

## Meeting Minutes

Date: October 14, 2021

Meeting start time: 1:08

### Attendees:

Mercedes Pearson

Johanna Bjork

Angela Meek

Emily Carstens Namie

Johanna:

LAC Changes

- Charles left due to restructuring, Emily Parsons academic division representative
- New student representative- Madison Birdsell

Library Changes:

- Samantha Franklin's last day 10/15
- Doing an assessment of work duties, then put forth a hiring request
- Will have to fill SOME position to keep functioning and offer necessary services
- Will be putting in a request to hire, may not be until spring
- Jennifer Cromer changing her shift to help with coverage
- Library staffed with student users 7-9pm
- Instructional Outreach Plan started in August
  - promote our resources among faculty ranks
  - Increase instructional sessions
    - Jennifer and Guarina doing most sessions
  - Collect comprehensive assessment data
    - Instructional session data wasn't being collected effectively
    - Now have a survey to administer with instructional sessions
- Johanna taking over 2 hours of front desk coverage/5 days a week and covering.
- We have two faculty members and have to represent on all committees; difficult to cover all required faculty meetings and with current Library staffing needs.
- Meeting with Dr Chilson to discuss a solution to staffing needs
- Archives: collection from Alumni Association; ASLCSC brought in a collection
- Currently researching a card-swiping system to collect student-use data (how many visits)

Mercedes Updates

- Grace had accreditation visitors; all pretty positive/neutral; no major changes needed
- 2021 Fall student survey closed 10/4; working on the report
- Early ending course SCEs went out and closed
- IPEDS report due tomorrow (10/15)

Current NW Accreditation Cycle - Library Involvement

- Library involvement has been minimal
- Do have an Instructional Outreach Plan

- Changed the database page; about 150 databases were not in a searchable situation; efforts being made to make electronic resources more findable/searchable
- Streamlined the instructional sessions, how to register for them
- Streamlined the research appointments process

Assessment data collection

- Collecting more
- Streamlining collection processes
- Working on communication with student workers about how and why data is being collected

Library Budget

- 60K cut the year prior; stands for this year, too
- “Volumes” trimmed down a little

<u>LIBRARY</u>			10/14/2021	
<b>Budget Distribution for FY2022</b>		Budget Distribution	Spent as of 10/14/21	
126101	Irregular Help	\$35,000.00	\$9,465.80	
	Other Expense (O.E.)	\$0.00	\$10,586.00	\$19,667,86 added from FY21 carry over funds
	Equipment	\$0.00	\$0.00	
126102	Volumes	\$50,000.00	\$14,732.10	
126103	Microforms	\$8,710.00	\$8,719.00	
126104	Periodicals & Newspapers	\$140,000.00	\$146,804.30	
126105	Serials	\$201,585.00	\$192,067.60	
126106	Consortium Support	\$44,350.00	\$32,479.90	
	<u>TOTAL</u>	<u>\$479,645.00</u>	<u>\$414,854.70</u>	

Library Website Updates

- Library Catalog search on the main page
- Resources divided between students and faculty/staff
- Instructional Outreach Program available online
- Form for signing up for an “Instructional Session” available online
- “Purchase recommendation” form available online; go to Johanna for approval
- Student Resources

- Looked at “hit” data and put the most used items as quick-links at the bottom of the student page
- Librarian staff information pages have specialties, liaison info, and online appointment scheduling
- Updated appointment scheduling form online to collect data
- A-Z Databases link
  - 382 databases, organized A-Z
  - Searchable by subjects, types, and vendors
  - Streaming video services:
    - Feature films for education (691 films)
      - Can be directly linked from within Canvas (ez-proxy embed code or link)
      - ALL subtitled
- Research appointments normally 20 minutes; longer sessions can be scheduled
- CREDO reference database (very robust collection)
- If there’s a resource you’re interested in, you can make a request to the Library
  - Ex. Digital Theater Plus

#### Library Miscellaneous

- Game nights back on in the Library; second Tuesday of every month 6-9pm; Louis Sylvester hosting
- No Rock the Midterms or Finals this semester

#### Emily:

- Dr. Diessner left, Emily hired to fill his position
- 10/19 Tuesday at 5pm-6:30- Social Sciences Psychology Graduate seminar/workshop for students to pick facultys’ brains on how to get into grad school; location TBD; headed by Dr. Gentos and Psychology Club

#### Angela:

- Concourse syllabus tool didn’t work out; eLS has to manually check all courses for syllabi now
- Commons workshop 10/21 at CTL on Canvas Commons; encourage sharing of resources among LC Canvas users; access to globally shared resources
- The Library has resource modules available on Commons to bring into courses (plagiarism, using Library resources, etc.)

#### Mercedes:

- Shared the link: <https://www.lcsc.edu/ir/how-do-we-assess-effectiveness>
- SCE links go directly to students’ LCMail
- Dawn Lesperance posts global announcement letting students know to look for those in LCMail

Meeting Adjourned: 1:58pm