

Minutes of the Librarians' Meeting of 27th August 2020

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

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

AGENDA ITEMS

1. Approval of Minutes The minutes of the 11th June 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 11 June 2020 minutes)

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

Action Item: All librarians to check LibGuides over Summer and update as needed. **DONE, and Librarians will update the guides formerly hosted by part-timers as needed.**

3. Summer work Update - All

CS - Part of a Faculty Online Innovation Grant team that devised modules in areas of expertise (ESL student equity) really rewarding experience with great team, learned a lot from the team, posted the Modules to Commons, made a video, and presented at PD Day; invited to sit on the Guided Pathways Advisory Committee, Presented at the New Faculty and Part-Time Faculty Welcome Day; Summer Orientations, began work on compiling a Black Authors and Black History books/e-boos owned by ECC bibliography; attended several webinars; worked on updating Class materials for Fall; completed work on Accreditation ISER and signed off on document to be sent to the visiting team.

GM – Part of a Social Science FOIG team, also a great collaborative experience with faculty he does not normally work with.; worked on archiving Oral Histories with Compton CC; created a Information Literacy shell with an equity theme.

CJ – Part of a Eng 1C FOIF team providing lots of scaffolding to address the gap between Eng 1A and 1C – great experience; worked on an Academic Integrity module and an Anti-Plagiarism module using positive language. These are all in Commons and the team also presented on PD Day, also learned a lot from her team.

RG – worked with Erika in the LRC to set up check-out in Alma re: calculators, and now the new influx of laptops; worked with GM on a Reserves module that will allow for the transfer of files into the system; continued the Alma cleanup and have completed over 35 thousand records; presented at the LILI conference in the Web arm; is an adjunct lecturer at the University of Illinois Urbana-Champaign.

MM – is proud of the LILi board as they hosted this year's 1st virtual LILI conference (over 300 registered). She has also finished her 3 year tenure on the Board as this year's Past-President; finished a report on the AB 798 Grant showing that the campus saved students almost \$1 million dollars in textbook costs through the adoption of OER; got new e-resources activated.; putting new e-resources into OneSearch – Credo and Gale are largely done, but not Salem Press as yet, and partially through Ebsco. MM is also on a BSS Meta-major team. The BSS Division is thinking of building a ZTC Degree pathway in History. MM also has worked on gathering stats on 19-20 database use.

AJ – will be participating in a Conference Panel discussion for the TLA District 10 Texas on

Engaging International Students and will feature our International Students Program. AJ was also on a FOIG team with a great Art History group and the theme was visual literacy. AJ created a cartoon video showcasing diversity and a Welcome to the library, and the Reference area and showcased some reference resources.

CM caught up on Procedures for the Online and Distance Education area. CM worked with Dr. Shankweiler and Dean Breckheimer to revise the book order form to make it easier for the library as regards identifying ZTC items. CM ran the search committee for the ODE Instructional Designer , and was on other search Committees. CM helped refine the calculator forms. CM also presented at the New and P/T faculty Welcome Day. CM worked with the Welcome Center, and met with Student Services. Also worked with S, Kunisaki an getting Canvas Assist smoothly running. The L7LR has also taken on the Prof Dev department with their staff. It is a good fit for the L & LR especially as regards space management. CM hopes to reinvigorate training schedules and offerings and record some of the older trainings so that there are less “repeats” on the page. Tuan will be the administrator of that area. CM will join the Faculty Development Committee and tackle the outdated material on the FDC website, CD will handle the NFLA and CJ will help with a BookTalk for the group

MW Shepherding the final faculty through SPOCK. Welcomed Ryan Martinez as the new Instructional Designer – he will officially begin on the 1st Sept.

There was a comment re: there being too many TEAMS sites and conversations making it difficult to find older threads. One CAN search for conversations and discussions by typing in the search area **from:name**. **Also if you share a file in the chat area it automatically goes to the Files area.**

4. Academic Senate Update CS – see END for update re 1st Sept AS meeting

5. Searching in ALMA - RG

RG noted that physical items are turned OFF during the closure of the campus and library. He has set up access to the ALMA screens using indiv. IDs and passwords to allow for librarian searches for book buying and checking for duplicates. One can set the top default to ALL TITLES or PHYSICAL TITLES. Authors are dubbed CREATORS. We can save queries if desired. RG noted the different facets on the drop down menus and on the left side of the screens.

If searching for a physical Location/sublocation, change to PHYSICAL TITLES, and choose MATERIAL TYPES for items like scores. Search INSTITUTION Zone NOT Community Zone.

6. E- Resources Update - MM

MM noted that new resources have been activated in the A-Z list. MM is working on more guides, for instance, Career Exploration, highlighting our resources. MM, CJ and an MLIS student have been working on a project featuring Technology in Libraries. MM reported that we can access Choice Cards electronically now. MM mentioned that reference shifts bring a lot of requests for information on textbooks. Students seem confused. Other Divisions need to update the information on their pages. CM noted that our online chat is the only platform to be staffed with people, Other divisions are staffed with AI this is why information differs.

For instance compare the library page and the Bookstore page. MM encouraged all to get familiar with the new e-content and promote to liaison Divisions. There have been many requests for theatrical films especially for film classes, Sadly we do not have unlimited budget. If it is

beyond what is available to our library, we can refer faculty to public library offerings like Kanopy (there ARE some limits) To put things in fiscal perspective ECC has an e-resources budget of \$153 thousand compared to LAPL \$ 5 to 10 million

7. Student Support Expo - CJ:

CJ reported that this is coming up soon. CJ had sent all a mail requesting a quick video featuring faces and voices to lessen student feelings of isolation. This is usually a tabling event, now a week-long CANVAS “festival”

CS reported on a Future Students Support canvas page, Student Services is trying to move more support to Canvas. The Library will get a page in the Student Services hub that will point students to our services. It will be another entry point for students. We will have control of the page. No publication date has been set as yet.

Action Item: Please send CJ a film describing your department by Monday 7th approx. 2 mins

8. Public Access Update - GM:

CXS noted separate Reserves module to make it a separately searchable area in the future. GM developed four videos for PA team training. Carla Cain will run these trainings. GM reported on the Book Return Project noting that PA staff spent three days on campus to receive items and we now have 60% of the books borrowed last semester back. These are being quarantined and then check-in – it has been a great team effort. We may have a mail-in system this semester to get the rest back

8. Instruction Update:

CS noted and confirmed with MW that, per FERPA, one cannot address 2 classes in one Zoom session. Faculty may have to open Office Hours, then use the Waiting Room System. MM noted she is offering open sessions for students, and ,as this is optional, it will not conflict with FERPA rules. ;

9, SAO Update – CS

CS noted that CM is updating the SAO page, The latest SAOs have been sent to CM. AJ is helping CM update the campus-wide SLO page as part of his work with Dr. Shankweiler. CS asked all to think about which SAO to analyze this semester. Perhaps the Systems SAO We will discuss at the next meeting

Action Item: Think about which SAO to analyze this semester. Perhaps the Systems SAO

10. Federation Updates: CS and AJ

CM left the meeting. CS and AJ reported on new Federation developments and urged the librarians to attend the Zoom session on 28th August at 3pm

11 – OTHER– ALL

MM reported on her OER panel presentation on PD day, There were 80+ attendees. MM is starting a series on OER and the Classroom, mini topics for teachers, titled Bits and Bytes. This will be a PD opportunity for faculty. Please speak to MM if you are interested in participating

MM asked all the think about paper periodicals especially if we do not open in Spring. They are piling up and not being read and costing money. Maybe we can get some of the same content electronically via a platform like Flipster. Our subscriptions are paid through January
MM and CS reported on a mail they had sent Dr Shankweiler re the status of returning the position of Dean to the L&LR and Dr. Shankweiler's response

12. Action Items:

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Cs/ecc2020

UPDATE from Academic Senate Meeting of 1st Sept 2020

The Academic Senate wanted us to share the following about some of the challenges students are facing as the semester begins so that we can offer the best support.

Drops and Reinstatements for Struggling Students: Counselors reported that some students who have been dropped from classes have expressed interest in being reinstated, and may have been dropped in no-show reports due to technology access issues or misunderstandings about how/when to access their courses. Counselors asked that instructors be as understanding as possible, and if a student has not yet logged into Canvas, perhaps contact them using their ECC emails (outside of Canvas) to check in and give them a deadline to submit work to remain in the course. Drops must still go ahead per Education regulations, and teachers are also noting that they give the spaces to waitlisted students

Technology Access: Laptop loans (and free WiFi hotspots) are available for some students. They may apply for either by filling out the form in the link below: Laptop Loan Application
link: <https://www.elcamino.edu/notices/coronavirus/laptop-loan-program.aspx>

Ms. Kunisaki noted delays in the process due to the overwhelming demand. Tell students to please be patient. This is also exacerbating the previous item – drops. Some students are attempting to take online courses via the Canvas app on their phones. This puts them at a disadvantage, and they may not be able to see or access all of the course content this way. If you find out about a student who is without a computer at home (some might tell you, and it could also be worth checking in with students who already seem to be missing work on Canvas), refer them to the laptop loan program above and/or a counselor via ECC Connect.

If students are having trouble with Canvas, the Learning Resources Center has a live chat on their web page for student support. Send them to the link below and tell them to click the "Ask Us About Canvas" tab (on the right side of the page). This chat is run by tech-savvy students who want to help their peers. There are also videos and tutorials on that same page for students who are having trouble navigating Canvas. Ms. Kunisaki also gave a presentation on the very popular Canvas Assist, that was well received. Learning Resources Center link: <https://www.elcamino.edu/library/lrc/>

Delays in Technology and Textbook Orders: There have been some delays in getting laptop loans and book orders to students this fall, especially affecting book orders for students on financial aid. We are asked to be mindful of that, and find solutions for students who are still waiting on their textbooks (suggestions include possible extensions for students waiting for their books, providing free online access like PDFs or alternatives for these students to use in the meantime, etc.).

The Library was called out,,but the three of us all spoke up, noting that we do not have endless budget & staff resources. And that while Gary & Ryan are working with the Reserves in Alma/Primo, this reserves module will allow students to search for their classes/instructors to see if/what is placed on reserve for that class., but does NOT mean the content itself is available in electronic

format. Currently the bulk of our available textbooks are only in print. Faculty MAY find certain books in eBook format (mostly those supplemental types of texts), faculty can link to it directly or perhaps link it to the reserves module.

Unfortunately, VitalSource & RedShelf ended their access to complementary commercial textbooks in May...or rather the individual publishers ceased allowing them to be offered for free on the platforms. :(