

Minutes of the Librarians' Meeting of April 21, 2016

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Moon Ichinaga (MI), Mary McMillan (MM), Noreth Men (NM), Rebecca Russell (RR)

Absent: Claudia Striepe (CS)

APPROVAL OF MINUTES

Minutes of the meeting held on 4/14/16 were approved online.

AGENDA ITEMS

Librarian Tasks (continued):

- Librarians finalized who will temporarily handle tasks managed by the retiring Acquisitions Librarian (Alice Cornelio) until her position is able to be filled.
- One-time book requests: any requests, outside of normal selections done by liaisons, can be directed to RR who will coordinate purchase with the acquisitions technicians.
- Book donations: inquiries regarding large donations can be directed to RR. Small donations (just a few books) can continue to be collected at circulation.
- EBooks: If orders are coming via CCLC, they were managed by MI using database/subscription funds. Laurie P. is responsible for downloading the MARC records to the catalog. AC. would check the eBook catalog links to ensure accessibility – NM will become the point person for this task. Gale will often send out eBook marketing/sales emails or inquiries. These can be referred to RR.
- ITS is able to provide us with a data port for testing off-campus access to electronic resources. NM will be the point person with ITS to determine location and installation needs.
- MI is also the current librarian liaison to the counseling division. DB volunteered to take on this work as he already has developed relationships and is familiar with the needs of the division.
- A brief discussion was held on the need to determine responsibilities for other tasks and whether or not they should be moved to a different librarian and/or shared amongst a couple of librarians (e.g. oversight of citation guides, LibGuides, archives, etc.) RR requested that we table further discussion of these to a future meeting.

Program Review:

- The LLR program review is scheduled for next year (2016-17) with a submission due date of early spring 2017.
- DB and CS are currently co-chairs for this work. DB recommend that he chair and write the report and have three sub-chairs support the work by supplying needed information and documentation for their respective areas.
 - Claudia S. – SAOs / SLOs
 - Noreth M. – Statistics
 - Sheryl K. – LRC/LMTC
- Distance Education was not included in the last division program review. Confirmation is needed as to whether or not they will be included in the LLR review or be scheduled as a separate program. It would be more likely that the program would go through the academic model/template for review. Gema P. would be supporting this work alongside RR.

- We should plan to distribute the bi-annual LLR satisfaction survey in the Fall semester so the data can be incorporated into the program review. DB will contact Irene Graff to get information on any new survey guidelines.
- A contact for obtaining other supporting information would be Russel Serr who is the Co-Chair of the Academic Senate Learning Assessment committee.
- The program review cycle presented by AC has been confirmed as correct. CTE's are on a 2-year cycle. However, there are still programs that seem to be absent (e.g. Math Academy). The paralegal program is incorporated into Law department program review.

Media Services Webpage:

- RR is recommending an update of the media services webpage, which has old information and some errors. There isn't currently anyone assigned to manage the MS web information.
- In addition, future work should be done on all LLR webpages to make them more student friendly and ensure accuracy of information.
- Website management continues to remain with Ann Garten /Public Relations. Oversight of the Library's webpages continue to be the responsibility of NM, however, support will be needed by all.

New Student Welcome Day:

- Counseling is reinstating this program after being on hiatus for several years and plans are underway for active LLR involvement so we can improve efforts in providing an orientation to new students.
- Scheduled for Wednesday, 8/24 (prior to Flex Day).
- CS, MM, and Sheryl K. will be presenting two "student success" workshops in the morning. Afternoon activities will take place in the library building, including tours of key service areas, library card activation, and a raffle for those who participate.
- NM volunteered to assist in the afternoon as she will already be on campus that day to do the Fall semester data load into Sierra.
- RR will be asking classified staff to participate in some capacity so that more are involved. This will be addressed in more detail at the next Unit Council meeting.

Staffing:

- Students working during the summer must also be enrolled in a minimum of 3 units during any of the summer sessions.
- Distribution of faculty paychecks will be altered next year due to the change of the academic calendar. The two months where faculty will not receive a paycheck (outside of winter/summer session work) will become January and July.
- Howard Story will be working with RR on developing a transition plan for Media Services and his upcoming retirement.
- Franklin White is the newly hired technician for the Music Library.