

Library & Learning Resources Division

11/09/2015 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 Monday 3:00 p.m. to 5:00 p.m.

Topic	Discussion and Outcome
<p>1. Announcements</p>	<ul style="list-style-type: none"> • DL Workshop Nov. 12 afternoon - Canvas Faculty Focus Group and Moodlerooms Clean Theme (template for course shell “look and feel”) • Student Equity Plan - Internal deadline of Nov. 13. The Equity Plan is due to the VPSS, using the template provided. The College will receive \$3 million for 2015-16. <ul style="list-style-type: none"> • LAC faculty inquired about TAs in classrooms; TAs would not meet the allowable expenditures guidelines for Equity money. The Chancellor’s Office Student Equity guidelines prohibit using equity money to pay for activities that generate FTES. • This division is requesting equity funding for continued tutoring and STEM supplemental instruction • Academic/Student Success Planning Summit - Nov. 20 @ 8:30-2:00 Founders Hall. Department Chairs are invited.
<p>2. PIE</p>	<ul style="list-style-type: none"> • PIE 2014-15 - progress so far (most college PIEs now available on IEC webpage) http://www.mtsac.edu/governance/committees/iec/2014-15completedPIE.html • Our division needs to coordinate intentional outreach to faculty to promote courses, library resources, faculty support/development, and services to students. It’s time consuming to plan, but it could save faculty from getting tons of emails from various areas of our division.
<p>3. LLR Associate Dean</p>	<ul style="list-style-type: none"> • Waiting for an account number to be assigned before the position can be advertised.
<p>4. Facilities requests:</p>	<ul style="list-style-type: none"> • LAC public corridors' flooring will be delayed beyond winter break <ul style="list-style-type: none"> • Learning Assistance faculty members are concerned about the outgassing of the adhesive. They strongly urge a different adhesive be used. • LAC 6-132 overhead shelving need to be removed for safety reasons. A work order has been placed. • Library study rooms have all been painted; next is the library men's restroom and LAC public hallways. • Library quiet room: a project manager, Carol Minning, was assigned. She was the PM for POD's renovation. • 6-222 is being used as a classroom. There are increased numbers of students hanging out on the stairs and the upper level lobby. MMC is getting a quote for furniture for the upstairs lobby. • MMC will follow up on the timeline for the new testing area.
<p>5. Instructional equipment:</p>	<ul style="list-style-type: none"> • 40 laptops ordered; 16 more were requested after-the-fact <ul style="list-style-type: none"> • Are laptops used in every class? Reading and Study classes use laptops regularly. Math classes use laptops as well, but not as regularly. Many faculty members reduced use of laptop because the old laptops were not working effectively. • Smartboards - to what extent are they used? Faculty members use SmartBoards. Additional training will be offered in Winter 2016. • A BrightLink unit in 6-122 has been approved. There will be a dual projection system so the larger screen can enable students sitting in the back rows to see the content written on the BrightLink screen. We're waiting for a quote on the installation labor cost before submitting a requisition.
<p>6. LLR Division Retreat January 29, 2016</p>	<ul style="list-style-type: none"> • Learning Assistance faculty liked the format of the 2015 division retreat. <ul style="list-style-type: none"> • Faculty members would like to hear more about the technology and resources available in the library for students or faculty to use. • Faculty liked the variety of sessions available. • The focus of the division meeting could be equity. <ul style="list-style-type: none"> • We can gather data on students who take LAC courses, use services, or attend workshops and explore ways to provide more services and workshops. • Who among the targeted groups are or are not using academic support services (tutoring, Learning Lab, LARC, SI) or library services? It would be interesting to see who is not seeking services. Target groups of students may not be accessing various areas where services are available. • We will need to work with RIE to provide finer cuts of data on student demographic information to inform the retreat. An RIE researcher may be invited to present SEP data. • For retreat 2016: What is the take-away for faculty and staff? How can we think about equity in our different roles and areas? Information competency might be a viable focus.

Library & Learning Resources Division

11/09/2015 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 Monday 3:00 p.m. to 5:00 p.m.

	<ul style="list-style-type: none">We need to consider how to continue with outcomes assessment, particularly process or service outcomes. This may be accomplished when we separate into faculty or staff groups. It may be valuable to have a researcher facilitate this discussion.
7. Curriculum	<ul style="list-style-type: none">Bill Jones contacted LG regarding HIST 6, a new course on Latin American History, which will be added to the History AA-T. LG forwarded the information to Chisa Uyeki for further follow-up.Library 1A courses: Librarians who have taught the course feel that it's more time-intensive than the one unit implies. Discussion on how to align that one-unit course vs. the three-unit course. Possible modifications might ensue.Discussions on how to remotely support library information literacy continue. Credo was not well received. We are currently looking at other systems.Learning Assistance full-time faculty are not electing to teach LCOM classes. The one-unit courses curriculum may be more time intensive than is warranted for a one-unit class. EB and MS will discuss staffing the LCOM classes with full-time faculty. All faculty members are responsible for the curriculum and SLO assessment within their department.
8. Area Updates	<ul style="list-style-type: none">Library Faculty: Library received 2014-15 carryover student equity funds to reach out to specific student groups. Three components: who to partner with (counselors and Bridge Program staff), whom to inform about information literacy (veterans, ASPIRE, and DREAMERS), and identifying barriers. LG will analyze the reserve collection usage.Learning Assistance Services: On Research Day, there is a session on "The Value of Unexpected Data" by Tutorial Services (Bailey and Rafael) and the Writing Center (David Charbonneau). The LLR Emergency Evaluation Plan group headed by BKS needs a Learning Assistance faculty member and a library staff member (to be recommended by the Lead Technician).Library: Promotion for extended hours for Finals Week will begin on November 16.

Next Division Meeting, November 23, 3:00 p.m. to 5:00 p.m.

Cc: Instruction Office