Division Meeting - AGENDA

October 18, 2013 - FH 134

*Includes attachment

1. Revised Library & Learning Center Organization Chart/Vision Statement and Core Values*

2. Go Over Answers to Moving Questions/Review Moving Timeline*

3. Create Moving Team

4. Art in the New Building

5. Ribbon Cutting Ceremony
1. Library Move Update (Ellen, Marybeth, Linda, Kim)
   A. General Timeline
   B. Labeling our Desks and Creative Thinking
   C. Signage
   D. Stored Furniture Use
   E. Student Worker Building Orientation in January
   F. Staff Scheduling in January (Coordinating OD/OP and Vacation etc.)
   G. Purchasing Art (Brian)
   H. Keys

2. Printers/Copiers (Jillian)

3. Training Needs for WorldShare (Ellen)

4. Computer Use Philosophy (Iris, Brian)

5. March Division Retreat (Jillian)

6. Professional Development Committee (Shirley)

7. Shared Governance Document (Jillian)

8. Ribbon Cutting Plans? (Jillian)

9. Community Patron Use in Building

10. CARE Adopt a Child Program (Sandy)
L & LC Division Meeting - AGENDA
Friday, January 24, 2014
8:00-9:30am

1. Call to Order
2. Safety Procedures for the New Building (Lloyd Jackson)
3. Dean’s Report (Updates)

Discussion Items:
1. Check In: Pros and Cons of both East and West
   A. What’s Working? (Map it out)
   B. What’s Not Working? (Map it out)
2. Review Procedures for Calling in Sick
3. WorldShare Update (Ellen)
4. Ribbon Cutting
5. Future Division Meetings
6. Other?

East/West Break-Out:

East Issues:
1. Visibility of Student Lab Aids
2. Communication When off the Floor
3. Food and Drink Policy and Procedures
4. Cross-Pollination at Welcome Desk
5. Other?

West Issues:
1. ODOP
2. Front desk coverage
3. Welcome desk coverage
4. Tutoring Schedules
5. Other?
Present: Sue Adler, Ranai Carlton, Iris Carroll, Cheryl Chavez, Jillian Daly, Ellen Dambrosio, Kathleen Ennis, Sandy Gallardo, Mary Beth Gish, Jakki Jordan, Isabelle Lacazotte, Prasad Mathai, Shirley Miranda, Sam Murphy, Linda Occhipinti, Charlene Olivera, Clorinda Otte, Kim Schrader, Yia Vang

1. **Training in Maxient - student conduct reports**
   The district is now using this program to document student conduct. To bring up a blank report, go to: mjc.edu → Faculty & Staff →
   a. **Student Conduct Report Form (for disruptive behavior)**
      Document student’s name and DP #, create narrative using careful language, and choose action
   b. **Behavior Intervention Report (for peculiar behavior or when a student says he/she may harm himself/herself)**
      This form is sent to Counseling & our Behavioral Intervention Team
      Document student’s name and DP # and create narrative using careful language
   ► Jillian will contact Susan about being able to bar students from the library.

2. **Suggestion box/Graffiti board**
   Suggestion box: A student would fill out a small card including his/her email address, drop it in a box on the counter and receive a response back from us.
   Graffiti board: We pose a question at the top of the board, students respond underneath the question, and we respond to the responses at the bottom or on another board. Brian would be responsible to respond on west campus and we would rotate the responsibility on east campus.
   Staff are interested in using both forms of communication.
   ► Jillian will work with Kim to order the boxes and board(s).

3. **Food in the building**
   Beginning in May, we will begin to allow food on the patio on east campus and drinks with secure tops on east and west campuses.
   ► Kim will order a large garbage can for the patio from Facilities.

4. **Process for approving new software in the computer labs**
   Per Shirley, new software will need to be purchased from our instructional supply accounts.
   There is a Lottery Materials Request Form we can fill out. Lines to fill out on the form include name, cost, reason, class and instructor. This form would go to various people including Patrick Pimentel Sr. in IT and the Instructional Technology Committee.
   ► Jillian will speak with Patrick about this process.

5. **Create a down time for IT to make changes on computers**
   IT needs time to run updates on the computers in our computer labs. To cause the least disruption to students, we would like to split the labs on both campuses into three parts - east campus south lab, east campus north lab and the west campus lab. We would like the updates to be done on three different Friday afternoons or Friday mornings from 8 - 10 AM. If this doesn’t work for Trevor, they may need to be done on Thursdays instead.

6. **Continuing concerns**
   a. **Computer help visibility**
      Blue vests have been ordered.
   
   b. **Computer lab issues**
   
   c. **Welcome desk issues**
d. **New tutoring system**

**Positive attendance**

It has been communicated that Jillian and Shirley need to get positive attendance started for tutoring.

**Title V requires certain items to be in place:**

a. Have a learning center on campus.

b. Have all tutors go through instruction on general tutoring. This includes supervised practice.

c. Have every student requesting tutoring be referred by an instructor or counselor. This also includes all self-requested tutoring.

A TUTOR-850 class has been created. Students being tutored will be enrolled in this 0 unit class once each semester.

d. Have tutoring be supervised by a faculty member whose sole responsibility is tutoring. Their degree needs to be within one of the fields of tutoring we offer.

Possible ways we can accomplish this is:

i. Embed current faculty (1/2% load per hour).

ii. Replace our faculty liaisons with faculty coordinators. (We would need two to cover the hours we are open.)

Currently, SARS grid doesn’t work with Datatel. Brian DeMoss will work to get them connected. For now, we will enter students into SARS grid only. When we get POSLAB, staff will log in students.

Another element we need to look into is paying tutors. A certain percentage of their salary is supposed to come out of our 11 account.

Jakki and Ranai will move to a desk to the left of the entrance. Charlene and Manuel will move to the welcome desk.

e. **New hours**

Looking at our statistics, Shirley has found that evenings and Saturdays have low usage.

We will discontinue tutoring on Saturdays beginning March 29 but will continue to stay open in the evenings.

Jill requests that both labs in the east campus Library & Learning Center need to be available to students while we are open. After 6:00 we will focus on assisting those students in the lab on the south side of the building.

Our plan is to not be open on Saturdays beginning in the fall.

► Jillian will explore security cameras for the computer lab.

f. **Coverage when sick, taking OD/OP or vacation**

Linda is the first one to arrive in the morning. If she is sick and unable to come to work, she is to call Shirley or Jillian.

7. **Other**

**Landscaping the patio area**

Charlene would like to plant plants in the small dirt area on the patio.

Work group: Charlene, Sam, Kathleen

**Noise in the library**

Students have been complaining about the noise in the library. Part of the reason is due to the fact that we now have more staff and tutors in the public area. The library was designed for the south side to be loud and the north side more quite. When a student comes to you about noise, allow them to sign up to use a study room if one is available or direct them to the northwest corner of the room.

Let Jakki or Ranai know if you can single out a tutor’s voice that needs to be toned down.

**Next Meeting:** Thurs, May 15; 1 - 2:30; Library & Learning Center - east campus
I. CALL TO ORDER

II. APPROVAL OF ORDER OF AGENDA ITEMS

III. APPROVAL OF THE MINUTES (March 20, 2014)*

IV. DEAN’S REPORT
    A. Review 2014/15 Budget*
    B. Student Conduct and Behavior Issues
    C. Positive Attendance

V. ACTION/DISCUSSION ITEMS
    A. Continuing Business
       1. Update needed on orientation/activities for meeting on August 21 (Shirley)
    B. New Business
       1. Budget process & shared governance document (Jillian)
       2. Fall hours (Jillian/Shirley)
       3. Closure between semesters? (Mary Beth)
       4. Timing for computer exchange in the labs (Jillian)
       5. Library & Learning Center disaster plan revision (Jillian)
       6. $5,000 donation from Edward & Mollie Arnold Family Trust (Jillian)
       7. Learning Center vs. Writing Center (Shirley)
       8. Absence form procedure (Shirley)
       9. Cleaning tables on the patio (Jillian)
       10. Literature and brochures on our freebie table (Sandy)
       11. Cheryl’s assistance (Shirley)

VI. COMMITTEE REPORT OUT/ACHIEVEMENTS
    A. L & LC Website
    B. CTE

VII. ANNOUNCEMENTS

VIII. ITEMS FOR FUTURE AGENDAS

IX. COLLEGE SHARED GOVERNANCE REPORTS
    A. YFA Report
    B. CSEA Report

X. ADJOURNMENT

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