COUNCIL OF CHIEF LIBRARIANS 📖💻ⓘ
CALIFORNIA COMMUNITY COLLEGES

MINUTES – BOARD OF DIRECTORS MEETING / January 29, 2015
Burbank, CA

PRESENT: Gregg Atkins, Johanna Bowen, Meghan Chen, Dan Crump, Lisa Foley, Tim Karas, Evelyn Lord, Pearl Ly, Matt Magnuson, James Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Mark Stengel, Darryl Swarm

ABSENT: Doug Achterman, Peter Sezzi

1.0 Housekeeping
1.1 Welcome
President Tim Karas introduced Evelyn Lord (Laney), who was elected as the SF-East Bay Board representative.
1.2 Adoption of Agenda / The agenda was adopted with the addition (2.8) of a presentation by Pat James – Executive Director of Online Education Initiative (OEI) (moved by Mark Stengel, seconded by Magnuson, vote was unanimous).
1.2 Approval of October 16, 2014 Minutes / The minutes were approved with the substitution of a corrected CCL-EAR report 2.2 (moved by Lisa Foley, seconded by Paula Paggi, vote was unanimous).

2.0 Reports
2.1 President (Tim Karas)
a. Institutional Effectiveness Initiative – a State Chancellor initiative. Only CIOs are serving on it; purpose is to reduce sanctions and audit issues for accreditation. Tim shared a copy of the ILS proposal with them, and they are supportive of ILS - they are willing to write a letter in support.
b. TTAC in December – leadership is in transition. There is a 2 billion $ surplus at state - most will probably go to education and technology. The League is interested in the ILS and helping move it forward. No update on TTAC plan; supposed to have phone call in March but may be delayed due to transitions. The May retreat will still happen.
c. Sarah Raley is retiring at the end of May; need to find replacement. Tim and Gregg Atkins met with Kimi Shigetani at the League and reviewed the job description. The hope is that there is overlap between Sarah and the new person. Kimi, Gregg and one person from CCL are on the hiring committee; Kenley Neufeld from CCL offered and was approved by the council. Members asked for details on Sarah's duties. One of the main items is that she manages the procurement system (invoicing, etc.) The Job description is written for hiring within the league.
2.2 CCL-EAR (Darryl Swarm)
a. Shared eBook collection - working on the deselection process; Lexus Nexus 30 day trial being reviewed; Grove review draft scheduled for tomorrow; Salem review is still being worked on
b. Strategic Goals - Conf attendance is improving as well as comments on reviews.
c. Brian Green is going on sabbatical - probably won't continue serving. Need a member from San Diego region.
2.3 CONSORTIUM (Sarah Raley)
a. Currently working on spring pricing and will send out the renewal notices as they are completed. Fall orders were up about $480,000 over fall 2013. Looked at the statistics for review usage after the Science Comparison Review was posted; review views increased 5 times over the previous month but the Science Comparison Review was only viewed 18 times.

2.4 PUBLICATIONS (Johanna Bowen) – See Attachment 1

2.5 ACADEMIC SENATE (Dan Crump) Dan Crump reviewed current efforts, projects and events in connection with the ASCCC:
   a. Accreditation Institute
   b. Equity Initiative for Academic Academy
   c. Big thing right now is regional meetings – just doing north and south for now, focused on curriculum and expanding into different initiatives like CTE leadership and Distance Education.
   d. Just approved a caucus for rural and small colleges for them to bring up issues at plenary
   e. CID grant - now more under control of chancellor's office - bid is going out. No direct connection with library. ADTs - CID is really tied into that. All courses have to be CID approved
   f. New statewide task force - CTE version of student success task force. They just had their first meeting. How can we be more responsive to CTE issues? Is there a way to insert an Info Literacy component into this? SEIU union has 13 million for training - they talked about "middle skills" - as opposed to soft skills. Maybe talk about Information Skills as opposed to literacy or competency. Look at the skills for 21st century report. We need to write a position statement. It's actionable. How do we help students deal with the onslaught of information? Info literacy is not a soft skill. It's critical thinking and analysis. These are often skills that are lacking in these CTE programs. Kenley said they are developing a 21st Century Institute at Santa Barbara. Johanna mentioned that it's not just about writing papers for college. We need to separate ourselves from that and focus on "Info Skills". Informed, intelligent librarians are needed. Information literacy and critical thinking need to be Institutional Outcomes for community colleges. This is a national concern - what is the value of higher ed when people can't think? We have to be able to propose tangible activities that can be tied to accreditation, student success score card. We need to start doing research on this and planting seeds.

2.6 LLRPAC (Library & Learning Resources Programs Advisory Committee) (Dan Crump)
   a. Annual data survey for 2013-2014 should come out soon.
   b. CCL contracted with Terrance Woods to put together data from last 15 years. Dan will follow-up. Want it available for D&D meeting; Terrance will be on the agenda to present it.
   c. Tim will contact LeBaron regarding other survey that was created 3 years ago.   He will ask him to report out the results from the survey.

2.7 EXECUTIVE DIRECTOR (Gregg Atkins)
   a. Received 75k of grant from CCCCO; balance will come in June.
   b. Workshops were around 12k. Paid for half of CountryWatch. Sarah Raley will get usage stats to see if it's worth it.
   c. Currently have 92 paid memberships.
   d. Presented financial report – See Attachment 2.

2.8 Online Education Initiative (OEI) /Pat James – Executive Director (See Attachment 3)
      Action items for March
      1) CCL recommends that a library representative be added to the OEIsteering committee.

2) CCL supports the creation of a workgroup to focus on integration of library resources into the CMS; further propose these categories for service on this group: two from ASCCC and 3 from CCL.

3.0 Discussion Items
3.1 Regional Workshops (Matthews, Rebman, Chen, Crump)
a. Institutional Effectiveness Initiative – a State Chancellor initiative. How to "do the ask". Learn that first, you get one dollar and then the next time you might get $1000. We need to provide concrete examples and funding opportunities. This could be a good fall workshop idea.
b. There are funds for food for regional meetings.

3.2 Report-outs on Strategic Plan Action Items
3.2.1 Info Literacy Standards (Neufeld, Achterman)
i. Is this still a viable project? Maybe offer a stipend to someone to do the work as it's a huge job. Cheryl was paid to assemble information, but if the field is not responding there is nothing to compile.
ii. Jim mentioned that we need to know how to do an RFP to get the right people to do the work.
3.2.2 ILS (Neufeld, Sezzi, Stengel)
i. No report
3.2.3 Library Facilities Standards (Atkins, Swarm, Matthews)
i. Gregg reported that CCCCO Facilities group needs to wait until next fall to consider; CCL may pay for the research / collecting standards.
ii. Darryl reported that the big focus in on flexible spaces. AIA handbook for facilities is a good reference and ALA has some standards too - Academic Libraries as Technology Gateways, etc.
iii. Jim suggested we do a workshop or create a handout on How to work with architects in designing a library

3.3 Strategic Plan 2015-1017 Next Steps
Facilitator Kathy Booth at May meeting to facilitate updated plan?   Want to approve at summer retreat.

Johanna asked if CCs have ever tried to help the status of school librarians. The ratio of the librarians to students is dismal and California is the worst in the country. She suggested that this group give a statement of support. Gregg noted that CCL did support them several years ago when they sought legislative remedy.

3.4 Spring Regional Workshops (Matthews, Rebman, Chen, Crump)
Instead of doing a workshop this spring, this group to compile examples of how CC libraries have obtained funds from Student Equity, SSSP, AB 86 and other sources. Create a message that asks for help from the field. Check with Doug on whether he has some examples already from his previous email? Goal is to complete this by March 13.

3.5 Appointments
(None)

3.6 Calendar
- Special Board Meeting April 8, 2015 – 10:30am – 5:00pm
- Regular Board Meeting April 9, 2015 – 9:00am – 12Noon

- Deans & Directors Meeting April 9-10
- Regular Board Meeting May 21, 2015 (Ontario) 9:00am – 4:00pm
- Board Retreat July 16-17 (San Diego)

ATTACHMENT 1

To: CCL Board
From.   Johanna

January 2015.   Report: Web, Outlook, and Directory

WEBSITE
 XO/ConcentricNetworks no longer served the needs of the CCL. We had migrated the website to eApps, a professional hosting service, but had no control over the cclccc.org domain, which was locked up by XO and Network Solutions.

Gregg --after being stonewalled and given the repeated runaround-- managed to regain access to his Network Solutions account. This was quite a feat. John Mauceri then logged in as Gregg and removed XO/Concentric's access to the account, so they would not be able to claw back control of the domain settings. Network Solutions is the official domain registrar, so we now once again control the cclccc.org domain name, which has been prepaid for 10 years by CCL via XO. That's one piece of the puzzle solved.

The other piece has to do with the DNS, which are instructions that direct internet traffic to handle different kinds of service requests, such as email, web pages and ftp. cclccc.org's DNS had been served from the old XO server, but with direction pointers to and from the new eApps server for the Outlook and website. The setup was a little confusing, like the scarecrow in the Wizard of Oz.   But now that John finally had control of the domain, he bypassed XO and pointed all DNS requests to the new eApps server. At that point the listservs stopped working for a few days until he reconstructed the full DNS on the new server. XO is now out of the picture entirely and our DNS setup is much simpler.

In the future, if Network Solutions does not meet CCL's needs, John says it is relatively simple to transfer the domain to another registrar. The same goes for our eApps hosting service. The important thing for now is that CCL is no longer in a position of vendor lock-in.

OUTLOOK
January published last Sunday, with a few glitches in links which I take full credit for...and John fixed them all for us while I was locked into two days of non-stop Grand Jury

DIRECTORY
No news is good news

4

ATTACHMENT 2

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GRANTS INCOME AND EXPENDITURE REPORT 2014-15 / DEC 2014**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	101,386.00	0	75,000.00
Miscellaneous**	39,114.00	0	0
TOTAL	**140,500.00**	**0**	**75,000.00**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2,500.00	0	0
EBSCO Support *CCL EAR*	15,000.00	0	5,981.11
Professional Development & Training	60,000.00		
D & D Mtg		0	
Workshops		10,934.16	12,034.16
Area Meetings		0	
Policy Development	30,000.00		
Board Retreat		0	16,214.05
Board Meetings		80.59	9,255.33
External CCC Group Collaboration *President's Travel*	2,500.00		
		55.00	306.20
Operational Support for Leadership Activities	28,000.00		
Exec Director Salary		833.00	4,998.00
Publications Stipends		0	0
Website		0	32.89
Supplies & Operations		3.00	18.00
Databases		7,441.00	7,920.07
Tax Prep		0	0
Data Survey Analysis		0	0
Misc		0	525.00

TOTAL		140,500.00	19,346.75	57,284.81

BEGINNING BALANCE	37,061.94
Income	0
Expenditures	-19,346.75
ENDING BALANCE	
	17,715.19

** Funds transferred from CCL Old Grant accounts

COUNCIL OF CHIEF LIBRARIANS, CCC INC.
- **INCOME AND EXPENDITURE REPORT 2014-15**

STATEMENT FOR DECEMBER, 2014

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,000.00	3,150.00	13,500.00
Consortium	50,000.00	0	36,205.35
Interest	5.00	.15	.90
Miscellaneous	0	0	0
CCLC PassThru	0	0	0
TOTAL	**65,005.00**	**3,150.15**	**49,706.25**

EXPENDITURES	Annual Budget
(None)	0
TOTAL	**0**

ACCOUNT BALANCES	
	DECEMBER 2014
Savings Beginning Balance	16,644.43
Income	.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,644.58
Savings Ending Balance	*16,644.58*
Checking Beginning Balance	169,199.72
Income	3,150.00
Transfer to Savings	0
Transfer from Savings	0
Expenditure	0

Checking Ending Balance	*172,349.72*
TOTAL	**188,994.30**

ATTACHMENT 3

Online Education Initiative (OEI) /Pat James – Executive Director

a. The OEI is one of three Initiatives from State: Ed plan, Common Assessment and OEI. It is not a tech project but rather a way to improve student completion.
b. Back in 2011 - we lost students and it takes a while to get them back. The focus at that time was a course exchange for completion. That exchange idea and the need for a common Course Management System (CMS) were drivers for the OEI.
c. There were over 50 people on the committee helping to choose the new CMS. It might be available to colleges in Fall. The recommendation is to have current CMS and new one overlap for a while - have both systems at same time and ease people in.
d. The OEI wants seamless registration for students. To participate in the OEI, you have to be on CCCOpen Apply.
e. In making decisions, Pat asks herself -is it good for students?
f. The OEI is working on a student readiness assessment – for students to learn how to be an online learner.
g. The OEI is working with Link-Systems for a year on online tutoring - 24/7. The platform (Whiteboard) will be free to all 112 colleges in the fall and there will be reduced costs for the hourly tutoring (NetTutor).
h. The OEI has new [Course Design standards](#). This is required for courses on the exchange. All are encouraged to review and consider adopting.
i. Students taking courses from the OEI must be matriculated – not first time students. They don't want this to be the 113th college and to have students only take courses from exchange. Also, they will be looking at limiting the number of courses a student can take form the exchange.
j. Only offering CID approved courses for ADT. Will look at offering courses that don't make like Research Statistics for Psychology.
k. Common assessment but not common placement. Curriculum is designed in conjunction with placement. So if you have 5 classes in Math below college level and another college has 2, students has to abide by their home college's placement.
l. Teaching college gets the FTES and home college gets completion.
m. They don't want to mandate anything.
n. Where should the ILS reside? Apartment complex metaphor: Pool, club house, community garden, exercise facilities. Should the ILS be in both places - both in community resources

and in each apartment? Probably not. This is why Federated ID is going to be really important. Pat thinks the colleges should choose.

o. Embedded librarians - offer professional development to train librarians to do this. Should CCL do this?

p. Instead of paying for QuestionPoint, we could buy the platform and teach librarians to keep doing what they are already doing.

q. Create something like a Merlot - create our own databases of lib guides. Create InfoPeople for Community Colleges.

r. Pat told a story about a faculty member who is a big researcher himself but never had his classes attend a library orientation. He learned that doing an orientation right before the paper is due is a wonderful idea and it improved his grades.

s. Might expand online tutoring pilot to other schools - pilot groups are staging groups

t. There is course reviewer training in San Diego coming up. 5 people from each pilot college are going to attend and then they can review at their own college. As a point of reference, right now you have to pay Quality Matters $1100 a course for review.

u. Are teaching colleges saving seats in classes? Good question. Working with the chancellor's office and legal to figure it out. Dates are different at each college for local priority registration, residency verification standards, etc.