LIBRARY & LEARNING CENTER
Faculty Meeting
AGENDA
September 11, 2014
LOCATION: Library 114, 1:00 – 3:00 p.m.

I. CALL TO ORDER

II. APPROVAL OF ORDER OF AGENDA ITEMS

III. APPROVAL OF THE MINUTES (April 10, 2014)*

IV. DEAN’S REPORT

V. ACTION/DISCUSSION ITEMS
   A. Continuing Business
      1. Review Previous Month’s Action Items
      2. Website Update
      3. Assessment
   B. New Business
      1. Library Usage (Nora Seronello)
         a. Midterm Accreditation* (Ellen)
      2. Budget*
         a. West Computer Upgrades (Brian)
         b. Materials Budget* (Iris)
         c. Budget Committee Process (Jillian)
      3. Absences/Comp Time (Jillian)
      4. West Campus Issues (Jillian)
         a. Archive Materials
         b. Book Weeding
      5. Program Review (Shirley)
      6. Spring 2015 Workshop Calendar (Brian)

VI. COMMITTEE REPORT OUT/ACHIEVEMENTS
   A. Librarian Retreat Report (Iris)
   B. CTE (Jillian)

VII. ANNOUNCEMENTS

VIII. ITEMS FOR FUTURE AGENDAS

IX. ITEMS FOR FUTURE DIVISION MEETING AGENDAS

X. COLLEGE SHARED GOVERNANCE REPORTS
   A. YFA Report

XI. ADJOURNMENT

*attachment
LIBRARY & LEARNING CENTER
Faculty Meeting
Minutes
September 11, 2014
LOCATION: Library 114, 1:00 – 3:00 p.m.

Present: Sue Adler, Iris Carroll, Susan Cassidy, Jillian Daly, Ellen Dambrosio, Brian Greene, Shirley Miranda
Guest: Nora Seronello
Members Absent: Debra Budding, Kathleen Ennis

I. CALL TO ORDER
II. APPROVAL OF ORDER OF AGENDA ITEMS
III. APPROVAL OF THE MINUTES (April 10, 2014)
IV. DEAN’S REPORT
   Computer labs
   Faculty are asking us to place new versions of software as well as links used in their specific classes on our lab computers. We discussed institutional vs. course specific class requests and agreed that all software changes need to go through Jillian for approval.
   ACTION: Brian, Iris, Charlene, and Prasad will come up with a policy stating what can placed on the desktops.
   Check-in computers
   Sometimes there is a long line of students waiting to check in to use the computers.
   ACTION: Shirley will look for an additional laptop we can set up at the welcome desk.
   We would also like monitors placed against the check-in computers. These monitors would face the staff so they can aid students as they check in.
   ACTION: Kim will place a work order to use the three old monitors being replaced at the check-out desk.

V. ACTION/DISCUSSION ITEMS
   A. Continuing Business
      1. Review Previous Month’s Action Items
         ACTION: Kim will email the April 10, 2014 minutes to us. We will approve them via email.
      2. Website Update
         Iris has received a lot updates to make on our website.
      3. Assessment
         See section V.B.1.
   B. New Business
      1. Library Usage (Nora Seronello)
         Nora spoke about Accreditation Standard 2C1b.
         ACTION: Iris will send Nora the notes from our librarian retreat held during the summer.
         We will track success and retention through a questionnaire created in Class Climate.
         ACTION: Jillian will speak with Susan about creating an L & LC question for the CCSSE survey.
         a. Midterm Accreditation (Ellen)
            We gave Ellen feedback on our Midterm Report to take to the Accreditation Committee meeting later today. One item we discussed was that Standard 2C1a guarantees money but not a set amount each year.
2. **Budget**
   There will not be any IELM money this year.
   a. **West Computer Upgrades (Brian)**
      Alice, Isabelle, and Yia’s computers need to be replaced.
      **ACTION:** Shirley and Brian will send Jillian an email stating the tasks these computers are used for.
      **ACTION:** Ellen will ask for a statement from OCLC stating the necessary computer requirements to run their program. Jillian will then speak with Patrick.
      A computer is also needed for Brian’s office. It was suggested that Brian’s current computer be moved to his office and another one be brought in for the reference desk.
   b. **Materials Budget (Iris)**
      We should find out in late October if we will receive Lottery money this year.
      **ACTION:** Jillian will send the college’s updated FTE report to Iris.
      **ACTION:** After Iris completes the materials budget spreadsheet, we will meet to discuss moving money to specific vendors.
   c. **Budget Committee Process (Jillian)**
      A Budget Committee comprised of Shirley, Brian, Kim, Mary Beth, Isabelle and Alice has been put together to approve items we would like to purchase.

3. **Absences/Comp Time (Jillian)**
   Comp. time cannot be used to cover missed instructional hours. An absence form will need to be filled out for this type of absence.
   **ACTION:** We need to come up with a common process to track our non-instructional absences and make-up times.

4. **West Campus Issues (Jillian)**
   a. **Archive Materials**
      Not discussed
   b. **Book Weeding**
      Jillian has an interview next week with a reporter who wants to know what happened to the books we discarded a few years ago.

5. **Program Review (Shirley)**
   Not discussed

6. **Spring 2015 Workshop Calendar (Brian)**
   Not discussed

VI. **COMMITTEE REPORT OUT/ACHIEVEMENTS**
   A. **Librarian Retreat Report (Iris)**
      No report
   B. **CTE (Jillian)**
      No report

VII. **ANNOUNCEMENTS**

VIII. **ITEMS FOR FUTURE AGENDAS**

IX. **ITEMS FOR FUTURE DIVISION MEETING AGENDAS**

X. **COLLEGE SHARED GOVERNANCE REPORTS**
   A. **YFA Report**
      No minutes are recorded

XI. **ADJOURNMENT**
   The meeting was adjourned at 3:00 PM