

Minutes of the Librarians' Meeting of 11th June 2020

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

Absent: Gary Medina (GM)

The last meeting of the Spring 2020 semester (via Zoom) chaired by AJ and CS took minutes.

AGENDA ITEMS

1. Approval of Minutes The minutes of the 14th May 2020 meeting were approved and CS will send on to Ms. Baldwin for posting on the LLR website once approved.

2. Status of Past Action Items (from 14 May 2020 minutes)

Action Item: CS to send Minutes of last meeting to Ms Baldwin for posting to the Library Webpage. **DONE**

Action Item: CM will send the Distance Education Plan 2019 - 2022 to all for reading. Send comment to LLR AS reps. – **DONE and Passed by ASenate**

3. Share about your "End of Semester" meal

Instead of the usual Librarians' Luncheon party – cancelled due to Covid - the librarians discussed what they had brought to eat during the Zoom meeting.

It was agreed to one day celebrate with a "coffee-tasting" AKA a "cupping" according to ex-barrista RG, of "Ryan's Restaurant"!

4. Reference Services Summer/Fall 2020 Update- AJ

AJ noted the Summer and Fall schedules are complete. In fact the Ref schedule has been completed through Spring 2021. An alternate schedule (in case of budget cuts and no p/ts) will also be drafted. As AJ will be taking on an extra project with Academic Affairs and will only be working a 50% reference schedule, his hours have been somewhat rearranged, but he will still take his full load. P/t scheduling questions during the summer can be addressed to Dr. Martin, f/t librarians can work out lesser scheduling conflicts amongst themselves or contact Dr. Martin.

5. Academic Senate Update CS

Meeting of 9th June was the last senate meeting of the semester. VPs gave reports. Of interest was the report from the **Faculty Development Committee** which noted that the FDC had worked out a MOU that Fall PD Day would be shortened from the regular 6 hours to 3 hours. The Morning General session and Division meetings (totaling 3 hours) were mandatory and would be held via Zoom, but the afternoon sessions are optional. More training and opportunities will be held through the semester to make up the 3 hours. Themes for PD Day, though not finalized, include anti-racism and Online Teaching. There is also a Summer collaboration opportunity, including a stipend, to work on better Online instruction. Jenny Simaon sent out an email. The librarian component is seen to be important.

The **Finance and Budget Committee** reported that a tentative budget had been passed, but will

definitely be revised once the State sees how things look. High priority items for the ECC budget include: Educational Programs, the Funding Formula, items legally mandated, support of at-risk populations, technology, especially for remote education, Cleaning of ECC.

The **Technology Committee** reported, amongst other items, that there is a lack of IT staffing, and that IT would no longer fund Division specific software...will this impact us?

Dr Shankweiler reported an extension of the grade submission deadline to 22nd June.

The Online and Distance Ed Committee reported 340 students in the SPOCK course, and that the course content would be complete and online this week.

The Resolution to a Commitment re Asian, Asian American and Pacific Islander Communities was adopted with amendments re a more inclusive title

The Proposal to change the campus plagiarism software from TurnItIn to UniCheck was accepted. Full Academic senate minutes (once approved) can be read at

<https://www.elcamino.edu/academics/academicsenate/agenda.aspx>

6. Preview of AlmaAnalytics/Statistics Demo - RG

Tabled/ RG reported that Reserves can now bundle materials under professor name and course number and name which will make items easier to find.

7. Supporting the Senate's resolution with resources and ebooks Discussion – CJ

An Action coalition meeting was called on campus to open dialogue on recent events. The name of the coalition has since been changed to the Action Network, per CJs suggestion, to welcome more dialogue and input. It was felt important that the library have a voice in discussions and campus actions.

Linda Cooks and CJ have also coauthored a libGuide “Starting and Sustaining Conversations, which has been sent to the campus resource page

CJ has also spoken to MM re: purchasing more ebooks related to anti racism. Also the librarians should please pass any books suggestions on to CJ for possible addition to the guide.

CJ asked for ideas re; librarians involvement with injustice – to build more Guides and Reading Lists, but also as a prelude to more ACTIVE events. The idea of academia and its intersection with injustice is intriguing to our colleagues. CS recalled a bibliography of African-American works in the ECC library, compiled some years back. She will look for it and send to CJ. Ideas that were immediate included “Self-Growth” reading list, and a video streaming list on the topic of racism. These ideas align with Academic senate direction and Institutional Planning. All population groups and equity initiatives should still be strengthened, but the focus should be particularly on African American students.

8. PT Librarian LibGuide Ownership Discussion - Dr. Martin

Some p/t librarians may not be returning. The LibGuides they had created will need to move to the full-time librarians for maintenance. Dr, Martin will email the librarians with the titles of these guides. It was suggested that the original creators names be left on the guide for at least a year to give credit, and only as content changes substantially should the creator name be changed.

MM also reminded folks to check ALL guides over the summer for outdated links etc and directions on accessing resources that might have changed.

9. Faculty Area Responsibilities Update/Discussion - Dr. Martin

CM shared a spreadsheet of responsibility area updates including:

Franklin White liaison with photocopy services,

GM liaison to Industry and Technology (new)

RG looking after LSP and LibGuide statistics, The LSP is connected with /to Colleague, RG will continue to maintain the web pages, new liaison to Natural Sciences

MM to handle EZ Proxy, and catalogue ebooks and active e resources in Alma PrimoCJ now

Music liaison AJ to continue training p/t librarians, Maintain LibChat

CS – no changes

MW position added to Faculty Area Responsibilities list

CM also reported that IT is no longer paying for Division specific software. The money that IT used to spend on these items will be divided up and sent directly to the departments to allocate. This will mean less work for the understaffed IT department. We saved a little when we moved to Canvas as it is cheaper than Etudes.

CM noted that some areas are switching Divisions as the metaMajors are discussed and allocated, It was decided that liaisons can stay as they are for now, and we can revisit after the Metamajors have been settled.

CM reported that student IDs are being eliminated as semester stickers are very expensive. The LSP will know who is an “active: student automatically.

The Use of Lottery funds for library purchases was discussed, CM noted that these will be used for Law purchases this semester, and most future book and database purchases will come from this fund. These are seen as “protected” funds. CS asked whether there was a “downside” . CM said she had asked that this be made “automatic: so that she does not have to justify the funds and defend our budget each year.

10. Embedded Librarian Program Update/Summary – CS

CS noted she sent out the Semester and year end report to all involved. CS added her thanks to the librarians for handling the embedded classes so well during the epidemic, and noted that this is echoed by all the faculty thanks as seen in the full report. CS will send out info re the Spring semester a little later in the summer.

CM reported an instructional design hire, so the DE department is now 3 folks, New hire, plus MW and Ms Perez.

Facilities is working on the Circulation counter with a new blue countertop.

11. Union Updates:

Union Reps CS and AJ gave an update. Please use “private: emails to discuss Union business, The item on the 3 hour OD day was repeated. The other 3 hours will need still to be made -up

12. Action Items:

Action Item: CS to send Minutes of 11th June meeting to Ms Baldwin for posting to the Library Webpage once approved

Action Item: All librarians to check LibGuides over Summer and update as needed

Cs/ecc2020