

## Library Advisory Committee Minutes

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

November 11, 2015, Room 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
Mathematics & Science	Darryl Stanford
Counseling	Ruth Turner
Business & Technology	Lilya Vorobey
Kinesiology, Athletics, & Dance	VACANT

#### Others Attending

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Associated Students	Daniel Wallace*
Library Director	Lorrita Ford*

\*Indicates a non-voting member of the committee.

#### I. ORDER OF BUSINESS

The meeting was called to order by Stephanie Roach and began at 2:35 PM.

- 1) Janet Black agreed to take minutes for today's meeting.
- 2) Approval of agenda and minutes:
  - a) Today's agenda was amended to update the date, and include a welcome to Lilya Vorobey and Darryl Stanford. Lilya and Darryl introduced themselves. The amended agenda was approved.
  - b) The October 14, 2015 minutes were approved with the following corrections:
    1. Discussion Item A: correct "on" to "one"
    2. Change "Instructional Services" to "Counseling"
- 3) Public Comment: No comments.

## II. INFORMATION ITEMS

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

- a) Academic Senate Governing Council update:
  1. Academic Senate has been asked to address their goal regarding LAC and the other sub-committees at a future meeting. This should come up for discussion by the end of the semester.
  2. The November 10<sup>th</sup> meeting featured three interesting discussion items about the Student Equity Plan, CSM students transitioning out of San Mateo Adult School, and international students and support services for these groups. It is important for Library services to reflect and respond to initiatives taken up by the CSM community, and if agreed, we should put some of these topics on our agenda moving forward.
- b) Institutional Planning Committee has officially requested the LAC goals, due this month. We agreed on goals last month, and they will be submitted by the deadline.

### 2) Associated Students Report by Daniel Wallace

Associated Students would like to contribute funds for the purchase of textbooks by the library. They propose a fundraiser event, with a matching donation, in order to maximize the amount for purchasing textbooks. Several ideas were proposed including book sales, raffles, tie in with the CSM bulldog costume, “adopt a textbook”, donate specific titles, and more. Details of fundraiser to be determined. Associated Students have not set a timeline or maximum matching amount at this time. Associated Students has gathered a list of titles of textbooks already. The goal is to have the textbooks ready for spring semester. However, it was noted that there isn’t much time to organize a fundraiser before the end of the semester. Lorrita suggested a task force to determine the timeline and to help come up with ideas for a fundraiser. Daniel Wallace, Darryl Stanford, Stephanie Roach, and Lorrita Ford will work on the project.

### 3) Library Report by Stephanie Roach

- a) New York Times trial is just starting up. Faculty and Librarians only are eligible for the trial, although were the resource subscribed to, students and will also be able to use it. Members of this committee have been invited to participate in the trial, as well as a handful of other faculty members. There are limited spaces available for the trial.  
It was agreed that it would be helpful to bring back feedback and potential uses of the resource so they can be shared if the resource is purchased.
- b) The Total Boox trial is still running. Please try it out and let us know what you think. It is available via the home page of the library website and is available for any student, staff, or faculty member with a current PLS Library card.

III. Action Items: Not Applicable

IV. Discussion Items:

- 1) LAC Bylaws, duties & responsibilities discussion (in App. B of Faculty Handbook compare closely to language that was up for revision most recently.)

Stephanie brought copies to compare. They are similar. The version from the 2015-2016 is the 3<sup>rd</sup> revised version. The 10/8/2013 is the latest version. We don't advise the Board as indicated in the Faculty Handbook, so it should be eliminated from the purpose of the LAC. It was agreed that the Faculty Handbook version needs to be changed. Stephanie will bring it forward to David Laderman.

- 2) Course Reserves will be discussed at a future time.

Roberta suggested an ornament Maker's Space in time for the holidays. The Friday, Dec. 11, before Finals week was proposed.

Meeting adjourned at: 3:30 pm

Date and time of next meeting: 2:30pm – 3:30pm, December 9, 2015

Minutes prepared by Janet Black, with assistance from Stephanie Roach

## Appendix

2015-2016 Faculty Handbook

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### **Library Advisory Committee (LAC)**

Library Advisory Committee shall report and recommend to Council, advise the Vice President, Instruction, Director of Library Services, and the Board concerning library policies. The committee fosters communication among the library, the Senate, and the larger college community.

#### **Duties and Responsibilities**

- a. Work to ensure that the library satisfies accreditation requirements and has the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency.
- b. Work to ensure that the library receives adequate institutional funding to implement best practices for academic libraries in the areas of faculty and classified staffing, information resources and related technologies for on-campus and distance education access services, student learning outcomes, design and maintenance of the physical facility.
- c. Raise visibility and facilitate communication about library and information resources to the greater college community.
- d. Review regularly Library technology, facility, and resource issues that impact the campus community.

#### **Committee Structure**

Library Advisory Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee; library faculty shall elect one additional representative. Faculty members serve two-year terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Council.

### **College Assessment Committee (CAC)**

College Assessment Committee shall report and recommend to Council, advise the Vice President, Instruction, and Accreditation Liaison Officer concerning student learning outcomes and assessment of courses, programs, and the institution. CAC will provide the student learning outcome (SLO) assessment cycle, a process fostering dialogue, and a vehicle for continuous education improvement.

#### **Duties and Responsibilities**

- a. Develop, promote, and implement student learning outcomes and assessment at the course, program and college level.
- b. Integrate Student Learning Outcomes and Assessment with other college initiatives.
- c. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process.
- d. Document the progress of every year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas.
- e. Carry on regular review of SLOs and resource issues that impact the college.

#### **Committee Structure**

College Assessment Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee; library faculty shall elect one representative. Faculty members serve two-year terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Governing Council.

Bylaw Update by LAC that is not reflected in ASGC Bylaws above

***Library Advisory Committee Bylaws (Revised 10/8/2013)***

*The Library Advisory Committee shall report and recommend to the Governing Council, advise the Vice President of Instruction, and the Director of Library Services concerning issues affecting the library. The committee fosters communication among the library, the Senate, and the larger college and district community.*

*Duties and Responsibilities:*

- a. *Work to ensure that the library satisfies accreditation standards and has the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency.*
- b. *Work to ensure that the library receives adequate institutional funding to implement best practices for academic libraries in the areas of faculty and classified staffing, information resources and related technologies for on-campus and distance education access services, student learning outcomes, design and maintenance of the physical facility.*
- c. *Raise visibility and facilitate communication about library and information resources to the greater college community.*
- d. *Regular review of library technology, facility, and resource issues that impact the campus community.*