

Librarians Meeting Minutes of 10th September 2020

Present: R. Gan (RG), C. Jenkin (CJ), C. Martin (CM), M. McMillan (MM), G. Medina, (GM), C. Striepe (CS)

Absent /Excused: A. Josephides (AJ), M. Wolfenstein (MW)

The Meeting was moderated by RG and CS took minutes.

AGENDA

- Approval of Minutes:** The minutes of the librarians' meeting of 27th August 2020 were approved with minor corrections. CS will ask Ms. Baldwin to post these minutes to the LLR website.
- Status of Past Action Items:** (from 27th August 2020 meeting)
Action Item: Please send CJ a film (approx. 2 mins) describing your department by Monday 7th Sept. DONE
Action Item: Think about which SAO to analyze this semester. Perhaps the Systems SAO. ON
- Voting Information Push (CJ):** CJ asked that we all submit information re voting and the issues and Propositions to be voted on to her, with suggestions on how best to present this material to students. CJ noted that she will likely team with the ASO who are also planning a push, and will get onto their agenda to discuss the matter. It was noted that GM had already made a LibGuide on the topic, and CJ will share this with ASO as well. It was suggested that we could use GM's guide as a base and add to it. We will keep to the issues and not introduce partisan topics. GM noted that his guide focused on California. CS will also ask K. Striepe, a political Science teacher for useful materials. We will add topics like Voter Registration, AB 96 (Focus on Student Empowerment) Ballot mail-ins, and how/where to look for credible information. CS noted that she will take this to FDC where it could be used for a live Informed and Inspired series workshop. MM noted that she has applied to be a poll worker so may gather useful tips and materials there. CJ will also reach out to local public libraries and network on the topic materials and get info on safe ballot drop boxes
It was noted that public libraries are proving very helpful to us and to the public and students, for instance the amount of networking, and it seems LAPL is now offering free printing.
- Systems Update (RG):** RG asked whether there were any problems searching Alma. Hearing none RG explained how to insert a LibChat link into a LibGuide/Research Guide. Go to LibAnswers, then choose LibChat, then Chat Widget to get the CSS code. Then go to the LibGuide, choose Edit Existing Guide, and click on the picture icon, paste in the CSS code and save.
- PLO/SAO Matters (CS):** CS noted that she had sent via email, notes on where we stand at present re: PLOs, SAOs etc. We had been progressing, until the closure. It was agreed to assess the Systems SAO "The library facilitates access to library accounts, collections, and resources via the library's service platform (LSP), discovery tools, and website, supporting on-campus and remote users" We can assess how faculty are getting information to students, how students are using the library pages, how much use collections and guides are getting. We could compile a survey and post it to the Library page, and we could post it to embedded librarian program

classes and faculty.. MM suggested a multi-pronged approach – a satisfaction survey, coupled with hard data on usage (collection use statistics). In Spring, or upon return to campus, we could host focus groups focusing on actual use and navigation. This report, focus group findings, and survey could then be used to generate meaningful assessment data and used for our upcoming Program Review. LibChat already contains questions indicating some areas of confusion, and this information can be used both in our report and assessment, and also as an indication of where more explanation is needed and /or where to improve the site and navigation tools. RG will be in charge of compiling the survey and we can all submit questions to RG, Dr. CM noted that our web page can give us page click data. CS said that perhaps MW could insert a paragraph on ODE usage, just to get a total L&LR picture, while noting that ODE will be doing their own Program Review. RG noted that we must all look at the Systems SAO statement closely to ensure that our questions and activities stay on target.

Dr. CM had recently updated the L&LR's PLO/SLO/SAO website and shared it. It was noted that we are one of the few Service areas to keep up with assessment, and that is because we are following a hybrid path, being both in the Academic AND Support Services camps. AS our Division grows and comes to include non-credit classes, we will be doing more SLO work, and CS noted that this will probably also mean the formation of a Division Curriculum Committee (DCC)

Dr. CM asked whether she should keep the L&LR's SLO/SAO history... it was agreed that it could be stored elsewhere than on the SAO website, maybe in a TEAMS site, and Dr. CM has a "Old" folder where she is collecting information. The librarians also voted to have information present via a drop down menu rather than move to a complete new page – less clicks.

ACTION ITEM: RG to compile a survey re: Systems. Librarians to submit questions for consideration

6. **Academic Senate Update (CS):** CS noted that the last Senate meeting update had been appended to the last minutes. The affair re: the library and textbooks was briefly reviewed and it was agreed to look into how better to communicate with teaching faculty, and also be more explanatory of our role, this would be more proactive instead of reactive. The librarians will draft a general letter to send to Divisions and we can send the letter out as individual liaisons. The campus perhaps is unaware of how much we are already doing on their behalf. Dr. CM mentioned that she received many late book form requests from faculty for this Fall semester....it seems a cascading problem

ACTION ITEM: Craft letter for general librarian approval re: library role and resources during pandemic, can be tailored to liaison areas. Once approved, librarians to send to their liaison areas.

7. **Classroom Naming Dr. CM:** The L&LR Division Council discussed the renaming of several rooms and area within the library. It was suggested that the LMTC be renamed the Roney Technology Center, the Music Library become the Music Commons, the Upper East Reading Room become the Quiet Commons, and the LRC the Tutoring Center. It was agreed to give the classrooms numbers instead of names or letters, and this would also serve to differentiate them from the Study Rooms. So 102 will become Classroom 1, LDC 10 will become Classroom 2, and the Professional Development lecture room will become Classroom 3. The Law Collection will remain as it because of the multi-functionality of the space. The classrooms will NOT be part of the general campus classroom booking system. These name changes will be launched when we return to campus. At that time, the changes may also involve Collection name changes, which will be overseen by RG. Dr. CM has given Facilities 8 signs to complete for the library but may

ask for them to be done one-by-one to avoid confusion. CJ noted that the Reading Success Center is now under SEA, and asked whether they will be moving from their current location in the East basement? Dr. CM will ask Nyeli.

ACTION ITEM: Institute classroom and area name changes on reopening of campus.

8. **Adjunct Lecturer. RG:** RG had mentioned last meeting that he was now an adjunct lecturer at Univ of Illinois Champaign. The Librarians asked for clarification and RG elaborated and said that he had given a series of talks at San Jose State (via YouTube) and was looking for opportunities, and Illinois came up. He interviewed wit Emily Knox via Zoom, and was accepted. RG mentioned his vision and philosophy of the vital and new role played by Systems librarians, and how they are a fulcrum between the users and the system. He is what is termed an “open rank” adjunct lecturer in a pool and is waiting to be given a choice of a specific class. The librarians thanked RG for this interesting news and offered congratulations.
9. **Federation Update:** CS noted that many faculty had come to the end August meeting to vote on by-law amendments so as to vote on the proposed contract. So far no further word had come from the Federation on the vote. CS will continue to reach out to the Federation for updates on this. UPDATE: a mail leading to a secure site to vote on the contract was sent this weekend.
10. **OTHER AND FUTURE ITEMS:**

CS asked about the status of the **welcome to new staff member Ryan Martinez**. CJ noted that she, Dr. CM, and Ann Palmer had formed a mini committee and were thinking of perhaps hosting a “Game Lunch”. Other ideas were to pitch in \$5, and get him a gift (like an ECC T-shirt plus another item, and have it sent to him. The Bookstore has items for sale via the webpage and has drive-by pick-up. We could send money to CJ..

CJ noted that the **Student Expo** page is done and showed the page. It was kept as simple as possible, mentioning the Library and our videos, and Banned Books as Banned Books Week falls in the period. MM suggested not using the word databases, but rather “online collections from eBooks to articles”. There will be another library page on the Student Services Hub site, with more library information and links.

MM asked whether we should have a page to showcase our own videos? She mentioned that FOD once had a hosting feature and would check whether it was still there. Dr CM said that perhaps we could make a shared Panopto Library or have a YouTube channel. CJ offered to coordinate this. Dr. CM mentioned that we do have a library Panopto account and would send the information on to CJ.

The meeting was adjourned at 3:21

Cs/2020

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