MINUTES – Board Meeting, October 3, 2013
ONTARIO, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Meghan Chen, Dan Crump, Lisa Foley, Tim Karas, Andy Kivel, Cherry Li-Bugg, Matt Magnuson, Jim Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Jean Smith, Mark Stengel

ABSENT: Peter Sezzi

GUESTS: Pearl Li, Darryl Swarm

1.0   Housekeeping
   1.1   **Welcome and Introductions** / President Karas opened the meeting at 10:08 am. Meghan Chen introduced Pearl Ly, who is in the SanFACC Mentoring Program and for whom Meghan is a mentor.
   1.2   **Adoption of Agenda** / The agenda was adopted (moved by Foley, seconded by Stengel, and adopted unanimously).
   1.3   **Approval of minutes from August 1-2, 2013 meeting** / The minutes were approved (moved by Chen, seconded by Kivel, and adopted unanimously).

2.0   Reports
   2.1   **President (Tim Karas)** / See Attachment 1.
   2.2   **CCL-EAR (Jean Smith)** / See Attachment 2.
      2.2.1   Jean Smith reported on the group's specific request for a small group to identify items that are five or more years out of date for removal, e.g., nursing and test prep books. A couple of years ago, CCL Board asked CCL-EAR to identify a list of such outdated titles, send it to the field to ask if anyone has a concern to respond by a deadline; after that, the list would be sent to EBSCO for them to delete/update the collection. The Board asked CCL-EAR to develop this specific collections development policy with a regular schedule and put it on the CCL webpage as a task for CCL-EAR to do.
   2.3   **Consortium (Sarah Raley)** / See Attachment 3.
   2.4   **Publications (Johanna Bowen)** / See Attachment 6.
   2.5   **Academic Senate for CCC (Dan Crump)** / Discussed 2013-14 IELM criteria, base minimum amount $109,000 (?), and the link to the CCCCO for how to find that amount by college. Definition of allowable expenditure: library furniture qualifies as instructional equipment because the library is a classroom. ASCCC proposed definitions for Recommendations as used in accreditation reports. Senate working on two papers: one on multiple measures for assessment and credit by exam (ties into MOOC issue and prior, out of classroom experience). ASCCC will be sending out a survey to Senate presidents asking for information. Resolutions were posed in

April 2013 Plenary on distance education, including mandatory assessment or preparation prior to taking DE courses and faculty certification before teaching DE courses. Physics and Sociology are widely using open source textbooks.

2.6 **CCCCO LLRPAC (Dan Crump)** / Got a commitment from LeBaron to send out the annual survey on LRC and student engagement surveys, which LeBaron said he would send out 10/8. Tim will follow up at the CIO meeting where he will see LeBaron and Barry.

2.7 **Executive Director (Gregg Atkins)**

    2.7.1 Financial –

        A. Distributed copies of the TTIP/CENIC Allocation from CCCCO agreement with CCL-CCC (See Attachment 4). New item "N" requires the group to submit a financial accounting report to CCCCO. The amount for Year 1 is $127,772, and Year 2 $101,386.

        B. Distributed YTD financial report (See Attachment 5)

        C. Due to new requirement in CCCCO grant, Gregg recommended that Board re-do its 2013-14 budget by placing all expenditures into the Grant budget. Cherry Li-Bugg moved, Mark Stengel seconded and the motion was adopted unanimously. Gregg will present a draft budget for board review/approval via Board listserve.

    2.7.2 Membership – invoices will go out on 10/7.

2.8 **Regional**

3.0 Discusssion Items

    3.1 **2013-14 Strategic Plan Action Items**

        3.1.1 **Strategy A1: Info Comp** (Neufeld, Achterman, Li-Bugg) – research/develop rubric for info competency – IP; surveying the SLO and assessment tools from the field's librarians; pursue job description and hiring someone to develop the online course using the developed rubric and content, e.g., $10,000 MOOC – Jim moved for Board to approve this project so they can move forward. Seconded by Meghan. Approved. Other ideas related to this: build on Reading MOOC backed by the Gates Foundation, the Common Assessment sponsored by CCCCO, and Guide on the Side project that Cherry's working on.

        3.1.2 **Strategy A2/C3: Data Survey & Student Engagement Survey** (Matthews, Crump) – CCL-CCC sent LeBaron our group's revisions last year who agreed to incorporate them into the LRC survey. Title 5 regs on this requirement says it should be done by August. On the student engagement survey, the suggestion is to ask Char Booth to review and update it. Recommendations: Gregg will contact LeBaron weekly until the task done: (1) LeBaron needs to supply the number of students needed for each campus for stats; getting email addresses from each college (IR and campus library liaison); Chancellor's office will send out the communication to colleges' library leader, institutional researcher, CIO, (2) pay Char Booth to contact LeBaron to work on version II of the Student Engagement Survey to make any changes, Gregg

will contact Char; (3) established that by the November 30, 2013, if the survey is not launched, then Tim Karas, Dan Crump, anyone else will talk to the Chancellor's Office.

    3.1.3 **Strategy B1: Regional Workshops** (Rebman, Paggi,Kivel, Raley) – Fall workshop enrolled 35 people; there's room in the North regional workshop. Brainstormed about spring workshops: content connected to fall workshop as case studies or examples of how people have promoted and documented the impact of libraries, e.g., accreditation, budget process. Another topic: libraries and student success. Technology and libraries – Internet Library conference Oct. 28-30, 2014, ideas for speakers.

    3.1.4 **Strategy B2: Communications** (Bowen, Magnuson, Foley) – focused discussions on the website's "Resources" section about which there's the most complaint. Recruiting "Thought Piece" per semester.

    3.1.5 **Strategy B2: ILS** (Neufeld, Sezzi, Stengel, Li-Bugg) – Peter and Mark planned to work on a survey for the Board's review by the January 30th meeting; Kenley and Cherry will support that process.

    3.1.6 **Strategy B3: CCLEAR** (Smith, Raley, Swarm, Bowen) – broker relationships with vendors by inviting them to the meetings. A discussion on the increasing workload of the committee ensued and led to the suggestion of the committee reviewing the structure of the ten-member committee (one from each region) so that the workload may be reduced by dividing it among more than ten members. One librarian from Lisa Foley's region (name?) agreed to serve on the committee; Lisa supported her/him.

    3.1.7 **Strategy B1/C2: D&D** mtg, promo (Karas, Chen, Rebman)

3.2   **Appointments** / Because Choonhee Rhim was no longer on the Board, the Board needs to elect someone to serve as Treasurer for the Corporation. Jim Matthews moved to elect Cherry Li-Bugg, Mark Stenngel seconded, and the motion passed unanimously.

3.3   **Accreditation Update** / Jim Matthews reported from his ALO training session: key points include if no SLO listed on the course syllabus, will be in trouble. Adding a new standard on pre-collegiate curriculum and how college is supporting the activities. Stronger evaluation of faculty and academic administrators associated with outcomes. The draft document indicates merging of library and student support services with Standard IIB Student Support Services; it appears that the suggested comments made by CCL last year did not make it into the revised draft. Although the ALO training is not a venue in which public comments on the standards are invited, it was suggested that CCL Board members attend the future ACCJC meetings to advocate for what CCL believes is the appropriate place for the standard on the library.

The Board asked the original sub-committee that worked on the CCL proposed language to reconvene and examine the ALO training documents for further action. Jim, Andy, and Meghan will work on a draft and email it to the Board in a month (by mid-November, 2013). Jim will send document from that training to the Board listserve.

3.4 **Calendar of 2013-14 Meetings**
    3.4.1 Fall: Ontario on October 3, 2013
    3.4.2 Winter: Oakland on January 30, 2014
    3.4.3 Deans and Directors: March 6 & 7, 2014 Sheraton in Sacramento, CA
    3.4.4 Spring: Burbank on May 8, 2014
    3.4.5 Annual Retreat: TBD

Ideas for Deans and Directors' Meeting – speakers and activities

Thursday starts at 12:00 noon – one speaker or a large group workshop on a timely topic. Consultant on all things new with technology – forward thinking (e.g., Internet Librarian conference). Something people talk a lot about and they can take back to their campus libraries.
Friday – business with CCCCO ends at noon after lunch. Strategic Plan update. Keynote 11:00-12:00.

Topics & speakers suggested:
The Economist – all digital library (YouTube on NPR)
ALA topics and speakers
Update on the CSU COLDCAT (outcomes)
Ask the field what their concerns are or would like CCL Board to address
How to promote the library's annual reports – maybe a poster session
Institute for the Future Dr. Tracey Wilan-Daugeti **Society 3.0** – Cherry contacted her, and she accepted. This speaker is included on a list for Board approval at its January meeting.
The culture of basic skills (pedagogy of remedial instruction; students don't do optional) Grubb in Berkeley (Google) and libraries.
Topic: research article on students' sources, instructional preferences, through focus groups, by Dr. Melissa Gross and Dr. Don Latham. April issue of *The Library Quarterly*, "Experiences with and Perceptions of Information: A Phenomenographic Study of First-Year College Students."