Present: Director Alice Grigsby (AG), Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Moon Ichinaga (MI), Mary McMillan (MM), Noreth Men (NM), Claudia Striepe (CS)

AGENDA

Approval of last Minutes: Due to time elapsed, the June minutes and the minutes of this meeting will be approved together at the next meeting.

SAOs

Embedded Librarian Cosmetology 1 class: MI reported that she is continuing with the embedded librarian pilot for the day class. MI has arranged with Ms. R. Stewart that the students will take the practice tests in the LMTC. They will take the tests in their own time and print the scores. MI has provided the class with her name/email/phone number, but we may get the odd query at the reference desk.

AC noted that another cosmetology instructor she met at a Curriculum committee meeting also wanted embedded librarian services for an evening class. AC was advised to tell the instructor to contact the Instruction librarian (CS)

AC also noted at the Curriculum Committee meeting that Curriculum chair M. Lipe reported praise for El Camino's Distance Ed webpage from a summer Curriculum Institute conference.

RESOURCES

Catalog Computers: NM reported that there are not enough network drops at the Reference counter to allow for back –to –back computers for librarian student interaction. SD argued for the advantages of a computer that could be used to demonstrate concepts to students in a more interactive way. Finally it was decided to use the 2 FOL computers (moving one from the periodicals area cluster to sit next to the one at the OPAC area) and use there for Reference interaction/instruction.

It was also agreed to keep the Adaptive access room door locked as much as possible to monitor room usage.

LibGuides: We have a subscription via Springshare. Springshare has requested some technical information to complete set-up. It was agreed we want an .edu domain. Final information will be sent to AG so that she can get final input from ITS.

LibGuides: MI and SD will work together to prepare a template for approval. Both will have administrative passwords that will later be extended to all librarians interested in building LibGuides.

ECC Integrated AIMS website: DB reported on the new ECC AIMS (intervention mediation) system. Search for AIMS in the search box from the main ECC page. This is an integrated student conduct and intervention form. AG asked DB to give a fuller report on this at the Unit Council Meeting, and Mr. Garcia may be asked to do a presentation at a future Unit Council meeting.

DATABASES/TECHNOLOGY

Technology in Reference Area: NM will put in a request to have IT update Adobe in room 102. NM asked that if a computer in the reference area is not working, please put up a sign AND notify NM by phone or mail as to the problem. Also include any details that might help NM assess the potential problem.

PROFESSIONAL DEVELOPMENT

<u>**What Concrete Projects came from the Retreat?:**</u> It was noted that some of the plans for the Reference desk were not functional. However, we have another option to try our (see earlier item) and a committee of MM, CS and SD will continue to look at possible formations of the reference area and report back to the body. We will also need to formulate our reference philosophy to get an idea of how the space should conform to the philosophy. AG suggested CS go to Facilities Committee meetings as part of her AS President duties, as they have/allocate the money for these projects. The Open House plans are moving forward for Oct 2 &3. NM is working on the proxy server project. MM has put in a call to the LMU librarian to meet. AC reported that the McNaughton signage will be changed and she is looking at the moveable carousels for the paperback books.

<u>**Faculty Focus group re: ITS**</u>: MI attended this meeting and noted it was most interesting. The consultants also met with students who expressed concern about the stability of the portal, the need for the whole campus to have a stable wireless capability, and offer more mobile apps. AG asked MI to give the full report at the Unit Council meeting on Tuesday where there will be a wider Unit audience.

<u>**College Curriculum Committee:**</u> AC reported that the college applied for and got a grant for Project Lead the Way – an engineering technology grant. AG said the college has had this for several years, and the courses are held on high school campuses. AC had asked about money for library resources. Most of the resources are online based, or hands-on, but AC will follow up with Dean Rodriguez on this re: book monies.

<u>**Academic Senate Update:**</u> MI and CS reported that the Accreditation team visit id due 5-9th October, and we should be prepared for questions on our programs. A librarian from Hawaii is on the team. We have a lot of data in our subsection of the self-study report.

 CS will update our SAO page before the visit to reflect the recent team changes. Our embedded librarian project is another good effort and we must continue to collect the data.

STAFFING

<u>**Staffing request for New Librarian:**</u> AG will change the strategy of looking for an instruction and assessment librarian to a more general focus, based on feedback received.

<u>**Librarian Representative needed for Faculty ID process**</u>: AG asked for a librarian volunteer to assist her on the faculty hire recommendation pane to read the supporting materials and then vote. CS is already there as a co-chair representing the senate. It could be MI or any other interested librarian. Please contact AG if interested.

<u>**Librarians Work Schedule:**</u> Please email your Fall weekly schedule to AG. Account for 33.5 school hours and account for the remaining hours to total 45 hours.

Meeting was adjourned at 4:15.