



LIBRARY AND LEARNING CENTER COMMITTEE MEETING NOTES

Present: Luis Gonzalez, Tom Stough, Brandon Fullner, Chris Horrock, Christine Morla, George Khoury, Gilbert Downs, Haida Jimenez Martinez, Juan Sanchez, Kari Tudman, Laura Gentry, Lisa Helfrich, Lori Jay, Richard Padilla, Ron Lacson, Sofia Diamantopoulou

Guests: Elibet Valencia

Meeting Date: **3/4/21** Review of Action Notes: **2/4/21** Recorded By: **Lori Jay**

AN = Action Needed **AT = Action Taken** **D = Discussion** **I = Information Only**

The meeting was called to order at 4:02 p.m.

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order		The meeting was called to order at 4:02 p.m.		
II.	Additions to Agenda		There were no additions		
III.	Review of Meeting Minutes and Action Items	I	The Committee reviewed the minutes of the February 4, 2021 meeting.		
		AT	T. Stough moved to approve the minutes. K. Tudman seconded, <i>and the motion carried unanimously.</i>		

IV.	Collection Donation: Elibet Valencia	I	<p>Elibet Valencia discussed the photographic collection, “La Danza de los Diablos” (Dance of the Devils). This project profiles the largest mystical dance group in Ventura County. She would like to donate this digital collection to our Library and also public libraries. It is funded by Ventura County. We can also house some physical items in the Library. We can let her know what storage we have available.</p> <p>C. Morla stated that we could exhibit some of these pieces in the McNish Museum and it would be nice to also see them in the Library. She would like to support this in any way she can. We could possibly display some of this art in the secure case in the Library Lobby or have some photographs of them to display.</p> <p>There are approximately 250 to 300 photos we could digitally display. T. Stough discussed having some pieces in an archive quality binder to be used for research purposes.</p> <p>L. Gonzalez made a motion to accept this project which T. Stough approved, C. Morla seconded and the project was accepted.</p>		
V.	Writing/Reading Center Update	I	<p>K. Tudman stated that we have our XXXX in Reading, ESL and English and Anthropology going on.</p> <p>R. Lacson stated to let fellow instructors know to turn on the online tutoring option. He shared his screen to show the Net Tutor Instructions. He said that they should sign on to Canvas.</p> <p>R. Lacson discussed how students can ask questions and get replies from the tutor. There was discussion of updating the website each semester. The website does not show holidays, Saturdays and Sundays. The website may need to be updated each semester with holidays according to the</p>		I.C;II.B;II.C

			<p>instructional calendar.</p> <p>Google forms were discussed in that the District does not want us to use them because of security issues.</p>		
VI.	Librarian's Update	I	<p>T. Stough has been working on the survey regarding the IPEDS and sent this to John Cooney at the District.</p> <p>He mentioned the Library Services Platform, Alma. The State's central Alma administrator is requiring big reductions in bibliographic records and "named users" to avoid additional contractual charges from the vendor. T. Stough has completed some of the required changes.</p> <p>T. Stough stated that phone calls and emails from students are down from last year at this time.</p>		I.C;II.B;II.C
VII.	LLRC Operations Update	I	<p>R. Padilla discussed that laptops and hot spots are still available for checking out. Hot spots are for Oxnard College students only. We have a flyer regarding services that we can send to G. Downs. We could put a flyer in each box of food at the Administration building's food pantry.</p>		I.C;II.B;II.C
VIII.	STEM Update	I	<p>B. Fullner discussed that the hiring paperwork has been going much better recently. Most of the financial items are almost done.</p> <p>H. Jimenez Martinez stated that we are continuously supporting our students and providing them with opportunity, one of them being the recent Honors Program. We will be having a speaker, the Honors Coordinator, at our next meeting. We will also have a speaker from NASA and Community College Aerospace Scholars Program. We are keeping busy and supporting our students.</p> <p>S. Diamantopoulou stated that we are checking our numbers at the STEM Center on how many students are coming in</p>		I.C;II.B;II.C

			and receiving support and tutoring. These numbers are good under the circumstances.	
IX.	Dean's Update: Student Surveys	I	<p>L. Gonzalez discussed the student surveys. He would like each area to come up with some survey questions to ask students about our services in the Library, with a maximum of 5 from each area. Send these questions to L. Gonzalez to be reviewed at a later meeting.</p> <p>Regarding Bibliu, the eBook database for our reserve collection, the IT Department gave us a tentative date of March 9, 2021 and they hope to have everything ready for student access by this date. We are not sure that date will be met. After we have access, we will develop a "How To" to share with students.</p> <p>L. Gonzalez discussed our "Return to Campus". We are moving toward a 50/50 split in classes for the fall. We have a plan that we will discuss at future meetings. The Library may not be fully open but may be almost fully open. We may use the upstairs areas, the outskirt areas, and possibly the previous Writing/Reading area for more space or study groups. We can discuss this in a future meeting. Study Rooms were discussed. It has not been determined yet how these rooms may be used, possibly they can be used by Counseling as well.</p> <p>There was discussion of having a meeting on April 8, 2021 at 4:00 p.m. It was decided to have the meeting on this date.</p>	I.C;II.B;II.C
X.	Action Items Based on Today's Meeting	I, AN	<p>This item is now a standing item for each meeting.</p> <p>Action Item: T. Stough will be in charge of the digital project La Danza de los Diablos.</p> <p>Action Item: Each area will be working on 5 student survey</p>	

			<p>questions.</p> <p>Action Item: Fall reopening, to be discussed at the April 8 meeting.</p>		
XI.	Who Needs to be Contacted Regarding Items Discussed in this Meeting?	I	<p>This item is now a standing item for each meeting.</p> <p>No one outside of this meeting will need to be contacted regarding the discussed items.</p>		
XII.	For the Good of the Order	I	<p>Agenda items to be included in the April 8 meeting:</p> <ul style="list-style-type: none"> • Summer Operations = T. Stough • Ricoh Printing Service Feedback = G. Downs 		
XIII.	Adjournment		<p>The meeting adjourned at 5:01 p.m.</p>		
XIV.	Future Meeting Dates	I	<p>The remaining Library and Learning Resource Center Committee dates for 2020-2021 are as follows:</p> <ul style="list-style-type: none"> • April 8, 2021 • May 6, 2021 		