

Library Cluster Meeting Minutes
Friday, September 26, 2008
Dale Mabry Campus

Members Attending: Jeremy Bullian, Jacquelyn Cress, Alicia Ellison, Vic Harke, Jeneice Sorrentino (vice-chair).

Guests: Jackie del Val

Call to Order: Jeneice called the meeting to order at 1:35pm.

Announcements:

- **General Education Committee.** Jeneice announced that Wendy has volunteered to continue serving as the cluster's representative. There were no objections.
- **CCLA Webcast During October 24 Cluster Meeting.** Jeneice made a brief reminder that much of the next cluster meeting will be taken up with the Primo/LINCCWeb2.0 webcast that CCLA's Margaret Murphree is conducting just for HCC librarians. The webcast is scheduled to start at 2pm. Usually these webcasts last about two hours - therefore, there won't be much time for agenda items.

Approval of Minutes:

Minutes from the August 29 meeting were approved as read.

Electronic Approval of Cluster Minutes (Alicia Ellison):

Starting with the minutes from the August meeting, Alicia began a Web2.0-collaborative-style process of posting draft minutes on *Google Docs*, enabling other cluster members and guests to log on and make edits. Alicia moved that, once all parties have gone in and made their edits, that the edited draft in *Google Docs* be considered final. If there should ever be conflicting edits, the recording secretary would work with the involved parties to iron out the differences. Vic seconded the motion. Discussion revealed some concern as to whether this method would be in keeping with parliamentary procedure. Jacquelyn will research whether Roberts' Rules has anything to say about ways of working brought about by new technologies. Motion carried with the caveat that parliamentary procedure may dictate against such a method.

DLTS Update (Jackie del Val):

Flood recovery continues in the department. Ordering is going well. Jackie is providing log-ins for librarians to use vendor web sites (e.g. Blackwell) as selection tools. Professional Collection has been moved to DLRC Reference area. Vic will send an email invitation to faculty for copies of their dissertations to be housed in this collection. One purpose of this collection is to house textbooks and other materials to be used by tenure-track faculty in the contractually-required courses.

Library Cluster Meeting Minutes
Friday, September 26, 2008
Dale Mabry Campus

Bookmark Design (Jackie del Val):

The design by Joe Castellana, LRC Tech/YB, won by popular vote. The HCC Libraries web site address will be added to the design. This bookmark will be part of the campaign to announce that starting in Jan.09, overdue notices will only be sent via HawkMail (to conserve resources while bolstering the college's efforts to encourage students to use their official email accounts). Costs of producing the bookmark are coming out of DLTS funds.

Inviting Adjunct Librarians to Cluster Meetings:

Vic moved that adjunct faculty librarians be invited to attend library cluster meetings as non-voting guests. Jeremy seconded the motion. Motion carried. Previous discussion via email – and during the meeting - emphasized that this is an invitation and not mandatory. Therefore attendance is voluntary, it is outside of an adjunct's scheduled paid work hours, and mileage will not be reimbursed.

IT and Help Desk (Jeremy and Vic):

A number of issues were discussed regarding timing and quality of response from various OIT and Academic Technology units to problems reported by the libraries. Issues include many incidents of students unable to access the wireless network, resulting in the need for help desk intervention every time while no global solution seems to be in sight. Other issues involved students' problems with Blackboard and WebCT and librarians' lost access to update library web pages. Alicia suggested that Chad Hyatt, in his role as Academic Technology Director, functions as a bridge between the students we serve and the technology in place to support this service. In addition, Chad reports to Craig Johnson, so there's an administrative link to the libraries. Alicia recommended that a cluster member send an email message to Chad, copying the cluster, documenting all the various technology-related problems, and ask for his help in resolving them. Jeremy will begin creating a document in the cluster's *Google Docs* account so that we can all collaborate on this email message.

Embedded Librarians (Jeremy):

Touching off of a LINCCForum message that asked if any librarians in the state are embedded in distance learning courses (and would be willing to participate in a CCLA webcast on the subject), Jeremy initiated a discussion about equity of library/librarian access for distance learning students as compared with walk-ins. The cluster formerly had information page in WebCT, which is not in Blackboard. Jeremy will create a baseline document in *Google Docs* for cluster collaboration, describing our services to online students. In addition, he asked that we each give some thought as to how we could increase our presence in distance learning courses. Once the document and any ideas for increasing our presence are finalized, the information will be submitted to Blackboard for use by distance learning students.

Library Cluster Meeting Minutes
Friday, September 26, 2008
Dale Mabry Campus

Approval of Revised “LRC/Library Identification Cards” Operations Manual:

This was tabled pending further editing and clarification (to reflect the various circumstances and processes on individual campuses).

Committee Reports:

- **Databases/Web Page Committees (Jeremy).** Cluster approved Jeremy’s recommendation to combine these two committees into one called **E-Resources**. Reasons are that the issues blend into each other, and that the same individuals serve on both. Jeremy learned from Bala Kappagantula that the migration of the libraries’ pages to NOVUS will take place the first week of October. E-Resources committee members Jeremy, Jacquelyn and Alicia met this morning to discuss ideas for the look and feel of the new web site. They will solicit input from other cluster members, as the new web page needs to be useful and workable for everyone. Before the Primo webcast that will take place during the next cluster meeting, Alicia will solicit the full cluster’s input on LINCCWeb2.0. This is to help Margaret of CCLA address our concerns.
- **Information Literacy (Jacquelyn).** Revision of the Information Literacy Plan is in-process. DM Speech Instructor Dustin Lemke will collaborate on the plagiarism tutorial. Jacquelyn reports that more *College Success* instructors at Dale Mabry are not only scheduling library orientations but also are requesting that special topics (e.g. plagiarism, etc.) be covered.

Roundtable:

Jeremy reported that Darson Bullard requested feedback on the Ricoh pay-per-print proposal for HCC. This includes copiers as well as printer. SPC has had pay-for-print for some time – they are now entertaining a proposal from Ricoh as well.

Adjournment:

Alicia moved to adjourn. Jeremy seconded. Meeting adjourned at 3:50pm.

Prepared By: Alicia Ellison, Librarian –YB