

**Library Cluster Minutes
Dale Mabry Campus
August 23, 2004**

Attending: Alicia Ellison, Chair; Jeremy Bullian, Jacquelyn Cress, Wendy Foley, Vic Harke, Carlene Reeves, and Jeneice Sorrentino

Visiting: Karen Griffin

The meeting was called to order at 10:58 a.m.

The Minutes from the previous meeting were approved as read.

Dates for 2004 – 2005 Cluster Meetings

Due to member involvement with IAC, CAC and the Sunshine State Library Leadership Institute, it was decided that Cluster meetings would be held on either the third or fourth Friday of each month at 1:30 p.m. The schedule is as follows:

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| September 17, 2004 | Plant City Campus |
| October 15, 2004 | Ybor Campus |
| November 19, 2004 | Brandon Campus (Jeremy Bullian will record the Minutes) |
| December 2004 | No Cluster Meeting |
| January 6, 2005 | Cluster meeting to be held at Dale Mabry Faculty In-Service |
| February 18, 2005 | Dale Mabry Campus (Jeremy Bullian will record the Minutes) |
| March 2005 | No Cluster Meeting |
| April 15, 2005 | Ybor Campus (Wendy Foley will record the Minutes) |
| May 2005 | No Cluster Meeting |

Ask-A-Librarian Commitment: Alicia Ellison and Cluster

Alicia Ellison suggested to the Cluster that we stay with our current commitment/schedule of Thursdays 2 p.m. - 4 p.m. and Fridays 10 a.m. – 12 p.m. The Cluster members agreed with this suggestion. The Fall 2004 Ask-a-Librarian schedule is as follows:

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|---------|---------------|--------|------------------------|
| Aug 26 | Alicia 2-4 | Oct 1 | Carlene 10-12 |
| Aug 27 | Jeneice 10-12 | Oct 7 | Jacquelyn 2-4 |
| Sept 2 | Carlene 2-4 | Oct 8 | Vic 10-12 |
| Sept 3 | Jeremy 10-12 | Oct 14 | Jeremy 2-4 |
| Sept 9 | Wendy 2-4 | Oct 15 | Alicia 10-12 |
| Sept 10 | Jeneice 10-12 | Oct 21 | Carlene 2-4 |
| Sept 16 | Alicia 2-4 | Oct 22 | All College Day |
| Sept 17 | Carlene 10-12 | Oct 28 | Jacquelyn 2-4 |
| Sept 23 | Jacquelyn 2-4 | Oct 29 | Jeneice 10-12 |
| Sept 24 | Vic 10-12 | Nov 4 | Wendy 2-4 |
| Sept 30 | Wendy 2-4 | Nov 5 | Vic 10-12 |

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|--------|-----------------------------|
| Nov 11 | Veteran's Day |
| Nov 12 | Jeneice 10-12 |
| Nov 18 | Jeremy 2-4 |
| Nov 19 | Jeremy 10-12 |
| Nov 25 | Thanksgiving Holiday |
| Nov 26 | Thanksgiving Holiday |
| Dec 2 | Alicia 2-4 |
| Dec 3 | Carlene 10-12 |
| Dec 9 | Jacquelyn 2-4 |
| Dec 10 | Jeneice 10-12 |

Distance Learning LIS 1004 Intro to Internet Research: Wendy Foley

As part of a SACS requirement the Distance Learning program sent out an email in the spring requesting to bring the Distance Learning LIS 1004 Intro to Internet Research class to the Library Cluster for approval. Wendy Foley volunteered to bring it before the Cluster for approval. Wendy then read to the Cluster the course goals and objectives. It was determined that both the goals and objectives were met by the subject mater taught in the course. Alicia Ellison wanted to know if the course objective and assessment procedures for the course had been defined. Wendy responded that they had been defined through the use of a pre-exam, the course project, and 8 quizzes to be completed by students.

Wendy Foley moved to approve the Distance Learning LIS 1004 Intro to Internet Research .Vic Harke seconded that motion. The motion was unanimously approved.

Memorandum from Karen Griffin and Brian Mann: Alicia Ellison

Alicia Ellison reported on several issues outlined in this memorandum:

1. **Student Success Efforts:** HCC has been the recipient of Title III and Lumina grants. As part of the grant activity Dr. Barbara Goldstein is surveying faculty and staff to develop an inventory of best teaching and learning practices and student support activities at HCC. An email was sent out during the summer and a follow-up will be coming soon. Please compile a list of examples of these activities in anticipation of the survey.
2. **Cluster meeting/Academic Affairs Committee:** Minutes must be taken of these meetings and forwarded to the AAC chair and to the appropriate academic administrator. Each Cluster should also have a different person identified as the Cluster Chair, the Academic Affairs representative, and the Academic Affairs alternate. The Library Cluster Academic Affairs representative is Vic Harke. The Academic Affairs alternate is Jacquelyn Cress.
3. **Program Reviews:** Tentatively scheduled for review this year are the social and behavioral sciences (anthropology, education, history, political science, psychology, and sociology). The following occupational technical programs are scheduled for review: Aquaculture, Database Technology and Industrial Management Technology.

- 4. Faculty Development Opportunities:** Dr. Mary Bendickson, with the faculty development committee, is organizing a faculty development website to include a calendar of events. The following development opportunities were listed: All College Day on October 22, 2004 and Faculty In-Service on January 6, 2005 where Dr. Mark David Milliron, CEO, of the League of Innovations will speak and conduct a workshop.

Round Table:

Vic Harke reported that the Learning Resources Technician recently hired for the Dale Mabry Campus is no longer employed with the College. The position listing for a replacement will be out soon. Vic also reported that Jim Shimkis, a recent USF graduate, is the new part-time Librarian on the Dale Mabry Campus.

Carlene Reeves reported that Michelle Monteleon, former Learning Resources Technician on the Plant City Campus, was offered and has accepted the position of Learning Resources Coordinator for the Plant City Campus Library. Carlene also reported that over the summer she had applied to and had been accepted as a participant in the Sunshine State Library Leadership Institute. It is a year-long series of once monthly workshops funded through a grant from the Florida State Library.

Jacquelyn Cress reported on her experience this past summer at Immersion in Seattle, Washington. Approximately 90 individuals from various libraries across the country attended the workshop. Jacquelyn chose to be on the teaching track. She reported that the experience was a good one and the workshops were highly interactive. Alicia Ellison suggested that Jacquelyn be on a future Library Cluster meeting agenda so that she may provide a more in-depth explanation of Immersion and the things that she learned while attending. Jacquelyn also reported that she was contacted by Debra Schwartz who asked that the Librarians present a program at the October 22, 2004 All College Day. Jacquelyn will send out an email to request volunteers.

Alicia Ellison reported that her article that recently appeared in *Innovation Abstracts* will also be published in *Community and Junior College Libraries* volume 12, issue 4.

The meeting adjourned at 12:05 p.m.

