

Library Advisory Committee Minutes

A Subcommittee of the CSM Academic Senate Governing Council

Location: 15-155

Wednesday, February 10, 2016, 2:30pm - 3:30pm

Members Present

Creative Arts/Social Sciences	Janet Black
Language Arts	Roberta Reynolds
Library	Stephanie Roach, Chair
Counseling	Ruth Turner
Business & Technology	Lilya Vorobey (Absent)
Kinesiology, Athletics, & Dance	VACANT
Mathematics & Science	Darryl Stanford (Absent)
Associated Students	Daniel Wallace*
Library	Lorrita Ford* (Absent)

* Indicates non-voting member

I. ORDER OF BUSINESS

The meeting was called to order by Stephanie Roach and began at 2:45 PM once a quorum was reached.

1) Approval of agenda and minutes:

- a) The December 9, 2015 minutes were approved.
- b) Today's agenda was amended to include information and discussion about the Brown Act and was approved as amended.

II. INFORMATION ITEMS

1) Chair report by Stephanie Roach

- a) LAC news, goals, & pending discussion item update

There is a potential new member, Sarah Artha Negara, from the Kinesiology, Athletics and Dance division. Her ability to attend will likely depend on the

time we schedule for our meetings for the rest of the semester. We are still in need of a co-chair. It is important that the leadership of the committee is driven by faculty from departments other than the library so the needs of these departments drive committee activity and so that there is no conflict of interest when advising the library. LAC annual goals were reviewed. We are on target, and should focus on the survey next. Distance education will be an upcoming discussion item, as well, and we can discuss library resources for distance education students and faculty. Additional discussion items include student equity and international students.

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

1. Academic Senate continues to discuss international students and programming. Danni Redding Lapuz took time to discuss the experience of international students on campus and the importance of faculty and others supporting the specific needs of this community. Perhaps we can invite Danni to a future discussion here.
2. IPC continues to discuss best practices for improving communication among committee members. A survey will be developed that will give other committees including LAC the opportunity to give feedback on communication and effectiveness of committees. If there are ideas regarding what to include on a survey of this type, please let Stephanie know. There has additionally been continued informational items regarding budgeting at CSM and the district.

2) Associated Students Report by Daniel Wallace

No report.

3) Library Report by Stephanie Roach

New York Times.com & New York Times inEducation are now active. \$10,000 in funding from the student equity budget has been designated for purchasing textbooks for reserves. These have begun to arrive in the Library and made available for student use. A follow up question about the ability of Library to provide online materials from textbook publishers was posed. However, publishers do not allow sharing of electronic content, and thus typically don't allow libraries to purchase these types of materials. Stephanie will double check this, and report back if otherwise.

III. Action Items:

1) Meeting minutes: What is the best way to approach capturing these?

Stephanie has taken meeting minutes for the last couple of meetings, but it is difficult to both lead the meeting and take minutes. Ideas included assigning an individual as secretary to take on the role, or once there is a co-chair, having one person lead the

meeting and the other take minutes. Another idea was to continue to rotate through. Janet Black volunteered to take minutes for the March 10 meeting.

2) Spring 2016 meeting schedule

Darryl Stanford has indicated he can no longer make the current meeting time. A poll was sent around with alternate meeting times, to see if a better time could be found. According to the poll, the best time is still 2nd Wednesdays 2:30-3:30pm.

IV. Discussion Items:

1) Clarification regarding the Brown Act

The Brown Act requires meetings by the Academic Senate and its subcommittees to be open. This means that group email communications about meeting items should be avoided, as they can be considered an online meeting that is not open to the public.

2) Professional development resources via the Library

Ideas for professional development resources included technology trainings (software, hardware, library tools & resources) and creating a resource guide for faculty to pull together some of the books, ebooks, and other resources that are useful for professional development. The library should coordinate with CAE Committee in order to make sure efforts aren't being duplicated.

3) Review of past LAC survey

Unfortunately the printouts provided were black and white, and the results needed clarification. This will be provided for the next meeting so that the discussion can continue. It was noted that the length of this survey is not something that we have the resources to duplicate at this time. A short, sweet survey on a limited topic is preferred.

Meeting adjourned at: 3:30 pm

Date and time of next meeting: 2:30pm – 3:30pm, March 9, 2016

Minutes prepared by Stephanie Roach