

Library and Learning Resources Division Council Meeting  
Minutes  
December 13, 2016  
2:30 p.m. - 3:30 p.m., LLR 102

Rebecca Russell (RR)  
Sheryl Kunisaki (SK)  
Mary McMillan (MM)  
Claudia Striepe (CS)

Don Brown (DB)  
Laura Lau (LL)  
Gema Perez (GP)

Lisa George (LG)  
Cindy Lopez (CL)  
Howard Story (HS)

### **Approval of Previous Minutes**

Minutes for the previous meeting of October 18, 2016 were presented for review and approved.

### **Program Review / Annual Planning**

- PBC calendar –
  - The timeline for the PBC calendar has been thrown a bit off by winter, and everything is on hold for budget considerations. There are a variety of factors affecting the budget and annual planning process, including such things as the learning curve for the new President, and extra costs resulting from power outages.
  - The LLR Division prioritization will happen in our February council meeting.
- Library updates – the committee discussed the progress and timeline of the library's program review.
  - DB reported that we are approaching the stage of preparing the preliminary program review. He expects to take about a month to complete the program review. The deadline is April 15, but he notes that spring break is a week before that. We should write the recommendations in March, and prioritize them in early April.
  - It was noted that budget requests need to be in program review, and the annual plan and the program review need to cross reference each other.
  - The library ran two focus groups, and is using information from the last student satisfaction survey.
- Distance Ed / Media Services Update
  - HS and GP are working on developing the plan and program review for Distance Education and Media Services.
- Learning Resources Center Update
  - SK discussed efforts to more efficiently track usage and coordination of tutoring services in the LRC and across the campus.
    - New software
      - Starfish – used by counseling for referrals
      - CI Track – piloted Fall 2015 to track tutoring usage by student athletes.
  - Many old materials from the LRC collection have been purged.

### **Saturday Hours / Closing Procedures**

Closing procedures for Saturday and with Public Access staff have been sorted out.