a joint Educational Master Planning Summit with Student Services and Instruction. Print copies of the Ed Master Plan were handed out to chairs and Bailey for any data or updates prior to attending that meeting.
4. Facilities Request Prioritization	We ranked LLR facilities requests. Ranking as follows: <ol style="list-style-type: none"> 1. Replacing carpet in the LAC 2. Add an internal book drop 3. Building renovation 4. Increased lighting in hallways and classrooms 5. Painting inside Building 6 6. Painting outside Building 6. 7. Classroom reconfiguration of current Language Lab area into 3 classrooms
5. LLR Division Retreat Date	January 31, 2014 is the date for the LLR Retreat . Meghan will send out a Save-the-Date message. At the next division meeting, we will work on getting volunteers for the planning committee (2-3 meetings between October through January) and on getting input from faculty and staff on the content.
6. Enrollment management –	May be adding sections in Winter and Spring 2014.
7. Chancellor's Office California Virtual Campus Expansion Grant	The grant is being submitted today, October 11, 2013. It was reviewed at Distance Learning Committee and had input from LAC and Library department chairs, Director of Learning Assistance Center.

Cc: Instruction Office