

## Minutes of the Librarians Meeting October 8<sup>th</sup>, 2020

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

The meeting was moderated by AJ and CS took minutes.

### AGENDA

1. **Approval of Minutes:** The minutes of 10 September meeting were approved with minor corrections. CS will send minutes on to Ms. Baldwin to post to the webpage.
2. **Status of Past Action Items:** A. RG to put together a Systems SAO survey. On this agenda and In Progress. B. Letter to Divisions re: Library Role and Resources during pandemic closure. To be crafted by librarians and sent to Divisions. In Progress. C> Institute Classroom Name Changes upon Library Reopening. Awaiting reopening to put into effect.
3. **Faculty ID Submission:** CM reported that the college is 20 over FON, so there is little opportunity for hires overall, but we are still welcome to submit positions. We have already given the matter some thought and positions that have been discussed include an Equity librarian, and an e-Learning librarian. CS announced her intention to retire end Spring 2021 and said that the position of Instruction Librarian should this also be put in the mix. After discussion it was agreed that the librarians should submit requests for two positions and make them as general as possible. This will allow current librarians time to decide whether they wish to shift current positions (reassignment is in Dr. Martin's purview to grant). CM (aka Dr. Martin) will draft a general position statement and circulate that to the librarians to add to. GM noted that our stock is high right now due to the positive comments of the Accreditation team during their exit interview and we should capitalize on the momentum.

**Action Item:** Dr. Martin will draft a general position statement and circulate that via TEAMS to the librarians to add to

4. **Spring Reference Schedule:** Dr. Martin and AJ have consulted on the schedule. All 6 p/t librarians have agreed to continue their reference shifts. The schedule will be largely identical to Fall. Dr. Martin will post to the TEAMS site. The budget seems stable through June.

**Action Item:** Dr. Martin will post the Spring Ref Desk schedule on TEAMS

5. **Systems SAO:** RG shared the survey questions he has received/compiled so far. CS suggested RG consult with Josh Rosales of Institutional Research re" suitable dates to run the survey. MM noted that Mr. Rosales may be booked through the Fall. Nevertheless, a time can still be booked, even if it is early Spring. We can at least get the survey instrument completed this Fall. MM enquired whether RG is still accepting survey questions. RG said yes, especially as we now seem to have a little more time. MM noted that we should frame questions to get data that we can act upon. CS suggested including a question that might supply equity data. All agreed that a question on accessibility and ADA compliance might fit well in that respect. CM suggested using the Likert Scale for some question responses. GM Suggested a question on which devices students use to access the webpage. MW noted that the upcoming Online Digital Education survey has similar questions and suggested a question on the intersection of Canvas and the library – perhaps involving the Embedded Librarian program and users.

CJ noted that Marketing is planning a campus-wide web overhaul and asked whether this would affect us. Dr. Martin noted that she had been cleaning up the Division back-end for some time now in preparation for this., but specific information on the overhaul is random. The transition will apparently take place in Spring. MM asked that Dr. Martin please follow up on details as these transitions might affect our operations. Ours is a very

operational as opposed to informational, site. With enough fore warning we can prepare and react quickly to avoid operational interruption/crashes.

The question of cumbersome and meaningless URLs was discussed – eg: /library/library\_ser. Dr. Martin assured us that simplification of URLs will occur during the transition.

**Action Item:** RG to book a time via J. Rosales for IR to run the Systems SAO Survey. Librarians to continue contributing questions for the survey.

6. **E-Resources (database Trials, Duplicate Records in Primo...)**: MM reported that we have a new resource free to ProQuest customers – the “Publicly Available Content” database, which is an index of open access publications. We also have a trial of a new e-book platform, especially highlighting Rittenhouse publications (mainly science and nursing). We will host the trial, but it is unsure whether we will continue it long-term given the cost. The hosting fee is \$1,800 per annum, compared (for instance) to Gale which is \$50. Per annum.

MM also reminded all the Flipster trial (through Ebsco) that we have through the end of November. We are getting more requests for popular magazine titles in digital form. As we use this MM requests that we compile a “wish list, or “top subscription wants” of titles. Please send the lists on to GM and MM via the TEAMS site, so that they cost to available budget and possible purchase.

MM reported seeing and getting reports of, many duplicate e-book titles on Primo OneSearch. MM is aware of the issue, though not sure of the cause. She is in contact with Ex Libris and correcting the issue as she becomes aware of the duplicates. RG requested to be copied on tickets MM sends to Ex Libris. From what MM can ascertain for the listserv, this seems to be a common problem.

7. **Update – Academic Senate, Faculty Book Club, Accreditation Visit, Program Review** CS reported that the Accreditation visit and exit forum had gone well, with the L&LR coming in for special praise re: SPOCK training, Excellent response time in getting equipment out to students, reacting promptly to student and faculty need by integrating embedded librarian modules into faculty Canvas shells, showing close library/faculty collaboration. Having said that, the aim of Accreditation is to strive for continuous improvement, and areas like technology infrastructure, the need for more disaggregated data (especially as re: equity), the need to review BP’s more regularly, and the need for more evidence showing “consistent, regular and substantive contact” in fully online classes were noted as areas to work on for the college in general. The final report and recommendation from the ACCJC is due in January 2021.

At the last Academic Senate meeting senators had a first reading of AP BP 4235 Credit for Prior Learning, and a first reading of a Resolution re; Anti-Racist/ Equity -Minded Professional Development for All Faculty. We will vote on these at the next meeting. The Senate also approved the Senate 2020/2021 goals.

CS nominated AJ for the newly funded Academic Senate VP Equity Diversity and Inclusion position. Pete Marcoux is the Elections Chair and we will vote at the next meeting.

Gary Greco gave a presentation on supporting SRC students in the online environment.

More training on these issues was requested and Mr. Greco will arrange for this.

Items of note from the AS Officer reports, was a reminder to enter Professional Development Plans by October 23<sup>rd</sup>, and the upcoming CanvasCon on Oct 15<sup>th</sup>,

The Faculty Book Club, hosted by AJ and CS, is planning for its third of four meetings. CS encouraged the librarians to attend, Flex credit is available. The readings have all concerned issues around equity and information literacy, and good discussions have been the norm.

**Action Item:** Librarians to add Professional Development plans by Oct 23<sup>rd</sup>

8. **Expand My Results and Primo VE:** RG reported that we had all voted to disable the message “Expand my Results”, but there were now 2 other options available as replacements” “Add results Beyond ECC” OR “Include Results from Other Libraries”. After discussion noting that the librarians were not in favor of either alternative, MM noted that some libraries simply HIDE that option. It was agreed to use “Add results Beyond EDD” while MM and RG investigate the process to hide the tag, and implement that.

**Action Item:** MM and RG investigate the process to hide the “Expand my Results ”tag and implement that.

9. **OTHER:**

**CJ reported on her efforts re: voting.** She is meeting with Outreach staff from the LA County and LAPL systems to learn about regional library resources and share out information. These systems are also making brief videos that we can use.

CJ is also working well with ASO, they are very engaged and CJ is keeping the spotlight on THEIR messaging re: voting, and helping make their site more visible. Home-grown videos are in the pipeline re: various voting topics. GM contributed one on the various Propositions, and CJ is busy with one on Social Media and Elections. Feel free to add to the collection with a video of approx. 5 minutes and send it on to CJ to consider. The theme is voting issues and /or Civic Engagement.

Vote.ca.gov has a list of voting ballot drop box locations, MM has a poll worker application in, but has yet to hear from them.

**CS asked about the upcoming scheduled Great Shakeout drill at 10:15am.** Will there be any impact on L&LR operations during the “duck and Cover” period? Dr. M said No, but we will put a banner on the library webpage. We can answer reference questions during the activity but make mention of the drill for awareness. Dr. M will also give these directions to Ms. Kunisaki to spread to the other L&LR areas as well.

**Action Item:** Dr. M to share info re: The Great Shakeout with Ms. Kunisaki

**CS asked about the Winter Intersession schedule.** AJ said this would be shared in November.

**MM reported that she, P. Marcoux, and MW are on a Guided Pathways team exploring how Guided Pathways could support other activities on campus.** They have a little funding and a small window within which to spend it. One idea has been the creation of “Canvas Badge’ that could build on each other and lead to a certificate. For instance. We could build a shell around Information Literacy that we could also use/mine for data for the next survey of the ILO Information Literacy. We could get a list of classes aligned with the Information Literacy ILO and see what assignments they use to gauge success. AJ shared a link to a college doing something similar. <https://cclibrarians.org/outlook/September-2000/if-you-want-to-go-far-go-together-los-rios-libraries-information-literacy>

CS suggested doing an informal survey of faculty as re: THEIR understanding of Information literacy, noting that this topic “faculty need information literacy too” pops up every few years.

**Federation Update:**

The approval of Online Voting via a constitutional revision, allowed for online voting on the contract. The contract was accepted and agreed to for the next 3 years.

**Action Items:**

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