

Minutes of the Librarians' Meeting November 15, 2018

Call to order: Meeting was called to order at 2:03 p.m.

Present: Analu Josephides (AJ), Mary McMillan (MM), Claudia Striepe (CS), Camila Jenkin (CJ), Ryan Gan (RG), Gary Medina (GM)

Meeting chaired/moderated by CJ and RG took minutes.

AGENDA ITEMS

1. Approval of Past Meeting Minutes:

The motion approving meeting minutes from November 6, 2018 was made by GM, RG seconded the motion, and minutes were approved.

2. Status of Past Action Items

SITE Project: AJ said that December 20th 2018 – July 1st 2019 will be when the SITE project will progress with the Humanities department. AJ, CS, and MM are on the committee. Ongoing item.

3. Reference Desk Schedule

AJ presented the winter schedule and forwarded names of all the full time faculty librarians working the winter inter-session to the division office for the ECC Human Resources to place on the November board agenda. RG moved to approve the winter reference desk schedule, AJ seconded the motion.

AJ presented the 2019 spring schedule. AJ worked with Dr. Martin on the adjunct faculty librarian's budget. AJ provided information to the process of providing projects to the adjunct faculty librarians. Full time librarian seeking assistance of any adjunct faculty librarian on projects must work with AJ as he over sees the reference desk coverage, scheduling and budget, and the dissemination of projects for adjuncts. Librarians discussed having adjunct faculty librarians provide one-off library instruction. CS informed librarians that the bulk of library instruction should be conducted by the full time faculty librarians for evaluation purposes. AJ informed the librarians that he is working with CM on board approving the adjunct faculty librarians for December to work the winter inter-session. AJ moved to approve the spring reference desk schedule, CS seconded the motion.

Action: AJ will work with HR and Dr. Martin to further clarify if adjunct faculty librarians can work during an inter-session when all three full time librarians are already working.

4. Library Services Platform/Weeding

AJ informed librarians that RG is now the liaison for weeding. AJ shared a brief history of how he came into the duties. RG thanked AJ and said that from the academic literature concerning migration that data preparation is crucial to a successful LSP migration. RG asked for input about weeding and offered help with weeding other sections. RG will undertake weeding of the G's. AJ will continue weeding of the Ns. CJ will continue to weed the Ls, MM and Mayra will continue to weed the Ds. GM will continue to weed the E's and said that the J and Ks have been weeded. MM expressed concern about weeding project planning. RG concurred and will present a project plan by next meeting. MM requested that Alma/Primo certification websites be shared, GM said he would like the web addresses as well.

Action: RG will present what has been weeded and inventoried by next meeting. RG will send out the Ex Libris Knowledge Center links.

5. SAOs/SLOs

CS said that all SAOs/SLOs had been approved by faculty librarians, but that the Systems SAO needed to be voted on. RG suggested some changes. MM reminded faculty librarians that the SAO should be stated as an outcome. MM made a change to the wording of the Systems SAO, which RG agreed with. MM motioned to approve the Systems SAO, RG seconded the motion, motion passed.

Next step will be to work on a cycle of assessment document noting the various methods of assessment for each SAO and how often it will be done (e.g. each semester, annually, between program review periods, as needed). CS and MM will bring forward a starting template for discussion.

6. Surveys

MM talked about yearly assessments in the way of surveys as well as General SAO assessments. The 2015 survey was passed out, and a discussion whether or not to have separate student and faculty surveys and it was suggested that having them due at separate times. MM suggested that any assessment of the website and library discovery platforms should be done in conjunction with the migration of the LSP. RG concurred and will wait until fall 2019/spring 2020 after the LSP is implemented. Discussion on revising the 2015 survey since Wi-Fi and other projects have since been implemented, so that new questions should be drawn up for the next survey.

Action: Librarians to revisit the 2015 Survey at next meeting and provide suggested edits/revisions.

Academic Senate

CS shared that discussions on adjunct faculty will be presented. GM said that the Institutional Code of Ethics (AP 3050) committee is still working on the final document. A discussion about hiring equity was had. Gearing up for AB 705. Fund 15 (Compton College) is going away, all departments will be cutting their budget by 2%. Pete Marcoux brought up Bring Your Own Devices, which is being discussed in the Academic Technology Committee, for both teaching/learning opportunities and to help with the challenge of keeping campus computers regularly updated due to limited funding.

Space/Room Policies

MM will find room policies and e-mail out. Classroom discussion policy was had, especially concerning the Ella Rose Madden room. Update should be made to encompass the Ella Rose Madden room.

Action: MM to send out available room policies.

Action: Discussion about creating new policy for patio/staff room area and Ella Rose Madden room.

Other/Future Agenda Items

MM motioned to approve the 2019-2020 Program Plan, AJ seconded, motion passed. MM talked about the signage at the Reference Desk and if it could have been an opportunity to change the wording used for that desk/service for better clarification to students. AJ added to the discussion and said he found the e-mail about the signage change at the Reference Desk. CJ shared that since the signs were made by the painters they can be changed easily without outsourcing the work. CJ said that the sign could be

changed easily to something like “Research” CJ talked about being on the Signage committee and said she would share the grid of what signage is present in the library.

Adjournment

Meeting was adjourned at 3:47 p.m.

Action Items:

- 1. AJ will work with HR and Dr. Martin to further clarify if adjunct faculty librarians can work during an inter-session when all three full time librarians are already working.**
- 2. RG will present what has been weeded and inventoried by next meeting. RG will send out the Ex Libris Knowledge Center links.**
- 3. Librarians to revisit the 2015 Survey at next meeting and provide suggested edits/revisions.**
- 4. MM to send out available room policies.**
- 5. Discussion about creating new policy for patio/staff room area and Ella Rose Madden room.**