

Learning Resources Unit Council Meeting
Minutes
9/16/2014

Present: Director Alice Grigsby (AG), Alice Cornelio (AC), Mary McMillan (MM), Seth Daugherty (SD), Cindy Lopez (CD), Rebecca Wilson (RW), Claudia Striepe (CS), Noreth Men (NM), Sheryl Kunisaki(SK), Moon Ichinaga (MI), Lisa George (LG), Don Brown (DB), Howard Story (HS), guest Michele Arthur (MA)

1. Minutes of previous meeting are on LRU website, and will be sent to council members.
2. New minutes taker for 2014/2015 council meetings will be Lisa George.
3. Representative to the Faculty Identification Committee – SD has volunteered, and is approved by the unit council to serve on the Faculty Identification Committee.
4. Open House Planning (CS)- Planning for the Library Open House is in progress with activities similar to last year's event.
5. SAO committee configuration – the council discussed clarification of the areas that each of the new SAO groups will cover.
6. Information Technology focus group report (MN) –
 - a. JoAnn Higdon hired a consultant group for Information Technology. She will receive their report.
 - b. The focus group meeting was attended by 10 faculty and the consultant.
 - c. The consultant has already done a focus group with students. Students' main concerns were identified as being:
 - i. Stable Wi-Fi throughout campus
 - ii. Stable portal access
 - iii. Better mobile apps
 - d. Faculty concerns
 - i. Better staffing and leadership for IT
 - ii. More proactive planning vs. reactive
 - iii. Poor quality assurance
 - iv. Need broader support to include Apple
 - v. Need more orientation to student needs vs. exclusively faculty needs
 - vi. Professional development – need more advanced classes and individualized consultant help
 - vii. Don't understand relationship between Media Services and Information Technology
7. Computer Lab Replacement update – RW
 - a. RW has evaluated student computer labs to identify needs and floor plans.
 - b. Lab scheduling has started.
 - i. Natural Science and Life Science labs are done.
 - ii. Humanities labs are in progress.

- iii. Library labs will be worked in between other labs, starting with Music Library. RW is asking for Friday service for Library lab replacements as that is our lowest use day. LMTC will be done room by room. Learning Center tutoring computers are not included in this plan.
 - c. There will be a Tech meeting on Friday, 9/26/14.
 - d. New computers will have cameras, which will be disabled
- 8. Problem Students – Process and Procedure (M. Arthur)
 - a. Michele Arthur, Interim Director of Student Development, reported on the current, more streamlined process for responding to problem students, and addressed questions and concerns from the council about how this relates to our experiences with students in the library.
 - b. There is a link to AIMS (Assessment, Intervention, and Management of Safety on the Faculty and Staff web page. On that page is a link to the new streamlined reporting form. This form may be used to report violations of the Student Code of Conduct, as well as to report students who are at risk and in need of help.
- 9. Digital Sign
 - a. The council approved the updated policy/procedure for use of the library’s digital sign.
- 10. Money Smart Week
 - a. Money Smart Week will be in April, a week after National Library Week.
 - b. The unit council will resume the discussion at a later date to decide if we will participate in Money Smart Week next year.
 - c. The library will collaborate with the Financial Aid department in October on their Financial Fitness activities. Cindy Lopez will be the library’s contact person for this.
- 11. Other
 - a. SAO – SD made a nice flyer for the SAO open house.
 - i. Planning for the open house is in progress
 - b. A recent issue of AV Technology featured our own Howard Story on the cover.
 - c. Accreditation Team will be on campus Oct 7, 8, 9, 10. They will be headquartered in the Archive room.
 - d. Next unit council meeting – third week in October.