**Minutes of the Librarians’ Meeting of 9th April 2020**

**Present:** Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Crystle Martin (CM), Camila Jenkin (CJ), Ryan Gan (RG), Mayra Ochoa (MO) , Moses Wolfenstein (MW)

The meeting (via Zoom) was chaired by CS and CS took minutes.

**AGENDA ITEMS**

1. Approval of Minutes The minutes of the 12 March 2020 meeting were approved and CS will send on to Ms. Baldwin for posting on the LLR website..

2. Status of Past Action Items (from 12 March 2020 minutes)

Action Item: RG to note that the library is open during this time, until further notice on the library page – Done.

Action Item: Librarians to ask their Embedded Librarian partners for course information, so as to be able to insert library content into the course shell. The information will be passed on to G. Perez – Done.

Action Item: AJ to create an agenda template for all to add agenda items for upcoming meetings - Done

Action Item: RG to remove FB link from library page – Done.

Action Item: RG to correct the Library SAO page heading to LIBRARY and Learning Resources – Done.

Action Item: MM to add 2019 library survey and Program Review to LLR SAO page - Done
MM placed the library surveys/program reviews in the following place:
Library Planning & Assessment Team page. (not the LLR page)
Surveys went into the surveys folder
Program reviews went into the PR folder

Action Item: CS to continue to work with the ALC on the issue of the PLO in light of added classes and update Nuventive page. In Progress Action Item: Compile a survey re: online services and resources. - In Progress

Action Item: Librarians to send MM a list of e resources preferences totaling Approx $10,000 - Done

3. COVID 19 Update (CM): Cm reported that the lockdown/work and operations from home will remain in place until the end of the semester, and the immediate plan is to conduct the Summer session online, and also plan for this for the Fall semester. A question came up as to whether academic libraries will be open in Summer, at least for limited hours. This is being discussed in the Librarian Council of Deans and Directors. Some are in favor of limited hours, others are against the potential exposure of library staff. Things keep changing as the situation evolves and CM will keep us informed. CS noted the Union might also need to be involved.

Ms. Kunisaki is working on getting all the tutoring online, and library worker Steve is manning the Canvas Assist, set up to help students navigate Canvas. MW noted that he and Ms. Perez are very busy providing emergency support to faculty and students, and certifying faculty for online teaching, with approx. 200 currently enrolled in his SPOCK (Self Paced Online Canvas Knowledge) session

4. CANVAS Assistance & International Student Program Partnership (CM): CM reported that the library had bought a few extra “queues” within the Springshare LibAnswers platform. These queues will be used to host the Canvas Assist, and support for the International Student Program. Lindsey, the Director of the International Student Program, saw and liked the library CHAT feature, and wishes to try the format to support foreign students in the program. They will pay us for the queue. CM noted that it is not expensive to add queues and that they are user friendly. LR staff and pt/time staff from the International program will run/manage the queues. Action item: Implement and train staff re: Queues for Canvas Assist and ISPP

5. Instruction Update (CS): CS reported that obviously statistics will be down for Spring Semester (and possibly Summer and Fall) On the other hand amazing work has gone into providing students and faculty with access to instruction materials. Several LibGuides have been produced and posted. Librarians with Embedded partnerships have linked to faculty Canvas pages and posted content. CS and CJ have made some of this content available in the Canvas Commons (see El Camino Library) and alerted the general faculty. Some librarians have given real-time, online orientations (MM and Prof Teal) and CS has been approached for a real time presentation via Zoom after the Spring Break. CS expressed thanks to all for their work as regards library Instructional support for students and faculty.

6. Public Access Update (GM): GM thanked RG for his help in being responsive to Public Access concerns. They have suppressed email notifications re overdue items, Addressing these concerns really provided a fast, and in-depth introduction to our new system. Due dates have been changed to June 30th for all items, including faculty loans. Classified staff have been given projects, and GM keeps in touch via a weekly email check-in. Please send suggestions for project ideas to GM. GM has also been running professional development webinars for the PA staff.

7. Library Systems Update (RG): RG thanked all for their suggestions re changes to the LLR webpage which he can now begin to implement once everyone has voted on the changes, and also for suggested changes to the Alma Primo system. RG held an Analytics training via the Oracle database, which CJ and GM attended. RG noted that he recorded the Zoom training and can repeat it upon request. The CC tech consortium is doing some OCLC reclamation to sync bib. records through Network zone. RG is talking with Ms. Pelayo as to any possible impact on our local records. Action Item: RG to update LLR webpage based on librarian votes.

8. Library e-Resources: Gale Archives, Other New Subscriptions/eBooks, Canvas Integration (MM): MM requested time for a brief demo of some new platforms, so as to familiarize the librarians somewhat with the products in case of questions. CS noted that ½hr would be allocated for a demo at the end of the meeting as we were making good time. MM reported that there was a lot happening in e-resources. MM is about to finish spending the monies and needs some final input. Re the shared document sent to the librarians via email the top three votes went to Ebsco Academic ebook collection, which will provide the library with 150,000 thousand additional ebook titles…this has been ordered and the subscription begins in July, although MM has requested and earlier start (due to the CV-19) and is awaiting a response from Ebsco. Next top pick was Academic Video Online (Alexander Street Press/Proquest) which will give us access to almost 70 thousand titles and can be integrated into Canvas.

The next top votes went to US Statistical Abstract online, Ferguson’s Career Guidance Center, PsychArticles, Art Full Text and Oxford Art Online (previously Grove Art). Another item needing consideration is Visible Body, currently set up for the Anatomy and Physiology faculty but, as the library is closed and students cannot get to the anatomy models, we need more in this area, for instance the Human anatomy Atlas, and the Anatomy and Physiology app – but these are expensive. Perhaps we can ask the Health Sciences for some cost sharing help. Gale’s Primary Sources Archives Unbound has already been purchased through different one-time funding. Curriculum Builder’s ebook content can be integrated into Canvas courses. Buying the three highest voted items - US Statistical Abstract online, Ferguson’s Career, and Academic Video Online cost $8,184, with $4.310 left over. Discussion flowed. RG proposed finding $75 dollars more to bring our total to $4,375 so that we could afford Ebsco’s Art Full-text. GM seconded this citing the plethora of new art assignments. CM agreed this was possible.

MM noted that she also has some one-time funds…and librarians should re-look at the list of book purchases MM emailed earlier. While we can afford all so far requested, some titles are older and also some only provide single use, where we ideally need multi-use to better support unlimited classroom use, also some are very expensive. So please relook at the list with these criteria in mind. These will be on the Credo platform. Some ebooks have been purchased for the History faculty, and will be on the Ebsco platform. We will try and spend the money by the end April, but some leftover funds can be put into an Ebsco ebook acquisition account with CM’s approval. CM gave approval. MO noted that some of our Music Library encyclopedia titles are really old. MO will compile a list of online titles in this area and see which platform supports the, MO will work with CJ on this. CJ suggested working with the music faculty and identifying titles by genre. MM has been meeting with vendors to see how to use more online content via Canvas. Some have apps that faculty can choose to add. Integration would be seamless as students would not have to log in. MM will liaise with MW and Ms. Perez on the details. MW noted that he prefers NOT to have a default integration; loaded as an external tool is better in his experience.

Action Item: MM to finalize database purchases and E book purchases.

9. Outreach Look Ahead (CJ): CJ reported that a Master Guide has been made and posted. CJ thanked all for their contributions to this. The Master Guide is also the default link in Canvas. This helps students “hear our voices”. This guide has also been sent to Marketing and Communications and appears on all resource lists on campus. Please give any updates to CJ to implement. CS also thanked CJ for her help in promoting the upcoming Internet class. CJ has built an impressive network on campus that we can use to our advantage.

CJ was wondering what to do re: Outreach in the upcoming months, especially as all “live” events have been cancelled. Discussion followed. Some ideas were: to host an online Writing “drop-in” with the Writing and Tutoring Centers, to have a weekly email/newsletter update on resources and highlight certain resources (like MW’s Daily Blast or the President’s Newsletter), mini webinars on different topics coordinated and hosted by CJ but presented by different librarians on different topics, schedule one-on-one time with students needing extra help via the libcal appointment schedule. If we take appointments we should make it more personalized by adding our picture and noting that these are ECC librarians, again to foster the contact with the students. If we use the newsletter idea, we should save/post them as a historical record. Action Item: CJ to plan to implement some Outreach ideas with the assistance of all librarians

10. Academic Senate Update (CS): CS reported out on the Senate meeting of the 7th April, conducted via Zoom. LLR members MW and Ms. Perez were lauded for their amazing work to support faculty moving their class content online. SLO completion rates are good. The PLO submission deadlines have been extended. QFE timeline for SLO/PLO project was approved Only truly on-line classes will undergo ILO assessment this year. The Dean’s Rep for this session was Idanya Reyes, who spoke about Student Services. She reported on a survey of 500 students that showed students struggling with Internet access and Canvas, noting also that they field over 60 calls a day on these topics. She urged faculty to continue to be patient and flexible. VP Dr. Shankweiler reported that accreditation is moving along, and that ECC would be having a Virtual Accreditation visit. Some faculty hiring is on hold for the immediate future. VP Ross Miyashiro reported that the Student Services Warrior Pantry is breaking records helping students. There has even been a visit from a film crew. There is drive-up, and walk- up access. Monetary donations are welcomed. Student Services is fully operational online. Vendors have been contacted re hosting a Virtual Commencement this year.

Online Education has over 200 enrolled in Spock certification. The Accreditation ISER had its second reading, and was unanimously approved by Senate. The first reading of the updated (2020 – 2025) Making Decisions at El Camino College was held A resolution to support Pass/No Pass grading this semester was passed.

A Resolution to extend the Fall semester to June 30 for SELCTED classes where hours are important to certification was discussed and will be voted on at the next meeting. There are many facets to this idea, and the Union will also need to be consulted The Federation is continuing to meet virtually with Administration re the contract. The Federation is preparing a Summer MOU re Covid 19 issues. An Academic Board member will also now be present at Federation meetings/

Other/Future Agenda items: AJ and CM to review summer and Fall schedules. Please notify AJ of your Summer availability via Teams. There will be fewer p/t hours in Fall as CS will be done with Accreditation. CM thanked all for keeping the Library visible and continuing to provide support and content for the entire ECC community. Action Item: AJ and CM to review summer and Fall schedules. AJ to finalize and supply Summer hours once he has received notification of your Summer availability via Teams

MM demo of Academic Video Online and Gale Archives Unbound. Time allowing, MM demo’ed 2 upcoming resources. Academic Video Online will provide the largest academic content available. ProQuest bought Alexander St. the database can be integrated into AlmaPrimo One Search. Unlike FOD there are no individual film clips in the search results, only full videos. However, faculty can make their own clips by creating a free personal account where they can save them. There are many Channels and one can use the toggle icon to filter results and sort by date, content etc. Click on the videos to get details. Closed Captioning is available, as are transcripts, and a permalink embed code. There are some series – for instance, one on Dance. There is also some 360 VR content. HOME is NOT the default as this links to some content that we may not own, and so may be confusing to students. One the subscription formally begins we can do some extra branding.

Gale Archives Unbound – similar to the other Gale Archives and we will integrate them into a Gale Product Meta Search. The Topic Finder produces a Mind Map type feature. A plain text OCR is also available, which is great for accessibility as compared to the scans. Gale will be adding permalinks to specific collections in at a future date

**ACTION ITEMS**

Action Item: Implement and train staff re: Queues for Canvas Assist and ISPP

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