Meeting Minutes
Tuesday, February 7th, 2012
1:00-2:00 pm
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. Introduce newly hired librarian, John Erdmann
2. Discuss role and responsibilities for developing the newly opened branch library at Indian Valley Campus.
3. Student Learning Outcomes for Library

Discussion and/or Action Items

John Erdmann will develop a needs assessment for developing the IVC library.
Student Learning Outcomes for library instruction will be reexamined. Library student services will be handled separately, by classified staff.

Next meeting:
February 14th, 2012. Time and place TBA.
Meeting Minutes
Tuesday, February 14th, 2012
1:00-2:00 pm
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. Discuss new SLOs
2. Create Information Literacy Rubric
3. Budget
4. Program Review

Discussion and/or Action Items

Librarians will research student learning outcomes used at other community colleges in the region and report findings at upcoming meeting.

John Erdmann will research models for creating a college-wide information literacy rubric.

Significant funding is needed if the IVC Library is to be fully operational by Fall Semester, 2012.

John Erdmann will take the lead in drafting the instructional side of Library Program Review.

Next meeting:
February 21st, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, February 21st, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. SLO Update  
2. Library Mission Statement Needs Revision  
3. Information Literacy Rubric  
4. Budget  
5. Policy on use of Information Literacy Classroom  
6. Program Review Update  
7. IVC Library

Discussion and/or Action Items

Joan, Carl, and John continue to research and discuss student learning outcomes for library instruction. Unique challenges faced by librarians when trying to assess student learning outcomes. Information Literacy Rubric needs more work. All librarians examine and provide feedback. Potential funding streams discussed: ASCOM, Foundation. Informal policy on the use of Information Literacy Classroom. Librarians control usage. Information Literacy Skills come first before all other use of the room. Librarians analyzed data and discussed topics relating to Program Review. New computers are needed. John Erdmann requests signage and a dedicated staff for the IVC library.

Next meeting:  
February 28th, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, March 6th, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, (Absent: Joan Risch)

Agenda Items

1. SLO Update  
2. Library Mission Statement Revision  
3. Information Literacy Rubric  
4. MARINet  
5. Program Review  
6. IVC Library

Discussion and/or Action Items

Three student learning outcomes agreed upon by library faculty.  
Outcomes derived from the proposed Information Literacy Rubric.  
Susan Andrien approves progress made on SLOs and Information Literacy  
John Erdmann will meet with SLOAC for their approval of the Information Literacy Rubric  
Susan Andrien will proof updated mission statement  
John Erdmann presents case for joining local library consortium, known as MARINet.  
John Erdmann will meet with MARINet Executive Committee and report findings.  
Initial Program Review documents reviewed by librarians. More feedback will be provided.  
Needs assessment of IVC Library presented to librarians and director. Comments and feedback were provided. All agreed on the basic needs for the IVC Library.

Next meeting:  
March 13th, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, March 13th, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Carl Cox, John Erdmann, and Joan Risch (Absent: Susan Andrien)

Agenda Items

1. WASC Recommendations for Library  
2. SLO Update  
3. Student Needs  
4. Library Mission Statement Revision  
5. Information Literacy Rubric  
6. Program Review

Discussion and/or Action Items

In depth discussion of the WASC recommendations for improving library services  
Separate assessment tools for SLOs: One for Ref Desk, and another for classroom instruction.  
Faculty discussed need for book budget in order to meet student needs.  
Librarians agree to begin tracking unmet needs as a way to better assess the program.  
Mission Statement approved and will be uploaded to the website  
Information Literacy Rubric approved by library faculty. John Erdmann will meet with SLOAC tomorrow for their approval. After that, he will submit it to Sara McKinnon for approval by Academic Senate. Instructional side of Program Review will be forwarded to Susan Andrien in the next few weeks for her comments and approval.

Next meeting:  
March 20th, 2012. Time and place TBA.
Meeting Minutes
Tuesday, March 20th, 2012
1:00-2:00 pm
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. WASC Update
2. SLO Update
3. Library Mission Statement on website
4. MARINet
5. Program Review
6. Staffing at IVC Library

Discussion and/or Action Items

John Erdmann and Susan Andrien are both representing the library on COM’s Accreditation Response Team (ART). Susan and John provided a status update on what the library needs to do to meet WASC recommendations.

Significant headway made on instructional SLOs.

Librarians will begin using new reference desk status sheet in April to assess SLOs.

Faculty discussed need for book budget in order to meet student needs.

Librarians agree to begin tracking unmet needs as a way to better assess the program.

Mission Statement now on the website.

Information Literacy Rubric approved by library faculty. John Erdmann will submit it to Sara McKinnon for approval by Academic Senate.

Program Review for instruction at library approved by faculty librarians.

Emergency hires for IVC Library discussed. A permanent solution is needed.

Next meeting:
March 27th, 2012. Time and place TBA.
Meeting Minutes
Tuesday, April 3rd, 2012
1:00-2:00 pm
Room 107, Kentfield Library

Present: Susan Andrien, John Erdmann, and Joan Risch (Absent: Carl Cox)

Agenda Items

1. SLO on Website
2. Website Updates
3. Program Review Update
4. MARINet

Discussion and/or Action Items

Library SLOs now on the website. Assessment mechanisms and other documents will be added in near future. Information Literacy Rubric uploaded to library website
“Forms and Handouts” page added to website, so that remote users can better access library information. Program Review for Library Instruction approved by Library Faculty. Student Service needs included. All Program Review information forwarded to Susan before Spring Break.
Tentative date set for meeting between MARINet Committee and the President, Library Director, and Librarians. Target Date: May 17th. Funding for joining MARINet is being explored by President Coon with the COM Board of Trustees.

No meeting next week. Spring Break

Next meeting:
April 17th, 2012. Time and place TBA.
Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. More Website Updates
2. Shared Responsibility of Teaching Information Literacy
3. Status of Information Literacy Rubric
4. Program Review Update
5. MARINet

Discussion and/or Action Items

John Erdmann created an Information Literacy Instruction Page: https://www.marin.edu/lrc/InformationLiteracy.htm
Librarians approve posting the ACRLs definition of “Information Literacy” on website.
Librarians discuss and approve posting the college wide SLOs, which include “Information Literacy.”
Librarians discuss with director the unique role of the librarian in teaching information literacy and the shared responsibility for ensuring its success.
John Erdmann will research tips and suggestions for instructors who design information literacy or research assignments.
Common Rubric for Information Literacy looks like it is approved by Academic Senate: Link to proposed rubric here: https://www.marin.edu/WORD-PPT/COMInfoLiteracyRubric_Proposal2.0.pdf
Program review submitted to Susan Andrien.
Deb Moehrke from MARINet suggests that we meet at COM Library, Kentfield Campus.
John Erdmann will reserve conference room.

Next meeting:
April 24th, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, April 24th, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, (Absent: John Erdmann, and Joan Risch)

Agenda Items

1. Meeting postponed to following week, due to lack of attendance

Discussion and/or Action Items

Next meeting:  
May 1st, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, May 1st, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. More Website Updates  
2. PRAC and Library Program Review  
3. Library Reports  
4. MARINet  
5. IVC Library Staffing  
6. Humiston Grant

Discussion and/or Action Items

Further additions made to the Information Literacy Instruction Page:  
https://www.marin.edu/lrc/InformationLiteracy.htm

A separate page for library forms and handouts has been created:  
https://www.marin.edu/lrc/LibraryHandouts1.htm

John Erdmann submitted a chart that demonstrates the shared responsibility between instructor and librarian in order to help ensure student learning objectives are achieved. It is now posted on the library forms page:  

A variety of reports on information literacy and library research were examined and discussed by librarians. Digital copies of these reports will be linked on the new handouts page.

John Erdmann met with PRAC on April 23rd to discuss the requests in Program Review. PRAC responded favorably to library requests for resources.

AC108 reserved for meeting with MARINet. President will attend. John and Carl will attend.

Emergency hires in place for IVC Library. Target date of July 1st set for filling the position with a permanent employee.

Susan discussed the potential Humiston grant, which may provide a substantial revenue stream for improving library resources for students.

Next meeting:  
May 8th, 2012. Time and place TBA.
Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. Website Progress
2. Student Learning Assessment from Reference Desk
3. Database Renewal
4. MARINet Meeting May 17th
5. IVC Library Signage.

Discussion and/or Action Items

Librarians and Susan discussed early feedback from new SLO assessment tool (statistical log). A copy of the assessment tools are now uploaded onto the new library forms page: https://www.marin.edu/lrc/LibraryHandouts1.htm

New assessment tool helpful in identifying unmet student needs. Librarians agreed to archive the statistics in a binder so that data can be referred to during next Program Review.

New databases discussed based on student needs expressed in statistics log. Carl will examine usage statistics and suggest possible databases to add/drop/renew.

Everything on target for MARINet meeting. Librarians and director discussed benefits to students, especially increased access to print and digital sources if MARINet accepts COM into the consortium.

Signage needs identified by emergency hires at IVC. Joey and Chase were extremely helpful in creating a signage report.

Susan discussed the potential Humiston grant, which may provide a substantial revenue stream for improving library resources for students.

Next meeting:
May 15th, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, May 15th, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. MARINet Meeting this Thursday  
2. IVC Hours for Summer  
3. Summer Staffing at IVC  
4. IR and D Grant approved  
5. WASC status

Discussion and/or Action Items

The MARINet meeting takes place this Thursday. Carl and John will meet in AC108 at 8am to set up. Board members will tour the library after a presentation. Susan and President Coon will represent the college administration.

Summer Hours: Joan agreed to work reference again at KTC and John will provide coverage at IVC. Hours at IVC were determined after looking at class dates and meeting times. IVC will be open Mon – Thurs, from 8:30 to 4:30 pm.

Joey and Chase will continue to work beyond July 1st if the permanent position is not filled by then. Joey will be in Italy during most of July but will resume duties upon his return. Chase agreed to cover Joey’s shifts.

IR and D Grant to add materials back to IVC was approved. Joan and John will partner to assess the hundreds of boxes of books from the old IVC library in order to determine which items still have value for the collection.

Librarians discussed SLO assessment feedback for classroom orientations. Due to recent implementation of the survey document, all agreed that more data will be available in the fall.

Susan presented an update from the president on where we are at in terms of responding to the WASC recommendations for improving library service.

Next meeting:  
May 22nd, 2012. Time and place TBA.
Meeting Minutes  
Tuesday, May 22nd, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. Assessing the MARINet Meeting  
2. Reference Hours for Summer  
3. IR and D Grant to add materials back to IVC  
4. Library SLOs for fall 2012  
5. Scanner and Fax for Library  
6. Printing problems

Discussion and/or Action Items

The MARINet meeting last week was discussed. Librarians agreed to send a follow up email, thanking the members for visiting.

Summer Reference Hours: Joan will work the same hours at KTD as last summer and John will cover the IVC Desk from 10-3 Tues-Thurs.

IR and D Grant to add materials back to IVC was discussed and a strategy for completing the project was determined. John and Joan will meet every Monday to work on the project together. Joan will work on it with Richard during the weekends at her convenience. Target completion: December 2012.

Librarians reviewed SLO assessment documents for reference desk and classroom instruction. Librarians and director discussed strategies for improving student learning outcomes.

Students continue to ask for access to a scanner and fax.

Printing problems continue to plague the library. Susan Andrien will contact IT to discuss solutions.

Carl is not scheduled for summer but will check emails and respond to urgent concerns.

Next meeting:  
No meeting next week. Summer Break. Next meeting TBA.
Meeting Minutes  
Tuesday, May 29th, 2012  
1:00-2:00 pm  
Room 107, Kentfield Library

Present: Susan Andrien, Carl Cox, John Erdmann, and Joan Risch

Agenda Items

1. Assessing the MARINet Meeting  
2. Reference Hours for Summer  
3. IR and D Grant to add materials back to IVC  
4. Library SLOs for fall 2012  
5. Scanner and Fax for Library  
6. Printing problems

Discussion and/or Action Items

The MARINet meeting last week was discussed. Librarians agreed to send a follow up email, thanking the members for visiting.

Summer Reference Hours: Joan will work the same hours at KTD as last summer and John will cover the IVC Desk from 10-3 Tues-Thurs.

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Librarians reviewed SLOs assessment documents for reference desk and classroom instruction.

Students continue to ask for access to a scanner and fax.

Printing problems continue to plague the library. Susan Andrien will contact IT to discuss solutions.

Next meeting:  
Date, Time and place TBA.