

Wall, Patricia A.

From: Wall, Patti **Sent:** Tue 3/15/2011 7:30 AM
To: Mestas, Marie; Huston, Celia; Evans-Perry, Ginny; Wall, Patti
Cc:
Subject: Department Meeting Minutes March 14, 2011
Attachments:

**Library & Student Development Department Meeting Minutes
March 14, 2011**

Members Present: Ginny Evans-Perry, Celia Huston, Marie Mestas and Patti Wall

Flex Time/Professional Development:

Members discussed different activities that qualify for flex/professional development. Two of the recommendations included EBSCO & Proquest training and visits to two local presidential libraries, Nixon's and Regan's.

LIB062, Care and Repair:

This class still needs to be developed for online delivery. Huston suggested that it could be filmed in a "YouTube" format which could be filmed with an inexpensive recorder and loaded onto BlackBoard. This would make the class accessible for Distance Education.

Database Renewals:

Mestas spoke about where we were with the new contracts for the ebook product, Credo, the Science and Art and Arcecture databases. The approval is in-process with the budget transfers having been completed. The new contracts will go to District Board in April.

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Library Support Staff Certification Program (LSSC) Meeting

10/23/12

Library

Ginny Evans-Perry, Celia Huston, Marie Mestas, Steve Voisard, Patti Wall, Angie Gideon

- I. Online presentation information from 10/18/12
 - a. Student eligibility
 - i. Must have high school diploma or GED
 - ii. 1-year library experience (paid or unpaid) or 1820 hours over 5-years
 - b. Cost
 - i. \$350 enrollment fee
 - ii. Student also pays institutional cost when attending a certified provider.
 - iii. Certificate good for 4-years; \$100 student cost for recertification
 - c. Reasons a student would want an LSSC certificate:
 - i. Research shows that LSS certified in a rigorous certification program:
 1. •have more self confidence in their own ability
 2. •believe they provide better service to the public
 3. •better understand how the entire library operates
 4. •are more willing to accept responsibility
 5. •work better on the library team
 - ii. In the LSSC program, your library's support staff can prove their proficiency in ten competency sets. Three are required: Foundations of Library Service (propose LIB064); Communication and Teamwork (propose LIB065); and Technology (propose LIB068 or 069). The LSSC candidate must then choose three more competency sets from these electives: Access services (propose LIB065); Adult Readers' Advisory (do not have a class to propose); Cataloging and Classification (propose LIB066); Collection Management(propose LIB067; Reference and Information Services(propose LIB110 or 065); Supervision and Management(do not have a class to propose); and Youth Services(do not have a class to propose.
- II. SBVC Review from ALA
 - a. Month for review will either be November 2012 or February 2013. Awaiting someone to contact Patti from ALA for date confirmation.
 - b. Classes we believe will meet certification standards are:
 - i. LIB 064, Intro. To Libraries for Library Technicians (1 unit). Steve is currently teaching this course. Needs Mapping.
 - ii. LIB 065 Public Services for Library Technicians (3 units). Celia is currently teaching this course. Needs Mapping.

- iii. LIB 067 Library Technical Services (3 units). Steve is currently teaching this course. Needs Mapping.
- iv. We will propose all classes, if possible, so that we can receive feedback and perhaps certification.
- v. Required from instructors:
 - 1. •Detailed syllabus;
 - 2. •Detailed competency – course map which compares the course content, including readings, assignments, and assessments, to each of the competencies in a competency set;
 - 3. •Resume of the course instructors.

III. Mapping

- a. What can Ginny & I do to help with this process.
 - i. Ginny and Patti will help input course information based on the course documents Celia and Steve have for their classes.
- b. Current instructors: update syllabus which is needed for certification.
- c. Complete LSSC Mapping form.

IV. Library Media Clerk Position

- a. Application opening is closed.
- b. HR employee Ashley Tone is returning from vacation next week. Will need to test 24 applicants before interviews begin. Marie will keep us current with any news.

V. Library Scholarship

- VI. Diane Dusick and Marie Mestas had created a scholarship fund. Members suggested that this scholarship could help fund the LSSC Certificate cost for a student.

VII. Online Public Catalog (OPAC) and CHC's new Electronic Resources

- a. CHC purchased eBooks from EBSCO and loaded them into the OPAC. There was a possibility that SBVC students would be able to access them. These records have current titles and take up a majority of the holdings for both libraries. We were notified that only CHC students would have access with their student IDs. This creates serious issues for SBVC students when searching from the OPAC, some of which are outlined below and are part of an email Marie has sent to the Dean at CHC regarding our concerns:
 - i. When you limit by location, iii ONLY searches the Bookstacks location at either library, and therefore misses precisely those titles that may be exactly what students need, such as
 - ii. • Textbook Bank
 - iii. • Opposing Viewpoints
 - iv. • Atlases
 - v. • Reserves
 - vi. • Special Collections
 - vii. • Spanish and Vietnamese languages
 - viii. • Reference
 - ix. Or anything else that is not shelved in the larger Bookstacks location. So, limiting by location is a simple fix only if you have a small collection where

everything (or nearly everything) is shelved in one way. In the case of e-books, we cannot limit against them by location or we miss significant titles available to students.

- b. It was noted that both CHC and SBVC are moving from Millinium (OPAC) and to OCLC's World Share. There is a possibility that with this new sophisticated system CHC could suppress these electronic resources. It is also noteworthy that we purchased eBooks as well but provide access to them through a separate database so as not to show them in the shared catalog where CHC students would not have access to them.

VIII. Weeding of Vietnamese Book Collection

- a. Rationale: no circulation of these books.
- b. Catalog any books that when evaluated we would like to keep from this collection into regular circulating collection once Tom returns from vacation.

IX. Accreditation

- a. Celia Huston gave out documentation for Standard IIC
- b. Work for updating our document was split between members.
 - i. 1A-Ginny
 - 1B-Celia & Marie
 - 1C,D, & E- Marie
 - 2-Patti
- c. First draft is due spring 2013

X. SLO

- a. Need to assess our Library Technology Program which we will do this year.
- b. Need to re-assess our program courses which we also will do this year.

XI.

SBVC Library and Learning Support Service's Adjunct Faculty Meeting

Wednesday, January 8, 2014

Library Conference Room

Members present: Ruth Day, Amy Ellison, Patti Wall

Guest: Celia Huston, Accreditation Faculty Chair

- I. Welcome
 - a. Faculty mail was available for pickup.
 - b. Contracts, add codes—not available. Mary Valdemar will contact faculty for signatures.
 - c. Amy Ellison's 2-week class: police have been notified to open Library 147 classroom.
- II. New Administrator
 - a. Dr. Ricky Shabazz is our new administrator who we are reporting to.
 - b. Department Director: The job announcement for the Library and Learning Support Services Director has been advertised by HR. Closing date is January 21, 2014.
- III. SLO
 - a. Thanks went to all faculty who responded to the requested email for SLO submissions, especially in light of our upcoming Accreditation. New SLO documents from the Office of Instruction were distributed for annual SLO evaluation culminating in analysis (see attachment).
 - b. Accreditation-Faculty Chair, Celia Huston
 - i. Celia stopped by prior to the campus workshop to explain the simple steps in filling out the SLO forms. Faculty now have a better understanding of the simplified process of maintaining and tracking SLO assessment.

You forwarded this message on 5/9/2014 9:58 AM.

Wall, Patricia A.

From: Wall, Patricia A. **Sent:** Fri 3/28/2014 1:29 PM
To: Mestas, Marie D.; Huston, Celia J.; Evans-Perry, Virginia (gperry@sbccd.cc.ca.us); Voisard, Steven B
Cc:
Subject: Library Technology Program: Minutes
Attachments:

Minutes: Friday, March 28, 2014
 Library Technology Program

Next meeting: Friday April 5, 11:00, Reference Desk

We determined that meeting every week would be beneficial to discuss progress on updates and to get feedback. Ginny will be happy to input into Curricunet changes to the COR (Course Outline of Record).

Library Technology Classes	Past discussion	Your recommendations
LIB 062 Care & Repair	Continue offering on Saturday a.m. and in the fall 8 week session	1 unit: No prerequisites; Patti will update.
Lib 064 Intro. to Libraries	Update and increase to 3 units as content warrants this change	3 units: Name update to "Introduction to Library Services"; Offer each semester as it is becoming a prerequisite: Steve will update.
LIB 065 Public Services	Update curriculum	3 units; Prerequisite Eng 015 and Prerequisite or co-requisite LIB 064: remove reference content that goes beyond "Ready Reference"; Marie's updating.
LIB 066 Acquisitions	Update curriculum	3 units: Name update to "Acquisitions & Technical Services"; Prerequisite Eng 015 and Prerequisite or co-requisite LIB 064; Marie is updating and says it is almost ready for submission.
LIB 067 Library Tech Services	Moving in fall 2014 to Saturday afternoon for 18 weeks; follows LIB 062, Care and Repair Student's only need to come to the campus once with this move.	3 units: Name change to "Cataloging & Classification"; Pre or co-requisite LIB 064 (no prerequisite to ENG 015); Steve is updating.
LIB 068 Library Media Services	Combine with LIB 069 Lib Automation Increase to 4 units	4 units: Celia will rename; course merging with LIB 069, Lib. Tech. Serv Prerequisite Eng 015 and considering prerequisite or co-requisite LIB 064; Needs renumbering perhaps to 070 (Patti will check with Corrina for new number); Celia will update.
LIB 069 Library Automation	Combine with LIB068, Lib Media Services	Merging with LIB 069: see notes.

	Increase to 4 units	
LIB 098 Library Work Experience		No changes
College Level Literature, ENG 055/155		Require for certificate & degree
CIT 010 Beginning Keyboarding		Leave as requirement for certificate.
LIB 110 Information Literacy	Class should be required? Yes	2 units: Update title to "Information Literacy & Research"; make required for certificate & degree; no prerequisites; content will have more in-depth research—natural language, evaluating Internet, citations. Look at LSSC reference class for ideas. Patti will update.

Patti

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Wall, Patricia A.

From: Wall, Patricia A. **Sent:** Fri 1/17/2014 9:15 AM
To: Mestas, Marie D.; Huston, Celia J.; Evans-Perry, Virginia (gperry@sbccd.cc.ca.us); Gideon, Angelita; Hosford, Timothy; Kevari, John D.; Voisard, Steven B; Gifford, Mercedes; Kelly, Matthew J.; Nguyen, Truong T.; Pham, Quang T; Guillen, Ernest F; Scharwark, Thomas P.; Valdemar, Mary E; Wall, Patricia A.
Cc:
Subject: Minutes from Informal Dept. Meeting, Friday, Jan. 10, 2014
Attachments:  Document1.docx(19KB)

Library and Learning Support Services

Informal Department Meeting: Friday, January 10, 2014

Reading Nook Area

Members Present: Tim Nguyen, Tim Hosford, Angie Gideon, Celia Huston, Ginny Evans-Perry, Ernest Guillen, Mary Valdemar, Patti Wall

- I. Safety
 - a. We did a great job in supporting each other and the campus policy of not allowing children in the library. Keep up the good work!
 - b. Reminder to close our patio gates as the Police reported homeless folks using it.
 - c. Remember the Panic Buttons---they are there to use if you feel you need Police assistance and unable to get to the phone to call them.
- II. Checking-Out Computers and Library Materials
 - a. Angie reminded everyone that students **must show a photo ID AND know their student ID number** if they do not have their student ID card with them.
- III. Library Director Position: Opened Dec. 19, 2013. Announcement states that it will close on Jan. 21, 2014.
- IV. New VP of Student Services: Dr. Ricky Shabazz.
- V. SAO's: Staff were given, after the meeting, the SAOs for their area that were developed in 2010-11. It is anticipated that the new director will create an evaluation process based on them.
- VI. "Why I Love the Library" event (February 10-13)
 - a. Celia and Patti attended a workshop that provided a suggestion for an inexpensive way to evaluate patrons and campus staff's experience in the Library. The workshop called it "Why I Love the Library" and what we will do is very similar to what was described at the workshop. We'll provide a large Valentine's heart, possible made from butcher paper/red wrapping paper---whatever we have---and place it at the front of the Library on Monday, Feb. 10- Thursday, Feb. 13, before the Valentine holiday (campus is closed that day). Colorful Post-Its, markers and pencils will be on a table in front of the hanging heart for students and staff to write why they love the library and all our service areas, like the computer lab, Reference, Circulation, etc. They'll then place the Post-Its with their reasons of why they love the library on the large heart. Comments from the students and staff will be shared in the Student Services Update that the VP of Student Services receives from us each month. It will also be an effective method for our department to receive a form of evaluation from the campus community of why they appreciate the Library and our many services.
- VII. College Hour

- a. Dr. Fisher announced at the campus-wide meeting the new "College Hour" when fewer classes would be offered so that students could attend events without conflict to their academic schedule. The time she mentioned was 12:30-1:30. We believe that would be an excellent time to provide our workshops. We'll move forward with this once we hear more about when the College Hour will be implemented.