

Library Advisory Committee Minutes

A Subcommittee of the CSM Academic Senate Governing Council

Location: 15-155

Thursday, September 15, 2016, 1:30pm - 2:30pm

Members Present

Creative Arts/Social Sciences	Janet Black
Language Arts	Tim Maxwell
Library	Stephanie Roach, Chair
Counseling	Ruth Turner
Business & Technology	Lilya Vorobey
Kinesiology, Athletics, & Dance	Sarah Artha Negara
Mathematics & Science	Darryl Stanford
Associated Students	TBD*

* Indicates non-voting member

I. ORDER OF BUSINESS

The meeting was called to order by Stephanie Roach and began at 1:40 PM.

1) Approval of agenda and minutes:

- a) The September 15, 2016 agenda was amended to indicate that our appointed Student Representative is unable to attend due to his Fall schedule. Thus there will be no Student report. The agenda was approved as amended.
- b) The April 13, 2016 minutes were approved.

There was no meeting in May 2016 because a quorum was not reached.

2) Public Comment: The Family Science and Astronomy Festival + Makerspace is scheduled for Saturday, October 8th this year, and the Library will again be participating.

II. INFORMATION ITEMS

1) Chair report by Stephanie Roach

- a) Welcome back and introductions. The committee was welcomed back to a new school year, and individual committee members went around the table and introduced themselves.
- b) LAC news, pending discussion item update, & committee overview

The general organization of meetings follows the agenda each month, beginning with the order of business (approving agenda and minutes) & public comment. Sticking to the agenda more closely will help the committee to keep on track since we only have one hour per month of meeting time. Meetings must have a quorum, which is 4 or 5 for a committee of our size.

Information items follow. These should be informational in nature only, and not include discussion in the interest of managing time for the meetings.

Action items are decisions that must be made by the committee. These are voted on by members for approval. Discussion is invited as needed when making decisions.

Discussion items allow additional time for discussion. Discussion can be carried forward to future meetings as needed, either for continued discussion or as an action item if a decision is needed.

The future discussion items currently listed on the Agenda were primarily brought forward from last year. However, they are flexible if the committee decides to focus on other items and tasks more in line with the goals set by the committee for this academic year. The priority of discussion items is flexible, though time sensitive issues are treated first. Committee members should bring discussion items forward from each Division, when something is of concern and should be discussed.

- c) Academic Senate / Institutional Planning Committee (IPC) updates:
Our committee is a subcommittee of the Academic Senate, and as such we are required to report back to them about our meetings and goals. Additionally we have a seat on IPC. Currently, Stephanie has been attending both meetings on behalf of LAC. She can continue to do so, as Interim Secretary for the Academic Senate she already will be attending all Academic Senate meetings. However, if someone else is interested in IPC on behalf of the committee that is fine.

1. Academic Senate update

Academic Senate has primarily been doing introductory work such as setting annual goals. The big discussion at the first meeting was about public safety concerns and the safety forums being held on campus.

2. Institutional Planning Committee (IPC)

IPC has also been doing initial work of discussing mission, vision, and its role in monitoring the strategic goals of the College.

2) Associated Students Report

No report at this time. We are working with Associated Students on getting a new representative for this semester since there was a time conflict with Ben Chettipally, who was initially assigned to our committee.

3) Library Report by Stephanie Roach

Updates were provided about many changes faced by the Library this Fall. Lorrita Ford, retired at the end of June, and her position has not been posted or filled to date. However, it is expected that cabinet will be making a decision about their vision for the position soon. Mike Claire indicated in his Fall update email this week that they plan to work with the Library Advisory Committee as they make their decision.

In addition to Lorrita's retirement, another full time Librarian, Renee Bu, left CSM at the end of the 2015-16 school year for another opportunity. With the staff level changes, the two remaining full-time Librarians, Stephanie Roach and Teresa Morris have been give reassigned time to help make up the difference.

Organizationally, there have been changes as well. The Library has been moved to the Academic Support and Learning Technology Division instead of the Vice President of Instruction's office. They currently report directly to Dean Jennifer Taylor-Mendoza, as there is no Library Director (or other leadership position).

Finally, as much as possible, the Library is striving not to miss a beat. So far this year, we have hosted a group of educators from Japan, and have started our weekly Makerspace series for 3D printing and knitting.

III. Action Items:

1) New Chair for LAC

Stephanie indicated she is feeling conflicted about her role as Chair and as the Library representative. With a Librarian serving as Chair, the communication channel feels as though it is going the wrong direction. The Committee is an Academic Senate subcommittee that should be focused on the needs of the faculty, and making sure their needs are being met by the Library, and that they are communicating with the Library about this as needed.

Tim Maxwell from Language Arts (English Dept.) has agreed to serve as Chair of our committee, so long as LAC agrees to this change. He is also willing to serve as Co-Chair if someone else is interested.

If the change is agreed on, it will be brought back to Academic Senate to be made official.

Tim expressed his enthusiasm for taking on the role, and the importance of demonstrating the relevance of the Library to the campus community. He expressed that Library services are vital in the age of online information, and raising awareness of this is an important commitment, and modeling best practices.

The committee voted to approve that Tim Maxwell step in as Chair of the LAC.

IV. Discussion Items:

1) Annual Goals

We will be expected to develop annual goals as part of our work for the year. We will submit them to Academic Senate, and from there they go to IPC. At the end of the academic year we will report back on our progress in completing the goals.

Last year's goals reflected the goals of the Academic Senate. We can take that approach this year, or we can come up with other ideas that are important to the LAC.

2015-16 Annual Goals were as follows:

- Energize the Library Advisory Committee through regular meetings, follow through on goals, and performance of regular administrative tasks and responsibilities (based on ASGC goals)
This goal was in response to an Academic Senate goal. It was accomplished, in that after a long hiatus, the committee became active again.
- Recruit new members
In the end we seemed to get there with this one. We currently have one representative from each Division.
- 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)
This goal was in response to an Academic Senate goal that was not completed last year. In this year's goal setting at Academic Senate, it has been agreed to focus on distance education in general rather than the OEI specifically. We may want to do the same, if it is felt Library support of Distance Education is important. Some discussion of Distance Education and the need for increased Library support for these students followed. Additional tutorials and communication about services were areas for improvement, including providing online versions of orientation and workshops. Instructors who teach

online may not always know what is available to them, and to their students who are completing research projects. Additional areas of support that may be needed for Distance students include technology support more generally, including access to computers and internet. The laptop checkout policy was brought up as something that might want to be reviewed.

- Perform a needs assessment survey for faculty, staff, and/or students
This goal was not completed last year. Keeping this goal might be good in order to get feedback about issues from faculty and/or the broader campus community. The importance of keeping the length and focus of any surveys manageable was noted, as the survey from 2013 was so extensive that it took a lot of energy to create, administer, and evaluate. Also, individuals may not have completed the survey because it was too long.
- Report suggestions for programming, resources, service improvements, or otherwise to the library annually or more frequently as needed.
It was noted that this goal is probably not necessary moving forward because it really identifies normal committee operation and communication.

Additional discussion regarding goals centered around making sure adjunct faculty in particular are aware of service options including purchase requests and course reserves, and campus options for parking near the Library and how this might impact use of the building and library services.

2) Library Leadership position

It was recommended that the committee be proactive in shaping our vision for the Library during this time of transition. As a committee we should make an effort to understand this role, and investigate options for the future of the Library. In this way, we can be prepared with a response when decisions regarding leadership and direction of the Library are announced or put forward by cabinet or others. Please bring feedback from each Division regarding the leadership change to the LAC.

As part of this it was recommended we invite Mike Claire and Jennifer Taylor-Mendoza to speak to the Library Advisory Committee.

Meeting adjourned at: 2:33 pm

Date and time of next meeting: 1:30pm – 2:30pm, October 20, 2016

Minutes prepared by Stephanie Roach