Library & Learning Resources Division

10/26/2015 Meeting, 6-237, 3:00 PM to 5:00 PM

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

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

Topic	Discussion and Outcome
1. **Announcements**	• The Distance Learning Conference will be deferred until Spring 2016 due to scheduling conflicts on November 6th and 13th. Instead, a Canvas discovery session and Moodlerooms Snap theme will be conducted on November 12 from 1-4 p.m. • A faculty survey on learning management system will be conducted from November 13 to the 22nd to get more faculty input. • A discovery session for useful tools for teaching will be held in 6-112 from 1:30 to 2:30 on October 27th. Jannie Ma and Carolyn Robinson are presenting.
2. **Conference and Travel Requests**	AP 7400 addresses Conference and Travel • Conference requests should have immediate manager and VP approval at least 10 days before the conference. • Original receipts or email receipts showing proof of payment is required. • Most economical mode of transportation must be used. • Compensation for private travel will be provided up to the lowest commercial airfare cost. • One employee is reimbursed for mileage. • Registration fees are covered and, with notice, can be paid directly to the vendor by submitting a Request for Payment/Reimbursement. • Single occupancy rates are covered. • Lodging requests may be paid directly to the vendor by submitting a Request for Payment/Reimbursement. • Reimbursement must be submitted within 30 days of travel. • A Missing Itemized Receipt Affidavit must be submitted. • Faculty members' $200 through the division is used first prior to using Professional Development funds. Faculty members may want to consider donating their $200 to other faculty if they are not attending any conferences this year.
3. **PIE**	• MMC will provide PIE feedback in writing to LAC faculty. • MMC will be attending Learning Assistance staff meeting to provide PIE feedback Nov. 6. • Emily Woolery will be visiting Learning Assistance staff on outcomes • Emily Woolery and Mark Lowentrout will be invited to meet with Library faculty and staff to discuss outcomes, especially services and process outcomes. • Emily Woolery will be invited to meet with Learning Assistance faculty to discuss Outcomes mapping.
4. **Student Equity 2014-15 Carryover Projects and Possible 2015-16 SEP projects**	• The process for requesting carryover Student Equity funds 2014-15 involves submitting a proposal to request funds. • Faculty members would like a transparent and clearly defined way to access and effectively use this money to promote student equity. • Equity money might be used for conference and travel to help us work with identified groups, to invite speakers, to develop teaching and learning center activities and resources, and to hire faculty and staff to promote student achievement.
5. **Curriculum**	• STDY 80 was approved • READ 100 is being submitted for CSU GE in Critical Thinking, category A3 • LIBR 1 and 1A will be submitted by May 31, 2016. One unit courses should reflect one unit worth of curriculum. • MS thanked Pauline Swartz and Dianne Rowley for serving on the Education Design Committee.
6. **Outcomes**	• Outcomes will be publicly posted on webpages. • MMC shared the Santa Rosa Junior College Libraries Annual Report which visually presents data in an accessible manner. • LG will contact Alicia Virtue to determine whether we can use the SRJC template.
7. **OEI Update**	• MMC provided a handout summarizing the OEI Initiative Update. • The three faculty will use Canvas to teach: Michael Dowdle (Psychology), Elizabeth Lobb

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	(Geography), and Paul Jefferson (Administration of Justice) • NetTutor is available to all students taking online courses here at Mt. SAC. • The Online Readiness Quest Program is available. • The college has until Spring 2017 to decide to participate in teaching students outside of Mt. SAC. The participating schools will need to develop college-to-college reciprocity agreements. • A test proctoring tool is going to be purchased. • Options for in-person proctoring are being explored. • An academic integrity tool is also being considered.
8. Learning Assistance Services	• SLOs are being worked on • Assessment planning for the Learning Lab is taking place. • The Developmental Education Fall Follow-up was very successful. • Eva Figueroa is back on a part time schedule.

Next Division Meeting, November 9, 3:00 p.m. to 5:00 p.m.

Cc: Instruction Office