

## Library Advisory Committee Minutes

### A Subcommittee of the CSM Academic Senate Governing Council

Wednesday, October 14, 2015, Building 15-155

2:30pm - 3:30pm

#### Members Present

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Creative Arts/Social Sciences	Janet Black
Language Arts	Roberta Reynolds, Co-Chair
Library	Stephanie Roach, Co-Chair
Counseling	Ruth Turner
Business & Technology	VACANT
Kinesiology, Athletics, & Dance	VACANT
Mathematics & Science	VACANT

#### Others Attending

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Associated Students	Daniel Wallace*
Director of Library	Lorrita Ford*

\*Designates a non-voting Library Advisory Committee member

#### I. ORDER OF BUSINESS

The meeting was called to order by Stephanie Roach and began at 2:40 PM.

- 1) Ruth Turner agreed to take minutes for today's meeting.
- 2) Approval of agenda and minutes:
  - a) The September 9, 2015 minutes were approved unanimously.
  - b) The October 14, 2015 agenda was approved unanimously.
- 3) Public Comment:
  - a) George Kramm was a Communications Professor at College of San Mateo. He passed away unexpectedly last week and was recognized by the Library Advisory Committee for his strong support of the Library, and for his former

membership and work with the LAC. He will be greatly missed by the College of San Mateo Library community.

b) Welcome to Daniel Wallace, our student representative.

## II. INFORMATION ITEMS

### 1) Co-chairs report by Stephanie Roach

a) Academic Senate / Institutional Planning Committee (IPC) updates: Issues that came up tended to come up at both committees and included changes to Program Review, as well as the Committee Goals documentation.

b) National Faculty / Library communication survey indicates that there is a disconnect in general in communication among librarians and faculty, with each group perceiving different levels of need for improved or increased communication. Perhaps our own LAC survey results should be revisited or future surveys could include comparable information.

### 2) Associated Students Report by Daniel Wallace

a) Daniel introduced himself to the group briefly

b) He provided information about the current discussion at Student Senate about potentially donating funds to the Library for the purchase of specific text book titles that are in high demand by students. More details will be forthcoming.

### 3) Library Report by Stephanie Roach

a) Upcoming library activities include the Family Science and Astronomy Festival + Makerspace on October 17, 2015. The library is hosting several events for this family event including 3D printing, robotics, and arduino demonstrations as well as crafting activities such as jewelry making, button making, origami, mask making, and more. On an ongoing basis (through the end of the semester), the Library is offering Maker Tuesdays from 2pm-4pm; Hour of Code, Thursdays from 2pm-3pm; Robotics Club meeting, Thursday from 3pm-4pm; and Yarn Art for those who want to quilt, sew, knit, or crochet on Fridays from 1pm-3pm. Citation workshops will be added to the schedule soon.

b) New resources and trials include:

1. Total Boox (ebooks trial duration tbd)

2. Mango Languages (trial through 11/15/15)

3. NewsBank (trial through 10/31/15)

4. Dance in Video, volume 1 is a new database added June 2015.

## III. Action Items:

1) Discuss and set goals for 2015-2016 (goals should be specific and measurable)

2) Details of discussion: The goals were generally agreed on with some discussion regarding the wording of Goal 1, which seems ambiguous. The wording “redefine, refocus and energize” was generated based on the Academic Senate Goals. Daniel recommended this wording be more specific. Lorrita suggested deleting “Redefine

- and refocus” and begin with: “Energize the LAC through regular meetings, follow through” in order to help clarify for the time being. We will need to get clarification from Academic Senate regarding the specific intent of that goal. If needed, we can adjust the wording of the goal to reflect what we learn from Academic Senate. Regarding the goal to recruit members, Lorrita will work with and/or inform Deans about the need for representation. Regarding the survey goal, there was some concern that the group might be spread too thin to accomplish all of the goals, and that perhaps the most recent survey was sufficient. Lorrita recommended reviewing the original survey and doing a needs assessment to determine this. Specific questions can be mined from the most recent survey, as well.
- 3) The edited goals were approved by voting members, and will be submitted to IPC as required.

IV. Discussion Items:

- 1) Open house, programming, and other suggestions for the Library include:
  - a) It has been a while since there was an open house, and Roberta suggests another one should be soon.
  - b) Workshops, tutorials, or other demonstrations given by faculty that regularly use the Library resources for other faculty who are looking for ways to incorporate library resources, library services, or research skills
  - c) Better, more prominent use of the Library newsletter to communicate and reach people (the newsletter was distributed)
  - d) Flex activity
  - e) Lorrita inquired about division meetings times to coordinate a hands-on training workshop for faculty.
  - f) Reach out to new faculty through New Faculty Institute and individual contacts
- 2) Course reserves discussion was tabled until the next meeting.
- 3) LAC mission & tasks were approved as is last time around, according to October 2013 LAC minutes.
- 4) LAC Bylaws, or duties & responsibilities are found in App. B of Faculty Handbook and seem to compare closely to language that was up for revision most recently. These were revised in 2011 and 2013. The February 2013 LAC minutes indicate Academic Senate did approve this. Lorrita has asked the committee to review the language agreed on there to be sure it reflects the work of the LAC.

Meeting adjourned at: 3:30 pm

Date and time of next meeting: 2:30pm – 3:30pm, November 11, 2015

Minutes prepared by Ruth Turner, with assistance from Stephanie Roach

## Appendix

# Library Advisory Committee

A subcommittee of the Academic Senate Governing Council

## Annual Goals 2015

1. ~~Redefine, refocus, and re-~~Energize the Library Advisory Committee through regular meetings, follow through on goals, and performance of regular administrative tasks and responsibilities (based on ASGC goals)
2. Recruit new members
3. Stay abreast of the OEI initiative as it develops, with the aim of contributing to, by the end of the year, the ASGC's planned statement of findings and concerns, regarding library resources and programming (based on ASGC goals)
4. Perform a needs assessment survey for faculty, staff, and/or students
5. Report suggestions for programming, resources, service improvements, or otherwise to the library annually or more frequently as needed.

## Themes

1. Support specific goals and themes of the Academic Senate Governing Council.
2. Support and coordinate collaboration between instructional disciplines, student services and learning communities, so as to increase student equity and student success. (from ASGC themes)