

Library & Learning Resources Division

10/12/2015 Meeting, 6-237, 3:00 PM to 5:00 PM

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

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

Topic	Discussion and Outcome
<p><b>1. Announcements</b></p>	<ul style="list-style-type: none"> <li>• On November 6th there will be a half day Learning Conference               <ul style="list-style-type: none"> <li>• From 1:00 to 3:00 p.m. the OLSC is hosting a Happy Hour for Grade Book session</li> </ul> </li> <li>• Save the Date for the LLR Division Retreat on January 29, 2016               <ul style="list-style-type: none"> <li>• Library: Jared Burton and a library staff member</li> <li>• LAC Instruction: TBA</li> <li>• LAC Staff: TBA</li> <li>• OLSC: TBA</li> <li>• The Division Retreat Planning Meeting will be on November 30, 2016 from 3:00 to 5:00 p.m. Location TBA.</li> </ul> </li> </ul>
<p><b>2. Accreditation Update</b></p>	<ul style="list-style-type: none"> <li>• The Standard IIB group met. The team is working on the narrative outline. The first draft is due November 2<sup>nd</sup>. The final draft is due the December 18<sup>th</sup>.</li> </ul>
<p><b>3. PIE</b></p>	<ul style="list-style-type: none"> <li>• Cabinet is making another round of allocations. We need two final quotes before we can move forward with purchasing.               <ul style="list-style-type: none"> <li>• We are waiting for a quote on software to manage student computers. We need to touch base with IT/Bill Rawlings.</li> <li>• We need a quote for Brightlink and possibly another projector. The Brightlink screen is too small for room 6-122 (room is long): content will not be visible in the back row. If the image can be projected on the big screen, then it will be accessible to all students.</li> </ul> </li> <li>• If there is money we will request DVD Blu-Ray players for the library study rooms.</li> <li>• Furniture for the upper level adjacent to the rotunda is needed. Students currently sit on the floor.</li> <li>• The new TV screen for the lower lobby has not been hung yet, pending DSA review for safety.</li> <li>• The flooring downstairs will be ripped out and redone in Winter 2016.</li> <li>• 16 more laptops, 4 for each laptop classroom, will be purchased if there is funding available.</li> <li>• Library study rooms will be painted starting Oct. 17, two each until there's great student demand.</li> <li>• For PIE goals and activities, there should be an appointed point person to lead the effort so PIE is implemented, not just a document we work on annually.</li> </ul>
<p><b>4. Curriculum</b></p>	<p>Michelle Sampat will be reporting on behalf of EDC. The following courses have been approved by EDC:</p> <ul style="list-style-type: none"> <li>• READ 100: being submitted for CSU GE Category A3.</li> <li>• LERN 49</li> <li>• LERN 81</li> <li>• STDY 80 will be on the EDC agenda soon.</li> </ul> <p>LIBR 1 and LIBR 1A are being revisited and will be submitted May 31, 2016.            LERN 61 and STDY 85A are being worked on.            Librarians are working on online versions of library info comp workshops.</p>
<p><b>5. Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Continue with the 4 year review rotation.</li> <li>• Documentation needs to be compiled for the utility and impact of resources that have been allocated.</li> <li>• If we discovered something in Outcomes assessment, how it changed our pedagogy, curriculum, or approach to the course.</li> </ul>
<p><b>6. Classroom Utilization</b></p>	<ul style="list-style-type: none"> <li>• 132 needs a new door cut out for egress that needs a 5 ft. clearance from the front of the room. The teacher station will have to be moved. Faculty members need to provide feedback as to the arrangement of the room.</li> <li>• The upper cabinets will be removed in Room 132. If possible, a whiteboard will be put up in place of the cabinets.</li> <li>• Evening classes have had low enrollment. A short student survey targeting current LERN students will be developed and administered to collect data on student interest in and needs for evening classes.</li> </ul>
<p><b>7. AACU Pathways Grant</b></p>	<ul style="list-style-type: none"> <li>• Embedding learning assistance, contextualized learning, student "on-boarding," connections with</li> </ul>

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	Counseling and other departments (English, Math, CTE, GenEd), curriculum.
<b>8. 90'' TV, Student Message Contact and Schedule</b>	<ul style="list-style-type: none"><li>Meghan will send a draft of the grouping of messages to students for remainder of Fall 2015. The division team will meet in Winter to determine schedule and content for Spring 2015</li></ul>

Next Division Meeting, October 26, 3:00 p.m. to 5:00 p.m.

Cc: Instruction Office