Minutes of the Librarians' Meeting of April 14th, 2016

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

<u>**APPROVAL OF MINUTES**</u>
Minutes were approved online.

<u>**AGENDA ITEMS**</u>
<u>**Professional Development Categories and Activities List:**</u> Per contract and Calendar, Spring Break is NOT part of our contract days and faculty should get some type of credit or compensation if asked to work or be on a committee during that period. As the Winter Session is being reintroduced, we may be moving to 11 paychecks instead of the regular 10 checks.
<u>**RAD Tech Program Review:**</u> RR provided a handout re: the RAD Tech Program Review. These are the types of documents that can furnish us with information that we can use to see what needs to be purchased, and perhaps avenues to ask Divisions to aid our funding to support their programs. RR noted that there also seems to be (as reported by VPAA Shankweiler) a lack of coordination between campus tutoring services. It might make better sense to have the Writing Center and Tutoring services together.
RR also met with Rocky Bonura and Purchasing, and Dean Rapp (Business) as she continues to make meaningful contacts with all on campus and find out about campus processes and partnerships.
We talked about the systems used to track students via lab attendance. The Music Library uses a home-grown program. There is an upcoming issue of halting the program to install the SQL program. DB should let Duane Teter know about this. The SQL issue could also affect the LMTC lab log-in. Sheryl K and her staff will check on this. Basic Skills will also be a part of the Starfish Early Alert system pilot. Starfish has a positive attendance tracker which is needed for required labs. We discussed the possibility of developing a positive attendance model for the Cosmetology students required use of our TERC database. MI noted that TERC does have a "timed" feature when students take a practice test on the system – this could be used as a substitute for positive attendance. Students could print the test out with the time stamp. It was noted that there are strict guidelines governing positive attendance funds. Dean Lew got permission to get Positive Attendance for students showing attendance in Writing Labs. One would need to go via Curriculum to add components to courses that would then allow us to claim positive attendance.
<u>**Collection Development:**</u> CS will be taking AC's place on the Curriculum Committee. As re: the Liaison areas. It seems people wanted in the end to stay with their current areas. Seth indicated he could continue with Nat Sci., Mary indicated she could take on Behavior and Soc. Sci. from Moon (and would finish weeding the R's), Don with Fine Arts, Claudia with Humanities. Noreth has two large Divisions as re: state accreditation programs….Noreth chose to stay with Industry and Technology Don will keep Mathematics keep along with Fine Arts. So up for grabs for the new Public Access librarian are **Business and Law** OR **Athletics and Health Sciences**. As a group we would also have to share out the remainder until we can get a replacement for AC, and even then some of us may need to take on more than one area.AC noted that Curriculum distributes handouts as to what is coming up and we can use this to see which areas need augmenting. AC and SD will update these documents and CS will then continue to

feed the information to SD for distribution to the liaisons. This "running" list can also help determine and track spending patterns.

PD Survey Results: Last semester's faculty needs assessment indicated that a good number of faculty would like to receive PD for library services for students and faculty.

RR asked that we give some thought to a presentation/workshop we might offer to faculty.

OTHER:

MI asked a question concerning **protocols for LLR emails to the campus**. Alice Grigsby had always indicated that she preferred the mails to come from the LLR office via Wilma Hairston. Is this still the case?

Union Student Newspaper: Faculty are free to speak to Union reporters. Classified and Managers are asked to use discretion, and if there is any doubt about an issue, we should all refer the Union to the Public Relations office. All LLR filming requests are to be referred to RR's office.

Magazines are being vandalized, student staff have been asked to be more vigilant.

All staff must be more **vigilant as re: food and drink near/at computer stations**. Marqueeda is making signs to be posted near the computer stations. These issues take consistent enforcement.

The **thin client computers in the LDC again had the profiles filled up**. NM reported the issue to IT and it has been fixed. The server is housed with IT. This may happen again soon as the room is seeing heavy usage. Unfortunately there are no "warning signs" that this is about to happen.

A patron load has been requested from IT and will be done on May 16th. RR has requested an appointment with Sheryl Schinefeld to pass along requirements so as to receive dynamic daily uploads after SQL has been installed.

Sal Valencia reports that the building **generator has been repaired**.

New protocols for final Interviews: It has been requested that a summary of the notes taken by the panel during interviews be sent to the President 3 days in advance of the final interview for her to review even if all the reference checks have not yet been done.

Our PA librarian position closes 23 May.

Cs/April 2016