

## Library Advisory Committee Minutes

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

December 9, 2015, Building 15-155

2:30pm - 3:30pm

#### Members Present

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

#### Others Attending

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Associated Students      Daniel Wallace\*

\*Indicates Non-Voting Member

## I. ORDER OF BUSINESS

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

There was a question regarding the requirement of sub-committees of Academic Senate to have a quorum before beginning. Stephanie Roach will report back about the requirement.

### 1) Approval of agenda and minutes:

- a) The November 11, 2015 minutes were approved.
- b) A discussion item was added regarding meeting times for next semester. The December 9, 2015 agenda was approved as amended.

### 2) Public Comment:

- a) Planetarium construction and installation of new equipment will be complete next semester.
- b) The Geminid Meteor Shower is happening, check the skies just after midnight to view meteor activity.

## II. INFORMATION ITEMS

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

#### a) LAC news & discussion items

Roberta Reynolds has chosen to step down as Co-chair of the Library Advisory Committee. She will continue to serve as a representative from Language Arts. The committee is appreciative of her long time commitment to LAC, and thanks her for her service as Co-chair.

A new Co-chair for the committee is needed. A list of responsibilities will be emailed out to the group.

The LAC was an item on the agenda at yesterday's Academic Senate meeting. Details will be reported as part of our discussion item on today's agenda.

#### b) Academic Senate / Institutional Planning Committee (IPC) updates:

1. Two items were discussed in depth at the last IPC update: 1) Communication and group focus, and 2) a CSM budget overview. The six circle model of communication which includes structural and process aspects, as well as aspects focusing on strengthening communication by focusing on providing adequate information, listening, and building better relationships within the group was discussed within context of the IPC. The model had been presented at an earlier IPC meeting by Theresa Martin and Henry Villareal.
2. The Academic Senate meeting featured discussions about the LAC (to be discussed below) and another subcommittee, the Learning Support Center Coordination Committee. The LS3C is seeking to be

reorganized as an Institutional Committee rather than as a sub-committee of the Academic Senate.

Additionally, there was discussion about the Fast-track to Transfer option designed for students who need to fill a specific requirement for transfer. The program will be piloted the last eight weeks of Spring 2016, with the offering of six courses as follows:

- SOCI 100 (online)
- ENGL 100 (online)
- FILM 100 (online)
- PHYS 150
- ENGL 110
- PSYCH 100

Other eight week courses such as LIBR 100 and Counseling courses will also be included in the program.

2) Associated Students Report by Daniel Wallace

Associated Students is seeking to coordinate with the Learning Support Center regarding funding options for textbooks. The LAC looks forward to hearing more about this as it develops.

3) Library Report by Stephanie Roach

There is a Holiday Open Studio planned for Friday, December 11th, from 1pm-3pm in the Library Classroom. Students will be able to do make holiday cards, ornaments, 3D printing & scanning, and more. Please help get the word out.

The New York Times trial is complete, and we are anticipating introduction of online access for students, staff, and faculty for 2016.

III. Discussion Items:

1) Scheduling for LAC meetings in Spring 2016

At least one committee member has a time conflict with the LAC meeting next semester. Currently, the meeting room (15-155) and meeting time is booked until the end of the year. A poll will be sent out regarding meeting time to see if we need to reschedule.

2) Academic Senate discussion of LAC at 12/8/2015 meeting

The direction taken by the LAC is regarded favorably by the Academic Senate. The LAC annual goals were presented, as well as plans for discussion items, and their alignment with Academic Senate and other institutional priorities. Of specific note were student equity, international students, and distance education. Some discussion centered on the necessity to fill the open Co-chair position with someone from outside the Library, so that the committee best reflects the needs of the faculty.

It was pointed out at LAC that it is important for the committee to continue working on getting more students into the library.

- 3) Goal review and planning for Spring 2016
  - a) *Energize the committee through regular meetings, follow through on goals, and performance of regular administrative tasks and responsibilities:* We are on track for this goal by holding monthly meetings, etc. So long as we continue this trend, we will meet the goal as planned. The primary purpose of this goal is because last year, the committee did not meet.
  - b) *Recruit new members:* We started the year with four confirmed faculty members, and now have six faculty members plus two non-voting members. The Kinesiology, Athletics, & Dance Division does not have a representative.
  - c) *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:* This item has not yet come up for discussion in Academic Senate, so we will plan to look at it when they do, next semester.
  - d) *Perform a needs assessment survey for faculty, staff, and/or students:* Our next meeting has a planned discussion item regarding reviewing the results of the last survey that was done by LAC, possibly in 2013. That way we can assess whether we need to do another similar survey, or if we should target the design of the survey to get at some of our specific goals, or to reflect some of the institutional priorities we have been hearing about such as student equity, needs of international students, professional development for faculty, etc. Survey results will be sent out for review by the committee before the next meeting.
  
- 4) What would you like to see as far as professional development resources and/or trainings, workshops, etc. provided by the Library specifically for faculty?

Please consider this question, and bring it back to your divisions for feedback. It was noted that the Library has a lot of resources that might be useful for professional development purposes—anything from access to books, ebooks, and more on a range of topics. Research instruction/review or research guides and other resources curated

or taught by Librarians could be useful. We should consider partnering with the Center for Academic Excellence Committee.

Meeting adjourned at: 3:23 pm

Date and time of next meeting: 2:30pm – 3:30pm, February 10, 2016

Minutes prepared by Stephanie Roach

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Appendix

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