

LLR Division Council Meeting Minutes
October 11, 2017
3-4 p.m., Library 202

Present:	Baldwin, Donna (DB)	Lau, Loretta (LL)	Medina, Gary (GM)
	Gold, Christina (CG)	Lopez, Cindy (CL)	Perez, Gema (GP)
	Kunisaki, Sheryl (SK)	McMillan, Mary (MM)	Striepe, Claudia (CS)

Absent: **Hall, Lisa (LH)**

The meeting was chaired by CS, and LL took minutes.

AGENDA ITEMS

1. Approval of Minutes

- Minutes of the previous meeting on September 11, 2017 were approved.

2. Library Updates

- Through the Faculty Identification Process three positions have been put forward to be ranked—Systems Librarian, Outreach Librarian, and Music Librarian—with the final rankings to be approved by Dr. Maloney and an update to be shared at the next Council meeting.
- A rise of incidents in the LLR building necessitates a review of library policies, especially on student conduct and discipline.

3. LLR Policies

- A review of what’s currently shown on LLR’s web page shows that policies need to be updated regarding student conduct and discipline. A suggestion is made to incorporate relevant sections of AP/BP 5500 (Administrative Procedure 5500 & Board Policy 5500) so that standards of student conduct are clearly outlined and can be quickly referred to when addressing students who misbehave.
- Some old library polices, such as the Library Display Policy from 2009, need to be reviewed and updated.
- In Circulation there’s a borrowing policy where a patron who wants to re-check out a book (perhaps after having already renewed it once) must wait twenty-fours (24) hours while the book sits on the shelf, even if no one has placed a hold on it. This policy needs be revised because it’s not up-to-standard.
- Children are not allowed in the Learning Resources areas because it’s not appropriate for them to be in tutoring sessions or computer labs, but they’re allowed in the Library parts of the building, thus making it confusing for patrons who bring their kids to LLR. A suggestion is made to have a general children’s policy covering all of LLR that addresses problems of kids running around disturbing others and being left unmonitored by parents who use the library as a babysitter.

4. DE Advisory Committee Update (CG)

a. ECC as Online Education Initiative (OEI) Consortium College

- DEAC (Distance Education Advisory Committee) voted to approve ECC’s applying to join twenty-four other colleges (so far) to become an OEI Consortium college. The perks of membership include:
 - Free Canvas LMS
 - Free NetTutor
 - Free VeriCite
 - Free Proctorio

- Being in Course Exchange, a central repository for courses where member colleges offer their courses not only on their home campus but also on the Exchange, allowing students in any member college to take courses offered by any other college in the Consortium
 - Participating in Consortium meetings and advising on the developments of the Exchange
- DEAC is still at a point where the committee is just deciding whether or not to apply for membership, but right now all the people that need to be on board are on board, and the topic will have a second reading at the next Academic Senate meeting.
 - ECC must meet a number of conditions in the Consortium Agreement in order to join, and the whole process may take a year or more, but the perks will probably kick in as soon as the contract is signed.
 - Impact on the library would include having extra files of student data to upload to Sierra (our Integrated Library System) every semester. Since students from other Consortium colleges who take ECC classes would have dual enrollment status and be considered ECC students, they would be entitled to access our library's databases and would need to have an account in Sierra in order to access those databases.

5. Educational Policies Committee Update (CG)

a. Discipline

- An issue came up in a Senate meeting where a faculty member voiced concerns over a student's repeated cheating with no consequences, leading to the Senate asking about policies in regards to academic honesty and opening up the conversation to involve the larger concern on campus about handling disciplinary issues and how they're tracked through the reporting system.
- A task force will be formed, to be made up of LLR's Interim Faculty Coordinator (CG), a number of other faculty members, a librarian, some of the VPs, people from the AIMS team, and classified staff familiar with student behavior, such as staff from financial aid, admissions, and the library.
- CG shares a draft of the IRF Report (referred to by some as the AIMS Report or Maxient Report), which she will tweak before making it official.
- Concerns include:
 - Negative impact of bad behavior on the learning environment
 - Length of time (sometimes months) that it takes for a discipline to be enacted
 - Problems that may percolate during the waiting period, especially if it's a mental health issue
- It's pointed out that, unlike classrooms, the library is a large space that has multiple access points, with large numbers of students passing through hourly. So the recent incident that occurred in the past month (involving a student's verbal assaults on the Lead Reference Librarian) is but one example where staff in LLR's different service areas may be oblivious to 1) what has occurred, 2) who's the perpetrator, 3) what the person looks like, 4) what action is being taken, and so on. So there needs to be better communication all around, and classified employees who serve students directly certainly need to be part of the campus-wide conversation.

6. Maxient

- Problems include:
 - Not documenting every incident, not doing it soon enough, and not having enough people do it.

- Different people have different tolerance levels, so not everyone may feel the need to file a report.
- Once a report has been filed, it's unclear what the process is for filtering, since it's not laid out in the procedure.
- Deciding on whether an incident should be reported to the LLR Director instead. For example...
- ...a student who's simply upset about a library procedure or policy may not necessarily have a behavioral problem that warrants a Maxient report.
- In recent years different instructions were given at different LLR Council meetings.
- In the library there's no roster like there is in a classroom, so we often don't know the name of the perpetrator, and there's always the risk of misidentifying the person.
- Solutions include:
 - Everyone should be able to file a Maxient report because it's on the public side of the website.
 - The person who experienced the incident should file the report with as much information and evidence as possible and then follow up with the dean or director.
 - The Task Force should be able to clarify the filtering process.
 - Train everyone in the Division on how to file a report.

7. Library Safety from Students/Cadet Hiring

- Sergeant Dal Toruno has been contacted and consulted regarding possibly having a cadet permanently assigned to the library, paid out of the LLR budget, to patrol in certain "hot spots" and "hot hours" where and when safety problems are most likely to occur. Issues that came up include LLR's tight budget, the lack of available cadets, and the fact that they are students. A suggestion is made to use Maxient reports to justify more frequent patrols. Updates will be shared at the next Council meeting.

8. Guided Pathways Updates

- The Council is made aware that the Guided Pathways initiative has been launched and that classified representation is low—only two out of thirty members on the design team—with zero student representation at the moment.
- Impact on LLR includes:
 - DE may possibly be a part of this endeavor somewhere down the pipeline, so it's important that our reps in DE know or at least have heard of what Guided Pathways is about.
 - The Learning Resources part of LLR provides tutoring services and thus can possibly play a part, since the initiative is designed to enhance student success by:
 - Offering "meta-majors" that provide a clearer, more streamlined path to graduation by narrowing down the overwhelming choices that students would otherwise face.
 - Fostering better communication between counselors and faculty (and perhaps tutors too) so that after getting counseling (and tutoring), students can attend classes with a clearer vision of where they're headed.

9. Others

- Brad the webmaster will be (re)contacted and informed about which dead LLR web pages he should delete so they won't migrate to ECC's new web site, just in case LLR's retired Systems Librarian has not already responded to Brad's March 22nd e-mail that contains a whole audit of pages.
- The Council is updated on the Strategic Planning Committee's creation of a comprehensive master plan last year that includes the technology, facilities, staffing, and educational plans. The group is reviewing the status of the current Strategic Plan (2015-2020) and will soon be developing the new Strategic Plan (2020 and on). They will bring in a company to do a branding review on campus using focus groups and surveys that involve students, community members, staff members, and faculty all across.