**LIBRARY LEADERSHIP COUNCIL**

**October 20-21, 2016, NORTH SEATTLE COLLEGE @ PACIFIC TOWER**

**MINUTES**

**DATE: THURSDAY, OCTOBER 20, 2016**

Present:

Lisa Lapointe (Bellevue)

Jane Blume (Bellingham)

Tim Fuhrman (Big Bend)

Michelle Bagley (Clark)

Melissa McBurney (Columbia Basin)

Cheyenne Roduin (Renton Tech)

Sally Heilstedt (LWTech)

Howard Fuller (Whatcom)

Debra Gilchrist (Instruction Commission)

Sharon Simes (North Seattle)

Christie Flynn (Pierce)

Lynn Kanne (Seattle Central)

Mindy Coslor (Skagit)

Barbara Oldham (Wenatchee)

Boyoung Chae (SBCTC)

Ahniwa Ferrari (Grays Harbor)

Samantha Hines (Peninsula)

Cindy Aden (WA State Library)

Sarah Leadley (Cascadia/UWB)

Jeanne Leader (Everett)

Online:

Tammy Siebenberg (Yakima)

Jeff Martin (WSL)

Stacy Prest (Walla Walla)

Candice Watkins (Tacoma CC)

Wade Guidry (Consortium manager)

Heath Hayden (CLAMS)

Erica Coe (Olympic)

Mary Ann Goodwin (Spokane)

Absent:

|  |  |
| --- | --- |
| Bates | South Seattle |
| Green River College  Highline | Lower Columbia  Centralia |
| Clover Park |  |
| Shoreline |  |
|  |  |

Agenda: <https://libraryleadershipcouncil.wikispaces.com/Fall+2016+Agenda>

Online: <https://sas.elluminate.com/m.jnlp?sid=2008170&password=M.A044F3F01A413570AEF9C40F60A8B8>

Bylaws: <https://docs.google.com/document/d/107gWqSo0_sflIrEYxFDoe_6V0nQ77rJcTY08kd3pfis/edit>

Interagency agreement: <https://docs.google.com/document/d/1Cx2pyj85frDpJ2P6oQMJqjGfjtFAg4tsHAuvfCxbnkI/edit>

The regular quarterly meeting of the Library Leadership Council was held at North Seattle College, Seattle, Washington, and was convened at 9:03 a.m., October 20, 2016. Chair, Mindy Coslor, and secretary, Cheyenne Roduin, were present.

Barbara Oldham was welcomed in place of Andrew Tutor for Wenatchee College, Lisa LaPointe was welcomed in place of Vivienne MClendon, Cindy Aden was welcomed from the State Library, Boyoung Chae was welcomed from the State Board. Sharon covered a bit of housekeeping about parking and sign-in.

Executive Dean David Gourd also welcomed the councils and described the college.

**Minutes from summer meeting reviewed** – Minutes approved.

**Review of the IC Work plan for 2016-2017 –**

-the work plan for CBS identifies working with LLC and we need to think about what that would look like

-Goal 3 needs updating to the numbering of objectives.

-Student outcomes group had some changes to this work plan that we will discuss today

**Library services manager report** – report is very detail oriented, having some trouble pulling data over to the new system from the old.

MC – Candice says many of the problems they are having has to do with CTCLink – problems with student data

TF – there seemed to be missing data

CF – Pierce issue was system couldn’t handle multiple campuses – Puyallup students were part of initial load and now in there, but problems with staff and faculty information loading.

WG - Watch for with the upcoming migration, will require a switch to extracting data from CTCLink – the issue is to what extent they have developed a solution to the complications but don’t know when institutions are going live with CTCLink. Extraction from the HP system is a bit bumpy for some colleges, work is sophisticated and involves working with IT staff.

-Another issue about patron extraction is that data coming out of CTC is critical and if it isn’t in the CTC platform it isn’t going to be in ALMA and requires IT help. I have put out some code on Canvas that might help with the conversion.

-Another situation around authentication and SID # used to match user records in Primo and if Active directory doesn’t have that number then the connection won’t work. This might impact future cohorts.

-Personal assessment is that we have a shortage of systems librarians across the board, but this type of conversion requires dedicated people to manage and maintain. Perhaps look at reorganizing staff to include more dedicated systems librarians.

-General status of cohort 1 is they are live, circulation is generally working in cohort 1 institutions, might still be struggling with technical services aspects, they would like some kind of professional services with ExLibris to review workflows that are live now for a few months. Off campus logon to primo is an issue. Couple other issues with Bellingham. Clover Park had issues with authentication of student information, but ExLibris needs to talk with IT staff to work this problem. Pierce College will need some custom coding to bring staff and faculty over to Alma. Edmonds has an issue with workload around printing check request voucher for financial systems to cut checks for purchases, but came up with a workaround. Edmonds also has issues with staff authentication. Wenatchee student authentication was good but campus authentication system changed after go-live so need to reconfigure Primo to new system.

-Cohort 2 is on schedule - challenge will be around the campus break between the quarters and cutover will be right when students come back. General issue around patron loading and HP extraction scripts – data is housed at Wenatchee Valley College so data is only available from the Wenatchee server (slight security risk). Patron authentication meetings will occur during November to cover configuration process. General readiness of cohort 2 is good but issues around absorbing the training materials and having the time to devote to training. In person workshop is next week at Green River will help and ExLibris rep will be on hand as well.

-Cohort 3 in pre-implementation phase and looking at migration preparation, what data do they have and what do they need to clean up. One difference is there are several 1-off data extractions that will require individual meetings with ExLibris since 4 of the 5 schools have non- ExLibris systems so data extraction will look different.

CF – Wade did a great job advocating for Pierce with IT department and CTCLink and he did the work when it couldn’t be done elsewhere.

MC – We have **4 issues** that need to be addressed: **Issue 1)** was there an issue around colleges that hadn’t joined PRIMO and now have to join – cost issue? The additional PRIMO instances for ALMA libraries that hadn’t already implemented PRIMO were accounted for and paid, but the billing breakdown was incorrect.

TF – **Issue 1:** Guy and Mike Scroggins responsible for negotiating this project had a meeting regarding school participation. We messed up. In the contract it was written covering the new libraries adding Primo, not incorporating colleges already on Primo. Assumption was we would ALL be covered, but it is very clearly not the case. Contract and costs only covers the libraries adding Primo. Finally, you can buy Primo outside of Alma but when you move to Alma it requires Primo so we don’t have a choice. When bid was created, the amount for Alma and Primo is one amount that was split out for us (per our request). What they want us to do is figure out our billing so that it covers the amount. Big Bend doesn’t know how to bill for it and ExLibris says it isn’t their problem. Good news is that the figures that were worked out covers everything we need to pay, it is just going to be moving things around that makes sense. We should look at how we are all charged and how many schools are included and we need to re-divide it up.

AF – Who overpaid?

TF – Hard to answer but the bill is paid and we just need to divide it up different.

HF – We did get a state subsidy to cover some of this. Look at it as something we are ALL doing to support each other and we all have the same budget constraints, so we should look at it as how we are supporting each other.

TF – We will not see any additional bills to us – maybe just some dividing up of how the funds are applied.

JB – What is the relationship between the new state contract and the 3-year Primo contract – are we still under the old contract before we went to Alma

TF – If you are under the old contract, the new contract doesn’t cover it. I expect they will grandfather us in to the new contract. Because we are so big, we got a huge discount (40-50% discount). When our current Primo contract ends, it would be great to have it all covered under one contract – one bill. It’s just easier not to merge old and new contracts.

MB–When workgroup looked at RFP we shared the Orbis-Cascade contract and thought we would share that structure which included separate pricing for staff and discovery.

TF – This contract was negotiated by the state board.

TF – **Issue 2:** Other bad news – Paid a couple good sized bills to ExLibris that seemed to have gone to Eluna (similar names). He asked that they get sent back to Big Bend so that he can resend them to ExLibris. In meantime, miscommunication between Guy and Tim – bills were supposed to be paid out of the state money ($500k) and future payments will come from consortia money.

TF - **Issue 3:** Wade has resigned and last day is tomorrow (10/21/16). Good news is we made it through Cohort 1 and utilized Wade’s technical experience fully. We might look for someone short-term to fill in gap while we look for someone else.

JB – where is governing board with hiring the second support person?

TF – We hadn’t started that yet.

MC – Governance committee needs to meet next week to discuss hiring and look into hiring the second person as well.

TF **- Issue 4:** Another issue is Tammy’s notification that Grandview Library, as a second campus for Yakima, was not included in our contract. They are running Polaris that Yakima is paying for. Bib records were only submitted for main Yakima campus and not Grandview (which serves public as well). Concern is that Yakima is converting and they have a different system than Grandview and the assumption was that both campuses were going to be included in conversion. Governing committee feels this issue should be put off until all the other conversions are done since there are issues to look at that include public patrons.

TF – Ball got dropped in this area. What Grandview needs to do is merge their catalogs/data. That is not part of what we are doing for any other college. Unless ExLibris says it is an easy fix, it isn’t in the contract and needs to be dealt with separately.

DG –Good decision for the sake of our project to hold off on helping Grandview. Also in relation to losing Wade, Tim couldn’t have done anything differently and he should be commended for the great management and work he has done. We do have some work to do around clarifying what our jobs are on our campus and where our boundaries are around responsibilities in supporting each other and in working with our campus systems administrators. Keep moving forward with getting a new “Wade” but also need to look to our own systems administrators for help.

TS – Concerned about the merge of catalogs not being part of the project. Previous Director probably wasn’t thinking about the Grandview library. I can justify that the move of Grandview is not part of this current contract and try to figure it out later. The college paid for the ILS and academic part of collections so our hope is to merge eventually. We are concerned that we have students on both campus and can’t tell when someone is logged onto one campus and not the other.

TF – Do you have people going to training?

TS – We are part of cohort 3 so nobody going to training next week.

TF – On the positive this will give Grandview more time to get their data ready. Staff should be included in the cohort 3 training so they are prepared.

TS – Should have someone at Grandview certified as administrator for that location.

MC – Asks for any feedback for governance committee on Grandview campus and short-term solutions to filling gap when Wade leaves while we hire someone new.

CF – What are our options moving forward – could we postpone Cohort 2 until we have someone new or could we hire John Larson (the trainer for the 4-day training for cohort 1 and works for ExLibris Professional Services)? We are not all equal in our staffing and support and we have to be nimble and responsive which makes us still sort of reactionary. Cohort 1 people are really talented and did a great job. How, as a consortium, can we leverage our talent for the sake of our system and what that would look like? Jane Blume confirms that John Larson is a good trainer.

**Student Outcomes:**

MM – We sort of backtracked a bit to be more focused and gather best practices already out there and how to facilitate colleges with their own work and what “student Success” means.

DG – Maybe we can be looking state-wide and local.

HF – When survey came out, I didn’t see any SLO at Whatcom and inquired with IR and they couldn’t find any. So we should look at who has SLOs and who doesn’t and are staff aware of them and how they are being assessed.

**Advancing Use of OER and LOEL grant:**

CW – LOEL grant first: just finished up 2nd year and was successful even given challenges. We had great collaborative projects and now ready to move to year 3 where we focus on collaboration grants. This is where we push for collaboration on campuses and link it to assessment. I will send out another email to remind folks that applications are due November 11, 2016. Final report for 15- 16 is up on LOEL website and it shows a summary of all the projects.

-Another update from summer is around creating more of a shared understanding between LLC and ELC of OER in Washington. I think there isn’t enough of a shared vision (we have a shared definition) but a vision is needed to move initiatives forward. I want to get perspectives on what creating a shared vision between the 2 groups looks like and how to move forward.

TF – I sit on ELC and this OER subgroup but haven’t had much time to focus on this issue. At summer meeting we discussed a shared retreat between ELC and LLC.

CF – There was a need for vision as well as shared practice and experience around OER and the conversation about what our shared work can be.

BO – As a librarian at Wenatchee Valley College, I worked with our ELearning people to present workshops about OER to our faculty. Maybe just getting these people together to talk would help.

BC – Part of the reason it took so long for these two groups to even start communicating is because of our workload and the work only happens when we meet (rarely). Without having strong leadership to push through initiatives makes it harder to get stuff done. We need a shared project that interests both group and I might have an idea and the project might help develop a shared vision. We have so many people in our system working on OER and they are all doing something different. Even faculty are doing their own grassroots projects. ELC and LLC combining forces isn’t the answer but coming together on a project might move us forward.

CW – I liked what Boyoung had to say and I am assuming the project is what we will talk about this afternoon.

MB – One recent development is how Oregon has approached and adopted OER by having a person as a point-person to be a system-wide expert and that has helped generate shared vision and a more cohesive system approach.

CW – Yes I came from Oregon which speaks to my thoughts about Washington.

DG – One thing I see that we could use help with is that the state is using a strict definition of “Open” which is not exactly what the librarians see as Open. Not just about required materials, but also about the pedagogy of the literature that helps define Open and how we are preparing students to find/use Open resources. This is one issue we really need to look at.

**Committee on Accessible Technology Oversight CATO:**

BC – Report on behalf of Erica Coe. CATO had their first meeting around ATC issues. Watch for email about the webinar coming up on November 9, 2016. Jess Thompson is contact.

**STANDING REPORTS:**

**Treasurer** – spent around $1,000 and balance is close to $2,500 and invoices for LLC dues have been sent out.

**Library Council** – Jane Blume reported but missed some of the meeting due to technology issues. Cindy Aden spoke at the meeting. Time spent on past LSTA projects and needs assessment from WSL. There are vacancies for libraries representing 2-year, special and public libraries under 1,000. Discovered our link to eLibrary needed to be changed and Proquest changed the link to reflect the new contract.

**Washington State Library** – Turn over to Cindy Aden – Very fun to be back in this role and be back in libraries. I have spent the last years in roles about building relationships. The top issue for me is the need for a new physical space/building and there is a move to not move the Tumwater library back on the main campus. But the problem is the new structure will house many different departments and initiatives so be more like storage. I hope to rebuild our connections to the community to gain support for a new space. Funding is stable – staff is resilient and there is opportunity to do better. I’m looking for guidance around projects. Feels like nothing gets quite enough attention so starting to think about doing less but doing it deeper. One area is the MS IT/Imagine Academy that could use more attention and interaction. Also the K-20 broadband network is an issue and need to make sure we have library representation of libraries on that initiative and how to make it affordable for smaller colleges. LSTA money already committed, next 2-year budget already completed, building request already underway.

MM – Love the idea of focusing more on the Imagine Academy and it is complicated with how everything fits together and how we push it out to faculty and students.

CA – Agree it is not user-friendly and it was dropped in our laps without much support. I think we need to dedicate more staff time that can go library-by-library to gain more traction. It is the one thing that is free to everyone and the certification is recognized many places. WSL is meeting with Microsoft so if there is any feedback, let me know so I can take it to them.

BO – I have been utilizing the Imagine Academy for students who come in with no digital literacy skills but it interferes with the revenue generating properties for the colleges, but it is a great product.

TS – Some of Yakima BAS IT faculty urges their students to use it.

HF – Some certifications have been included as lab work – coursework ends up being stackable credentials.

CA – We are one of the few state libraries who have taken on the Imagine Academy and made it available. We want to see this be successful so we can help Microsoft sell it to other states.

JB – When it was first rolled out, MS sent some trainers around and I wonder if they could do that again.

CA – It is up for renewal this next year so our input is important.

MB – One thing that would be helpful would be to have user-friendly promotional tools. I struggle with strategically advertising it.

AF – Excited about the prospect of a new building. When you talk about doing less but to a deeper degree, I would say MS Imagine Academy is maybe not something we are all interested in.

CR – I suggest that the WSL focus on marketing the Imagine Academy to faculty in terms of professional development and personal enrichment opportunities. This might mean working with college VPIs or Deans to make it an initiative on campuses.

CLAMS:

HH – Report posted on Agenda. CLAMS spring meeting will be at South Seattle Georgetown campus. CLAMS held leadership meeting over summer to look at processes and are still in the process of gathering information and looking at travel stipends (with a task force).

SBCTC: Boyoung reports for Mark and report posted on our agenda. 3Play Media is captioning company and completing a contract with them. Continue to fund the Western eTutoring Consortium, Working on HS21+ course development, WAOL course sharing expired but we will support “Direct Course Sharing” system.

MB – question about the HS21+ - Librarians will be paid a stipend, is that for state level or local work?

BY – Ask Steve Gance

**Instruction Commission**: Deb reports on IC and they haven’t met since we all met in summer. In general, the items we are focusing on is Equity, Diversity and Inclusion initiatives and how libraries see themselves as part of that. Also pathways are big and the colleges working on the SPARK grant are doing good work. Consortia agreement will be presented to IC as an information item and they will then send the letters out to individual campuses (was on the work plan). VPI’s should be expecting the consortia agreement. BAS degrees and how that is impacting vendor costs (charge us more) – one thing we might want to do is check our Carnegie status. There is a designation out for AA/BA which is separate from accreditations. There is concern about enrollment and full reports come out later this quarter. Running start is up across the system. Work being done around faculty credentialing (especially around faculty in the high schools) and trying to match them against BA institutions who accept credentials differently. There is a Task force at the state level to develop a standardized credential structure. I worked on Assessment in Action (ACRL) along with Peninsula and Pierce over 14 months to demonstrate the value of library towards student success towards achievement. ACRL asked them to move it to a “roadshow” type presentation for spring. The final report is worth looking at.

**ELearning Council:** Statewide contract for closed captioning is great. Even if you don’t qualify for the stipend, we still get a great discount. There was a long discussion about cross-listing classes in the same Canvas site and a concern over FERPA violations. Still some colleges that do correspondence courses and we don’t really support them – can they be moved to online, self-paced? Get library stuff in Canvas Commons so that faculty can use stuff early. Marc Carbon from state board created a sub-level in Canvas Commons that is just Washington State. Not sure where we are going with Open resources workshop retreat. Need to figure out a way for ELC and LLC to talk the same language.

**Adult Education Advisory Council**: Advises Adult basic education program at state board and Mindy Coslor represents libraries on this council. Council involves many stakeholders. Worked on Vision and mission statement and looked at work plan for Basic skills. There is an issue with H.S. completion and students having fines so schools won’t release transcripts, hence having to start all over again without transferring those credits.

**System OER Initiatives with Boyoung Chae**: In order for OER to work for students, it has to work for faculty first. The system designed starts with Open Search then is supported by open policy which leads to open initiatives. In 2010 SBCTC installed an Open licensing policy for all SBCTC works created. Boyoung presented a tour of the Openwa.org website and the sections that are housed there. Boyoung will draft a googledoc to gather ideas to address definitions and criteria for the OER code through SBCTC and also to brainstorm “low cost textbook code” parameters. If people have any idea about the structure for our new state OER Commons site, let Boyoung know.

**Washington State Library 5 Year Plan with Samantha Becker:** Findings from the needs assessment looked at barriers in CTCs and opportunities for collaboration. Heard responses about forming partnerships but there are barriers around resource sharing as well as a need to facilitate working together. There was interest from libraries around collaboration and communication from state library. There was trouble around evaluation and metrics as well as low staffing levels and succession and opportunities for professional development. Trends from national libraries demonstrated an interest in library security systems (data hosting), providing training to patrons around online privacy and safety, accessibility issues for online resources, balancing electronic with print resources, providing data and data tools to various groups as well as data curation, and library spaces (physically and technologically). External expectations found patrons expect libraries to be mobile ready (transition issues) with compatible technology and resources, still a demand for print resources, interest in emerging technologies (maker spaces), opportunities for lifelong learning. Report looked at more Washington state specific issues like funding. Areas for potential actions for WSL include raise the visibility of libraries across the state, develop and facilitate partnerships, facilitate collaboration and resource sharing, develop meaningful evaluation practices and indicators, and continuing to seek new funding sources.

What was heard from the CTC libraries included issues with conversion to 4-year programs, balancing print and electronic resources, OER work and advocacy, difficulty evaluating services/resources, disruption to ILL relationships, changes to organization structure of libraries in the greater college.

To contact for Samantha Becker to help provide feedback for future research, email her at [**srbecker@uw.edu**](mailto:srbecker@uw.edu)

**Discussion and vote on interagency agreement language Nominating Committee for board of new consortium:** Tim identifies the modifications made to the interagency agreement and bylaws. Modifications made to language and removing modification language to number 9.

MC – We already voted in the summer on the bylaws and the final vote was sent out via Surveymonkey. Committee now must approve the agreement that the presidents are going to sign to establish the consortium and forward it to IC.

MB – Are these all 34 of the CTC voting to become part of this consortium or the 29 using Alma?

MC – All CTCs and they can pick which projects to be a part of.

Motion passed with Barbara Oldham abstaining.

**Professional Development: Proactive Librarianship:** Notes not captured

**ACTION ITEMS THURSDAY:**

1. Mindy will update the IC Work plan for the numbering of Goal 2, 3 and 4 objectives
2. Mindy will add Lisa LaPointe and Tammy Siebenberg to the BAS workgroup
3. All check your links to Proquest’s eLibrary
4. All check on our Carnegie status to reflect AA/BA on IPEDS and President (have to apply for designation)

**MOTIONS PASSED:**

1. Motion passed to approve the Interagency agreement for the consortia to be passed along IC then passed along to college presidents

The meeting was adjourned at 4:30 p.m. to reconvene at 9:00am the next day, with light refreshments at 8:30.

**FRIDAY, OCTOBER 21, 2016**

Present:

Lisa Lapointe (Bellevue)

Jane Blume (Bellingham)

Tim Fuhrman (Big Bend)

Michelle Bagley (Clark)

Melissa McBurney (Columbia Basin)

Cheyenne Roduin (Renton Tech)

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Online:

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Jeff Martin (State Library)

Tammy Siebenberg (Yakima)

Mary Ann Goodwin (Spokane Colleges)

Christie Flynn (Pierce)

Jeanne Leader (Everett)

Erica Coe (Olympic)

Absent:

|  |  |
| --- | --- |
| Bates | Shoreline |
| Green River | South Puget Sound |
| Clover Park | South Seattle |
| Edmonds  Lower Columbia  Highline | Tacoma  Centralia  Walla Walla |
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The second day of the regular quarterly meeting of the Library Leadership Council was convened at 9:00 a.m., October 21, 2016, by the chair, Mindy Coslor, with the secretary, Cheyenne Roduin, in attendance.

**Quick discussion about Professional development at LLC:**

MB - What topics or types of information would people like to see in the Professional Development sessions of LLC?

TS – I enjoyed listening and took lots of notes

CF – Hard to do at the end of the day

LK – Maybe it was the end of the day too, but for things like this I do better in smaller groups first before taking it to the larger group

MB – the online engagement part during spring showed the online participants “checked-out” so we tried to include everyone in a group to include the online participants.

**New platform to replace wiki:** Mindy presented in place of Sue Kennedy to demonstrate the wiki. Are there items we would like to see added or changed? I think the visual aspect is helpful.

JB – I want it to be easy to know when Agendas and Minutes are posted instead of just putting everything under documents, maybe a separate link for minutes = fewer clicks

MC – what is the difference between directory and contact?

BO – the contact is a “contact me” sort of thing

CR – It would be nice to have the individual work groups divided into easy to find groups with their discussions and documents.

MM – the overall look is good but it comes down to how we are going to use it and keeping up with updating information. We currently have a ton of documents that need organizing. Maybe we identify the upper level navigation and have the work group work with that and come up with a plan for how things are updated and archived so it doesn’t become a mess again.

MC – we need to think about succession planning too so incoming folks can understand it and find stuff

TS – We need to identify naming conventions

MC – We could have a link that shows an agreed upon naming convention

AF – Homepage space might be better used for messages and announcements since that middle stuff is mirrored on the sidebar.

TS – When including dates, I suggest we use 2016-10-21 format so items can be sorted by date.

CR – what are we expecting next?

MC – The work group can keep working on it and send it out before the next meeting.

**LLC WORK PLAN APPROVAL:** Mindy updated the work plan

EC – We did discuss if Student Outcomes works with BEdA but we think it should be a new committee

BO – I would like to work on this

MC – I would like to be on it too

JB – I would like to work on it too

MB – I would like to work on it too

CF – I want to be part

CR – How do we handle non-library directors volunteering for work plans?

LK – These types of activities would be stronger with work from librarians

MC – There are 2 different levels – policy level and what are we actually doing. This could include CLAMS and we haven’t actually been assigning stuff to CLAMS.

LK – I also think some of these are at the librarian level and need librarians to be part of the conversation and work going on. There is room for interested librarians who want to work with us.

MC – Is there room at the next CLAMS to have a discussion about them working on some of our work plans.

BO – We are all talking about getting our librarians interested in leadership and this would be a good way to get them involved.

JB – In talking about working with CBS, I am thinking about PILR where we tracked the impact of info literacy on success and retention.

CR – Is there a reason to have a joint CLAMS and LLC meeting?

MC – Happened way back. But it is a staffing issue.

EC – There are a few updates to our Student Outcomes Goal 2 document

MM – We tried to scale it down a bit away from “statewide” so that it could be more personalized and not so overwhelming and far reaching.

MC – no changes to goal 3. But Goal 4 seems unfocused.

BC – I think it is a common issue that folk have little experience with guided pathways and what exactly we are supposed to achieve and how to build a strategy. I recommend that you ask for a conversation with Lisa Garcia Hanson from SBCTC on Guided Pathways and she would be happy to work with us.

MC – I have a draft of the IC work plan and we want to make sure we align with it.

LK – there are some overlaps in the version of the goal 2.2 with goal 4 and 2.2 is a little more concrete and we don’t want to see duplication.

BO – When we are talking about libraries as safe places for people that plays into student success and closing the equity gap is part of it to feel safe in the library.

MM – Last year IC had a goal about closing that equity gap. If they think it is important and we do too, it is important that we report to them how we are aligning.

BO – Like having items available for check out to students who cannot afford the resources at home, that is equity.

HF – That is equality, not equity

MB – spaces but also collections are reflective of our students. So like collection development and special collections are part of that. Merging unique collections into our regular collections and directing specific populations to them. Also work with IDEA for practice of English skills in the library. Those are ways we are working towards this goal.

MC – This makes sense for us but I think I must have just lifted it.

BC – Lisa is a one-person department so you might not be able to meet with us.

MC – What do we do with goal 4?

MB – What do we do at the system level at LLC that supports this at our own institutions? Do we want to talk about how we facilitate concepts that work at our own institutions? Figure out what we are all doing and how do we measure it and then share info with each other. For those of us who were involved in the IDEA grant could we gather info from the faculty and to share how libraries were involved to help develop a best-practices in how libraries can support. Perhaps pull together our newly formed members of the basic education work group to work on it.

LK – are we still waiting for the 2016-2017 work plan for IC? Wording is right from their plan. When I look at goal 4 and compare it to what we are doing in our own colleges towards equity, some of them are small things but impactful and at the micro-level. In small incremental ways they impact how successful students can be. I wonder if we can frame it as this is what we are doing in our individual libraries and share it with each other and IC.

MC – what is our expected outcome? Could identifying best practices be an outcome?

SL – I do see what Lynn is saying as a grand objective and it would be helpful to do some sharing of best practices – our librarians would be interested.

MM – we need to come up with something in this or wait until next year. Maybe we will know more how to frame this after we see the IC plan.

MC – do we eliminate it or add in a strategy?

MB – could we add a 4.2 that says LLC will form a committee that will work with basic skills? There is the component about accelerated models – could we say something like develop a subcommittee that works on this.

MM – We might want to rewrite the objective since it is currently something we don’t have control over.

JB – when I look at the objective, I focus on the “success of” part when they are students. It also says and “other best practices” so how do we contribute to the success of these students. First catalog our best practices and concentrate on the success part.

MC – change objective 4.1 to increase success of underrepresented populations – and then strategies would be identify best practices to XXX and responsibility is under the new basic education subcommittee and the outcome would be a whitepaper?

MB – I pulled up our social equity plan and thinking about taking increased participation and success in libraries to a bigger place and thinking about library as safe environment, maybe there is something in there we can work with.

CR – what if we focus more on inclusion and not success yet.

SS – In terms of some surveys we have done and they are more qualitative and less quantitative, but how about retention? We ask simple question like “did this help keep you here?” I agree with the success piece.

LK – I take us back to some version of gathering info about best practices already happening and looking at the ACRL diversity in libraries report as a guide to see if it can help us recommend what kind of work we can be doing.

MC – what if objective is to identify best practice of inclusiveness and equity in the libraries.

MB – Maintain success as the why we are promoting inclusiveness and equity in order to maintain success for all students.

LK – in the expected outcomes I would like to see it be a larger theme or initiative we can work on and would be a great place for collaboration with CLAMS. What are the good things already happening that can be adopted and what are the areas that require some support from CLAMS or professional development? This is a needs assessment

MM – Kenny Lawson is the person on IC that we might want to work with.

SS – why do we need it on our plan now?

CR and MM – Proposal to drop Goal 4 from work plan for now and ask the new committee with basic skills to work on a look at best practices.

MB and SS – moved and seconded to accept work plan without goal 4 but with changes to goal 2 that Erica Coe sent in.

MM – any updates on work on goals from current work plan can be sent to Melissa to take to IC.

**Library courses:** Howard discussed the gray zone of the unlisted elective of library courses and means they cannot be covered by financial aid so enrollments are low when students have to pay out of pocket. I asked what we would need to do to change the law. I wrote a memo to the articulation and transfer council. They have tried to change it before but it garnered little support. Now there is more support and they want to have a conversation about it. Council would like something from LLC – not interested in what we do now or our benchmarks. But they are interested in what the universities do in the state and could these credits transfer – what do they offer at universities that could use these transferable credits. It is not a technical course, not about critical thinking skills; it would be more of a theory course. Our frame included 1) systems thinking and dynamics and 2) understanding literature (what you put into it affects what comes out of it). Is LLC interested in submitting a one page to the Articulation council?

MC – we have had a 2 credit class on the books and a year ago we had a visit from Old Dominion University and we signed an agreement to provide a 5 credit library instruction course. I went to WWU and looked at their curriculum to borrow. If we had this class, would it transfer to WWU?

HF – It is up to the receiving school. The main interest of the articulation council is how it would transfer (as what type of credit). We could try to get it accepted as a Gen Ed.

MC – one thing I was thinking about is I kind of dug into the new framework and there are discussions around information (use, storage, ethics, etc.) and it is interesting to look at it from the broader perspective.

HF – We are aligning our course to WWU as a 5 credit class. There are other regional reports for other areas beyond Northwest. I’m looking to draw up a 1-page document to put forth to articulation council. Process is for this to get off gray list- the articulation council has to have unanimous agreement to move it for IC to accept it.

CR and LK – motion to ask Howard to write up document that would move these courses off the gray list to be counted as electives so that financial aid could cover them and they could transfer. 2 abstentions

CF – In favor, but as our institutions move forward with pathways work the reality of this happening on our campus will be slim or a reality.

MC – getting it on the elective list is separate issue from if we are going to teach these courses at our colleges.

**Washington Library Association reorganization:** Anhiwa reported on the various interest groups (now called sections). They also have divisions and everyone who joins identifies the division they want to be in. Anhiwa is chair of Academic Libraries division. How does LLC want us and our staffs to be involved in our state’s library association so that we have a large academic presence?

MC – Explaining some of the history, there was a push for us to attend so that there would be presentations at WLA that were meaningful to us. When we met with Oregon Library Association at ACRL there was a split. There is a lot of benefit to cross-pollination of librarians and would be enriching to get them involved. It would be good for CLAMS too in terms of leadership.

TS – Washington state people chose not to join WSL due to cost and fees. Institutional fee doesn’t include individual membership. You get discounts for librarians to attend meetings.

AF – You can get institutional memberships and personal memberships and they are all on sliding scales based on salary and/or collections, but that is being changed and updated.

BO – if you join WLA do you have to join ALA?

AF – No, you don’t. Are there still reasons why academic participations are so low? It sounds like we discussed that now and some of it was fees.

HF – What is the value of WLA as opposed to local ACRL, CLAMS, etc.

AF – One thing about WLA is that people think about “what can it do for me” and it is what you put into it. There are partnerships with other libraries and cross-pollination that you don’t see in everyday work. It would help foster public/academic partnerships.

BO – CLAMS has been struggling and they didn’t want to fold into a larger organization is because we all fund or support them in some way and CLAMS is homegrown and pertinent to what those librarians are doing.

JB – Whatcom County has partnership between the public and academic libraries and we presented at WLA and I struggled to find things of interest. ACRL is a closer fit right now, but if there were more 2 and 4 year colleges in WLA it might be more interesting.

TS *–"The institutional membership covers your institution. Depending on your dues amount, you can register X amount of non-members are the member rate. That is the only part of the institutional membership that connects with personal membership. All employees if they want to be involved as a member should have an individual membership." Kelsi Brisebois, Assistant Director,*

AF – We need to put the work in to make it worthwhile. We can stay with ACRL but I think it is a missed opportunity but we miss that networking on a local level.

HF – We can’t support 3 library organizations, attendance and costs get high. ACRL gives us a great national view but we have some leverage through ACRL and CLAMS already.

BO – What is the participation of the 4 year schools in WLA? ACRL has good participation from 4-year schools and we can network with them.

MC – Do you think WLA would be interested in creating a CLAMS interest group within the academic division? We might lose some of those unique, personalized conversations.

AF – Maybe but if the folks from CLAMS moves over to the academic division they would just all be part of Academic division.

MB – Around Alma/Primo issue, CLAMS isn’t the only group of librarians dealing with conversions so that would be an advantage to moving to WLA (broader conversation). Yes, we have some innovation and excellent teaching practices at CTC level, but the capacity to bring talent and resources comes from 4-year institutions. An academic division would need to capture 4-years.

LL – I could not imagine not having CLAMS. Some of the challenges are unique to us and that is where there is some value in CLAMS. What are the weaknesses in CLAMS that you are concerned with? What do you want that you aren’t seeing?

LK – I agree with you that CLAMS serves a good purpose. These 3 organizations serve different purposes. WLA also brings legislative advocacy as well. There isn’t really energy to do all 3.

BO – CLAMS is also an emotional touch as well. The legislative and lobbying voice is necessary.

AF – not many participants so far in WLA, more active in 4 year colleges. It wasn’t the intention to get rid of CLAMS. WLMA used to be smaller and eventually decided to be a part of WLA

CR – Could CLAMS send a representative to WLA to scope it out?

MM – we need to let the librarians know this is an option to join WLA

LK – The folks that get left out are library staff and that is something that WLA does have to offer and at a reasonable rate based on salary. Our employees would be in the academic division.

AF – Institutional cost includes access to listserves and smaller groups. Don’t have to pay individual membership to attend conference.

MC – take it back to colleges and librarians and let them know this is another option.

**Guided pathways (and around the table):**

MC (Skagit) – Looking at suggested metamajors and librarians are trying to figure out how they fit. Cohort 3 is getting closer with data clean-up and on track. We expanded into weekend hours (funded by students) but it is stretching us thin.

SH (Peninsula) – I am relatively new so don’t know what is going on with pathways. We are in cohort 2 so bringing myself up to speed. Enjoying hearing about new options (WLA, ACRL) and enjoying getting to know new directors.

SL (Cascadia/UWB) – Playing catch-up with OER and formed a campus-wide team (include faculty designer and eLearning folks) and trying to build capacity on campus. Cascadia is working on next BA. It is hard to calibrate funding requests of 30 students in cohorts. We are gearing up for annual student learning assessment by looking at college 101 at Cascadia. We will have some norming with rubrics and looking at assignments and assessment. We are revising learning outcomes around IL framework with richer language around context.

BO (Wenatchee Valley) – Guided pathways a big thing and I am on the committee. OER advocacy plan is in process of being implemented in a non-funded way. We are working through the LSTA and LOEL grant in getting OER into a couple courses. We have had a workshop on diversity, equity and inclusion and it is a big deal on our campus (we are a Hispanic serving institution). And everything is Alma and 2 new BAS approved so looking at collections in terms of what they need to add.

LK (Seattle central) – There is a lot of excitement around starting with our full upper management/administration team. Campus is celebrating 50th anniversary. Pathways are getting a lot of discussion but we are not actively implementing anything specific just yet. There was lots of good work done last year around college governance. In the library we are in cohort 3 and getting ready. We opened the library at Pacific Tower and how it can take on a life of its own and how do we staff it. New facility for the Maritime Academy opened. I am still the interim until Wai Fong retires.

AF (Grays Harbor) – We started a BAS in Organizational Management and received larger upfront sum and will get smaller amounts later. I have asked to be included in BAS in teaching and Forestry in the coming years. We have a new president who is settling in. I am doing a program assessment for library and media services. We have a new IT director and hoping to get a Chromebook lending program off the ground. We kicked the writing desk out of the library and it is back with the other tutoring services now. New Program laureate is looking for more places to visit for talks and readings.

TF (Big Bend) – Big Bend doesn’t like change but we have had nothing but change. All new administration (Tim is one of 2 people there longer than 10 years). My new boss is great. Library is focusing on one book-one college and all reading We Live in Water by Jess Walter and library bought books for people to read. I have been the dean of Developmental Education and renamed the division the Academic Success Division and includes Dev ed, Adult basic skills, ESL, counselling, library and HS21+. We are in the planning stage of the new Vocational technical building.

LL (Bellevue): We currently have an interim administration and welcomed eLearning into the library (which includes instructional design). We are breaking ground on campus residence halls. Communications with WSU are still ongoing but slowed down with changes in administration. We are in cohort 1 and have switched over and learning about it. We opened our Collabratory space and it is starting to get used. We are using the 3-D printer to print stuff from our college reads (The Martian). We are gearing up for accreditation and whispers about guided pathways. We are experimenting with not having a reference desk but having a reference room. The librarians have changed instruction model where they are assigned areas and build more online instruction, but saying NO to extra instruction. Three librarians are in tenure, one of which is an outreach librarian. Bellevue has 10 BA programs with very little funding. We are allowing food in the library and the library is still standing.

MB (Clark) – In May we adopted our academic plan that includes guided pathways and have active work around guided pathways including in-service days. The library is involved with guided pathways and part of looking at DTA courses and pathways which included College 101 and involves library tours and getting library cards – early engagement. October 3 we cut ribbon for a new STEM building. We are doing Visioning for our branch campus. We are bringing on BA in Applied Management but struggling with getting the library involved in curriculum development for new programs, but we are trying to be proactive to be involved in program meetings to help build in info lit. The library working on a collaborative commons and January should be final stage as well as a move of website to new virtual space. The librarians are going to track student data during orientations to connect student ID data to success. We are in wave 1 of CTCLink going live in January 2017 and also rolling out Office 365 and new password reset.

SS (North Seattle) – For guided pathways our Instructional council has been meeting with student services. We established a faculty committee that includes a librarian. Our college has memorial in place to honor the students killed on the Aurora Bridge. There is a big focus on training in search advocacy (ensures equity in the search process for jobs). We are adding a BA in Property Management and we will get some funding. Librarians are teaching more. I have focused on strategic planning and that pulls together eLearning and library and teaching/learning center and we are trying to focus on one goal and the goal is accessibility.

CR (Renton) – We had a successful Foundation event in the library that went off great and really showcased our great library. We are continuing with our weeding project and we are keeping anything where we are the only Washington State holding for the item. I am learning more about management with a staff falsifying their timesheets and needing to cover a lot of shifts for staff going to Alma training.

MM (Columbia Basin) – Just broke ground on new residence hall and a new building coming in winter quarter. We just heard that we are partnering with Kennewick on culinary institute. We are starting BAS in Dental Hygiene, Nursing, and Information Technology. We are trying to redevelop our Richland campus to also help running start students. We have a new librarian who is interested in the human library project where you treat people as books and check them out.

JB (Bellingham Tech) – We were in cohort 1 and continuing to work through our problems – works fine for circulation but difficult for other services. A possible strike slowed things down a bit. The library is looking at quality matters and student engagement. Library is part of the student orientation process and we are starting BAS in Operations Management and Engineering Technology. Guided pathways is happening and the library wants to be part of it.

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| JL (Everett) - I have a noon meeting so here is my update in case I need to leave before the meeting ends. Guided Pathways meetings are constant and library is specifically involved in planning around student orientation, the required COLL 101 class and career info on degree pathways. We continue to be "in the queue" for a new learning resource center - lots of concern on campus about consideration of a location across a busy street as opposed to the location that has been in the master plan and is central to campus. Other than that, staff (and me) planning to win the Halloween costume contest with our group effort around a Harry Potter theme. |
| EC (Olympic) - Kent Mercer has retired so we currently have two librarians and not sure when or if we will be able to replace Kent. Campus just starting guided pathways conversations that include faculty. We are developing our fourth BAS in Digital Filmmaking. |

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| |  | | --- | | TS (Yakima) - I have to go so here is some info for Yakima - Pathway Advising is now mandatory for all students 30 credits or less. The college has found that a dedicated advising day each quarter is working best. Our two faculty librarians have now been assigned as advisors on the Exploratory Pathway and one participated in New Student Orientation this fall. We started our third BAS program this fall, in Dental Hygiene. We are working on a fourth BAS in Teaching Certificate – K-12 and Early Childhood Education and hope to start it in Fall 2018. We are in Cohort 3 of the Alma project. I'm our lead and I'm feeling stretched very thin. I got a response from Kate at WLA and will send her email to the list. |   CF (Pierce) - so here's my bullets...Yr 7 Accreditation visit at Pierce in November. As a Cohort 1 ALMA library, we are live but it continues to be intense work. 3 BAS programs this year: ECE, DH, and HSEM-have some funding for faculty and resources. The checking out of equipment -- laptops, chromebooks, etc. is a challenge this year. Pierce has two pathways grants. The library is looking at developing Information Literacy 'touchpoints' for the pathways.     |  | | --- | | MG (Spokane Colleges) - Fine tuning ALMA/Primo this fall; added an open lab to the Spokane CC library and doubled daily library use; two new tenure track librarians and two new staff have joined CCS Libraries in the past three months; have one librarian at SCC retiring in December. SCC and SFCC were both approved for BAS degrees this fall in Resp Therapy and Cyber Security. Spokane Falls is moving forward with a major Guided Pathways project, with the new programs targeted for rollout in January 2017. I am also in the middle of conducting a Student Focus Group research project looking for data to help guide future library development at SCC. |   SH (LWTech) - I have another meeting. Quick updates: We are part of the national ATD/Lumen OER Degree Initiative and will be converting our Biology DTA and Engineering AS-Ts to fully OER. We are working to see how GO can inform improvements to our existing practices. I am focused as faculty professional developer with how to embed college success across the curriculum - so providing pd to help faculty develop authentic ways of teaching them in their courses. We are in the midst of BAS insanity with little thought for library and other support needed, so I am now sitting on a group addressing those issues. Faculty and staff book club on Mindset by Dweck is going great. Students wanting to start a book club through ASG, too! Librarian will be advisor. We had a VERY successful division Open House on Oct 17 - highlighting the library, computer lab, supplemental instruction, eLearning, professional development, curriculum and assessment, and our partnership with IT. |

**ACTION ITEMS THURSDAY:**

1. Mindy will update the IC Work plan for the numbering of Goal 2, 3 and 4 objectives
2. Mindy will add Lisa Lapointe and Tammy Siebenberg to the BAS workgroup
3. All check your links to ProQuest’s eLibrary
4. All check on our Carnegie status to reflect AA/BA on IPEDS and President (have to apply for designation)

**ACTION ITEMS FRIDAY:**

1. Work group on platform continues to work on platform and send out revisions before the next meeting.
2. New committee formed to work with Basic Skills and BEdA includes Barbara Oldham, Jane Blume, Mindy Coslor, Michelle Bagley, Christie Flynn
3. Mindy will make changes to the student outcomes Goal 2 to reflect the changes submitted by the student outcomes work group
4. Any updates from work groups should be sent to Melissa McBurney so she can present them to IC.
5. Howard Fuller will write a one-page document in support of moving library/info-lit courses off the gray zone to be counted as electives and present document to LLC in order to move it forward to the Articulation and Transfer committee.
6. Librarians who are present in place for absent directors, and who volunteered for work groups or committee work, will gain the approval of their directors.
7. Directors take back the information about WLA to their librarians and staff as options for other professional groups to be involved with.
8. Mindy will reach out to Lisa Garcia-Hanson, SBCTC--Guided Pathways for our winter online meeting
9. If you have not voted on the bylaws on-line, please vote so we have a majority vote.
10. Cheyenne will add Barbara Oldham and Lisa Lapointe to the email including the action items from this meeting.

**MOTIONS PASSED: Note- all motions had 2 abstention votes from librarians present on behalf of their directors.**

1. Motion passed to approve the Interagency agreement for the consortia to be passed along IC then passed along to college presidents
2. Motion passed to accept work plan without goal 4 but with changes to goal 2 that Erica Coe sent in for student outcomes group
3. Motion passed to ask Howard to write up a document that would library/info lit courses off the gray list be counted as electives and submit document for review to LLC in order to move it forward to the Articulation and transfer committee.

**Other business:**

1. Should we have an LLC representative report to CLAMS
2. Mark Jenkins suggests we consider inviting to future meetings Jess Thompson, SBCTC—Accessibility & Corrections and/or Lisa Garcia-Hanson, SBCTC--Guided Pathways

**Future Meetings**

Future meetings will be held in the following locations:

Winter 2017 Online via Collaborate

Spring 2017 Columbia Basin College

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Cheyenne Roduin, Secretary