**LIBRARY LEADERSHIP COUNCIL**

**APRIL 27-28, 2017 COLUMBIA BASIN COLLEGE**

**MINUTES**

**THURSDAY, APRIL 27, 2017**

Present:

Vivienne McClendon (Bellevue)

Jane Blume (Bellingham Tech)

Tim Fuhrman (Big Bend)

Sue Kennedy (Centralia)

Melissa McBurney (Columbia Basin)

Jennifer Dysart (Green River)

Cheyenne Roduin (Renton Tech)

Ahniwa Ferrari (Grays Harbor)

Samantha Hines (Peninsula)

Leslie Potter-Henderson (Shoreline)

Melinda Harbaugh (Lower Columbia)

Aryana Bates (North Seattle)

Erica Coe (Olympic)

Lynne Kanne (Seattle Central)

Mindy Coslor (Skagit)

Andrew Tudor (Wenatchee)

Tammy Siebenberg (Yakima)

Boyoung Chae (SBCTC)

Stacy Prest (Walla Walla)

MaryAnn Goodwin (Spokane)

Jennifer Patterson (Edmonds)

Online:

Kate Magner (LWTech)

Heath Hayden (Bellevue-CLAMS)

Candice Watkins (Tacoma)

Wade Guidry (WACTCLC)

Amy Kelly (South Puget Sound)

Jeff Martin (WSL)

Laurie Shuster (Pierce)

Howard Fuller (Whatcom)

Tim Trussler (Bates)

Absent:

|  |  |
| --- | --- |
| South Seattle |  |
| Cascadia | Clark |
| Clover Park | Highline |
|  |  |
|  |  |

Lesley Caldwell (Pierce)

The regular quarterly meeting of the Library Leadership Council was held at Columbia Basin College, Pasco, Washington, and was convened at 9:00 a.m., April 27, 2017. Chair, Mindy Coslor, and secretary, Cheyenne Roduin, were present.

Mindy Coslor welcomed the council to Columbia Basin College and introduced CBC Interim President Lee Thornton, who also welcomed the councils and described the college.

Collaborate Link: <https://sas.elluminate.com/m.jnlp?sid=2008170&password=M.276BB705B4D30D3DE1461C002A49E9>

**APPROVAL OF WINTER MINUTES:** Minutes approved

**WORK PLAN UPDATES:**

* **Library Services Platform (Wade Guidry):** 
  + **MC** - Guy is retiring at end of month and they aren’t going to replace him since we are close to the end. We probably need to let Deb Gilchrist know about this.
  + **AT** – As far as project management, Wade has it all in hand.
  + **WG** – Getting close to finish line. Cohort 3 going well and expect to go live as scheduled. Next 2 months quite busy and cohort 3 institutions will be stressed out. Highlights of schedule until go live: Next week is big week with 4 days of in-person training at North Seattle College at least 30 people every day. In May and June there is a training effort for cohort 3 and will be going through certification training. One of the institutions will only have 1 certified person (smaller institution). Mid-June libraries in cohort 3 will enter technical services freeze and ExLibris will do final data pull from existing ILS. Earlier date is because they are not using Voyager and all unique ILS – adds level of complexity. Next couple weeks after freeze is for loading data into production environment, check data migration. All takes place up through July then each institution has final sign-off. Another difference in cohort 3 is the Seattle colleges due to size and complexity of their management of electronic resources. Primo is being implemented in a way that will allow for individual campus management of electronic resources. CLAMS is coming up and on May 18 there will be a technical pre-conference for those interested in Alma and Primo topics. There will be a technical demonstration and Q&A and some round table discussions. In May, for cohort 1 libraries, getting together at Highline to talk about new Primo UI. For those unaware, there is a refresh to the Primo interface that was moved into production when cohort 2 was starting. Cohort 1 was on the older UI. Cohort 1 and 2 are going well, still meeting with leads from those colleges and continue to work issues on one-off basis. Getting cohort 3 institutions set up and getting extract jobs running. Guy is retiring, but close enough to the end that we are ready to move forward under our own leadership.
  + **Billing (Tim Fuhrman):** We were doing the best with what we thought we knew – we are doing ok. Folks are waiting for their bills, I promise you will get bills next week. Biggest hold up is things we didn’t know, some billing was wrong. Lucky cohort 1 colleges, except for Clover Park, will be getting a credit to their account. Right now our current budget has $670,000 in it. The money we didn’t spend on salaries we will use as contingency for bills we didn’t expect. Flurry of activity after Guy said retiring, so trying to lock down all extra activity. ExLibris is allowed to add 5% to bills and they chose not to add it to our bills. Other issue is figuring out how the colleges that are adding Primo as part of their new subscriptions are billed. Staggered billing thing is a nightmare and I am working with ExLibris to try and get an annual billing arranged. Also, would like to have one bill for both Alma and Primo. Technically our contract has expired for already existing Primo instances but they are letting us use the existing contract.
  + **JB –** what unexpected bills? Will my bill be the same for next year (mine was much higher)?
  + **TF –** We need to look at Bellingham Tech – it shouldn’t have been that much higher. There were things on that contract that you do need to pay for - let’s look at it. Unexpected bills were things like travel for Wade and Shellie, paying a little higher salary for 2nd position than expected. So cohort 2 will have bills that were supposed to come out in January but those are coming. Cohort 3 will start getting bills quick.
  + **AT –** Appreciate Tim’s work on this
* **Student Outcomes (Erica Coe):** Student outcomes group reached out to CLAMS to see how we can collaborate with the librarians. We started out in Canvas and talked about moving to GoogleDocs and we were going to start adding reviews to our readings. Subgroup could come together to pick out some already existing data and themes. Resent out the survey about what metrics you are using or collecting. We added guided pathways to our group in October – starting to look into research and not finding much info. How many of your colleges are looking at guided pathways and are the librarians involved? What do people think about another survey to look at what we are doing with guided pathways?
* **CW –** Yes, Pierce is working. We are involved in learning communities
* **AK –** SPSCC working on pathways and have a plan for structuring it.
* **MC –** several of us talked about how much of the info about libraries in Redesigning America’s Community Colleges was left out of the final publication.
* **AT –** I think we might be breaking ground around libraries and guided pathways. Most of the info is around courses but it travels back to libraries in thinking about collections in our libraries. If we look hard at this question we might be breaking some ground.
* **MC –** Will we have anything to report to Instruction Council
* **EC –** We can say we are connecting to CLAMS for broader participation and also looking more at our literature review and a new survey to look at libraries and involvement with guided pathways.
* **CR –** Maybe check in with Lisa Garcia-Hanson to see if there are survey questions already that might be helpful.
* **CW –** Distinction Pathways: we have a number of these, for example the honors pathway where students would complete a number of classes in a certain pathway and they would get a certificate in that area and looks good on transfer. We also have a sustainability pathway.
* **Advancing the Use of OER and LOEL grant (Candice Watkins):** LOEL grant – pushing towards April 28 for all deliverables for collaboration grant. Budgeted and filled 17 mini-grants and hopefully all deliverables tomorrow. New piece is we have details of our May 12th LOEL workshop: discussion on how open pedagogy intersects with info lit framework, good discussions and hands on activities. Can send an email to the group with details. May 13th to combine ILAGO (Oregon group) with LOEL – theme this year is assessment. This is 3rd/final year of LOEL grant and wrapping up by this summer.
* **MG –** So in finishing up the LOEL grant, what are we thinking about follow-up activities? How do we continue and sustain our support of faculty with LOEL adoptions?
* **MC –** It is on our workplan and if we are going to continue it we need to have a plan. I think Vivienne will need that info.
* **JB –** We funded this through LSTA grants and that is up in the air and they haven’t asked for any new submissions for LSTA
* **MC –** Boyoung might have some more info on that later
* **JB –** how are we assessing the grant to use it for further activities
* **CW –** the faculty and librarians participating keep a weekly journal on the good, bad and ugly of the project. Quill assessing the journals and hopefully produce some kind of paper out of it and assess the role of the librarians on that project. Hopes to write and publish an article. Everything should be wrapped up by September.
* **CR –** Would Quill be willing to present to us in fall or give a summary on her findings so that we don’t have to wait for something to be published?
* **CW** – I would be happy to talk to Quill about that.
* **LK –** Really appreciate the work on this project. Seattle Central hasn’t engaged in OER to the extent that some others have so the info will be very valuable to us. Maybe we could gather, or have Quill gather info, that summarizes what everybody has been working on.
* **MG –** I want to brag! Last week we went to the AACC annual meeting to present on OER. Presented to higher level presidents and officials. Many schools are not as far along as Washington schools. Room for us to share our story through presentations to people outside our normal circles. Support has to start from the top and we have a role as librarians to support and further that.
* **CW –** I know that community colleges are ahead of 4-year colleges in OER but there is a bill that is going to benefit 4-years in OER and we will see a lot more work coming out of the 4-year colleges. There is a ton of collaborative opportunities with the 4-years and taking what we started at CTCs to move the message forward.
* **BY –** We were invited to OER kick-off event to UW campuses to look into collaboration and consultation. They were grateful. Organizer at UW asked participants if they had taken the online OER training and half raised their hands. They were also using OpenWA website to provide tools. It’s a matter of us reaching out to them in a meaningful form.
* **MC –** that maybe is a direction for us to look into concerning collaboration with 4-year colleges.
* **Committee for Accessible Technology Oversight (CATO) (Erica Coe):** Met with Jess Thompson and she is presenting this afternoon. They are looking at restructuring CATO and they are set to have a meeting on Monday – so more info to come. We also had on our workplan to collaborate with ELC about a common language and definition around accessibility. We are beginning the conversations. Tim and Andrew will be at the next ELC meeting.
* **AT –** What is the purpose of a common definition between these 2 groups around Accessibility?
* **EC –** section 3.2 on our plan
* **MC –** when we were at Wenatchee and met with ELC, we found our definitions and understandings were different.
* **MM –** The new policy coming out has some definite actions we need to take on our campuses. Maybe after we hear from Jess we might have more direction.
* **AT –** This is huge on our campus. What is coming at us from above is defining some direction.

**BREAK**

**STANDING REPORTS:**

* **Treasurer’s Report (Andrew Tudor):** *Report on wiki*: Current balance is $3,970.10 and we spent $1000 on current meeting. We are going to be under $3000 after this meeting and meetings run about $1000 each and after summer and Fall meeting we will be low in funds. Will probably send out bills closer to July 2017. Not ready to raise dues yet. Our dues are $75 and that is low.
* **JD -** We could raise the dues to $100 for next fiscal year.
* **AT –** I would like to do some analysis before we set a new dues cost. And there might be costs associated with WACTCLC and so we need to figure out where our money should go.
* **AT –** Formal motion to table a vote on raising dues.
* **Library Council (Lynne Kanne):**  Mission critical work is around LSTA funding. I am your representative to this council and if you have needs or concerns that you want to communication to the state library, I am here to serve in that function. This is a time for us to advocate for the state library, their professional development opportunities, their database licensing, libraries in prisons. Next meeting is in May and I would be happy to take issues forward.
* **MC –** Can you look into their professional development opportunities?
* **LC –** Funding is more group based, not individual now.
* **JM –** 25% match (up to $1000) for professional development and libraries limit is $3000 a year (maybe). If interested in a specialized conference that falls within LSTA we can talk about that. We can also fund pre-conferences and some hotel and travel there if it falls under LSTA priorities. All applications have to be sponsored by the institution, not the individual or library. National conferences would have to be a specialized subject under the LSTA priorities. General conferences where you are networking and have a hard time relating how your attendance relates to LSTA priorities would not be funded on an individual basis. Contact Maura Walsh at State Library for questions.
* **LK –** Funding is uncertain, but what I heard is that they are working hard to increase the odds the LSTA funding will continue and do contingency planning around areas that might be hit hard like prisons and talking book.
* **JM (posted in chat) -** Organizations may apply on behalf of individual library staff members. The grant can allow up to $1,000 per person per year. The maximum per library is $6,000 per year. Application for outside training for library staff Microsoft Word Viewer - Click to Download. Organizations may apply to bring training into a library. The maximum award is $3,000 per library per year. Application to bring professional training to your library Microsoft Word Viewer - Click to Download
* **Washington State Library (Jeff Martin):** *Report on wiki:* Contains comments on LOEL work and we are doing great and moving in the right direction. Working on the LSTA 5-year plan as part of the 5-year strategic plan. Final 2 pages of the report are the goals and strategies we have developed and we still need to assign action items to those goals. I highlighted in red the goals that would fit in well with the LSTA 5-year plan. Will discuss when we meet on May 31st and will bring a report back to everyone about what we need to do next. In terms of federal LSTA funding, congress kicked the can another week and current resolution will take us through May 5, 2017 and hoping for a compromise where they fund the federal government for the rest of the year. Set aside some funding for CTCs associated with our 2017 workplan. We will need to work with you all if you wish to utilize LSTA funding for the rest of the federal fiscal year. One caution I have is we expect to be in the budget set by congress through end of September 2017 then we need to do it again for 2018 fiscal year. Any funding we provide might not be secure after September 2017. Cindy is headed to Washington D.C. for National Library Leadership Day.
* **SBCTC (Boyoung Chae):** Tabled to the afternoon
* **Instruction Commission (Deb Gilchrist/Melissa McBurney):** I participated as a member. Talking about post-election concerns and what is happening on campuses. We did small group work to address what we are all doing to help our students. VPIs mentioned that faculty needs help with classroom management and civil discourse in the classroom. Also mentioned that their ELA numbers are down quite a bit as students are afraid to come to campus. Faculty of color mentoring program and what a difference it has made in their lives. Discussed hidden workload where faculties of color are being tasked with extra work. Campuses should know about this program and get them signed up for. SAI points discussed and looking at principles around initiatives around SAI and narrowing equity act. CTClink discussed but no go live date for next waves and product owner is going bankrupt. Provided report for LLC.
* **MC –** Vivienne will be the rep for the next meeting and then Mindy will take over after the next meeting.
* **eLearning (Tim Fuhrman):**  Focused on huge turnover on the council and bringing new people up to speed. Discussed Blackboard going away as of June 30, 2017 and we decided we are moving to Zoom. Each college has 25 licenses and can get more if needed. I have used it and love it – it’s easy and simple. Only concern is there is limited storage and since we record and save them, we might need to look to another storage platform. Looked at how we are sharing classes since there is no more Washington Online. Ferpa issues in how we do cross-listing and combine online classes.
* **MH –** Dave Stolier issued a statement addressed to VP of student services saying it is a violation of FERPA to combine classes online in Canvas.
* **TF –** a student in one class cannot know that another student from another class is in the class. Accessibility and Policy 188 a big issue and savings through 3-play but we do have Ponopto through Canvas.We strive to make everything as possible.
* **LPH** – seems like colleges are creating language about accessibility and looking at how it relates to library resources/databases.
* **EC –** OC team developing accessibility policy, I removed the library from the language so that we can have separate language that speaks to our specific needs. Most likely it is language copied from the Montana policy.
* **AT –** Difference between being proactive and reactive.
* **AH –** Submitted VPATS for our databases with exceptions for some older data and formats.
* **TF –** Still talking about a joint meeting with ITC.
* **MC –** I thought all our databases were compliant? I see VPATS.
* **IT Commission (Andrew Tudor):** Next meeting is joint meeting with ELC. Discussions surrounding print management and recent state requirement for state agencies to be more efficient with printing. Had a session about the CIO and paying attention to CTCLink. The state’s payroll also needs to be replaced so they are looking at us as an example. Also conversation about linked courses in Canvas and FERPA issues. CTCLink on hold for remediation and holding workshops about the 30-40 processes. Conversation with Microsoft about the Roadmap, which is heavily cloud based. The roadmap is that they want to own our IT infrastructure and make it cloud based.
* **CLAMS (Heath Hayden):** Conference is May 18-19 and finalizing speakers and presenters. CLAMS leadership looking into dissolving CLAMS and integrating with ACRL Washington and/or WLA. Wrote a proposal and finalizing details. Having a technical pre-conference around ALMA and Primo with Wade before the regular conference.
* **AB –** Is there a projected timeline for dissolving CLAMS?
* **HH –** Just a discussion at this point and what would happen to our money. No hard decisions….just conversations and will discuss at our meeting.
* **Adult Education Advisory Council (Christie Flynn in for Mindy at meeting):** Christie attended for Mindy, does Laurie have a report from Christie?
* **LS –** The report was emailed, will look and connect it to wiki.
* **CBS Report (Michelle Bagley):** Michelle is not here and we don’t know if there is an update.
* **BLC Report (Erica Coe):** No report, they have a meeting coming up May 3, 2107. If we can have someone at the report, they will add us to the agenda.
* **MC –** Library is no longer an initial check-box on the application materials and only comes in later.
* **MM –** Would be good to gather some stories from our campuses about what has happened due to lack of funding.
* **VM:** I can attend BLC for LLC and I have stories I can share.
* **CR:** Is there any way we can start a shared place for our stories around this issue? Maybe wiki or googledoc?

**ELECTIONS FOR WACTCLC OFFICERS (Andrew Tudor):** Ask for help from Tim and Jean. This is for people that will lead the first year of the new consortium to take place of ORCA with an expanded role beyond purchasing and technical support to also include broader initiatives.

* Tim Fuhrman nominated as Treasurer
* Howard Fuller nominated as Secretary
* Sue Kennedy nominated as Chair-elect
* Christie Flynn nominated as Chair
* Michelle Bagley nominated as Member at Large (she is also involved with Orbis-Cascade)
* Andrew Tudor nominated as Past Chair
* **Leslie Potter-Henderson** moves to accept the nominations and Ahniwa seconds closing the slate of nominations.
* **MC –** I am really excited. We now have Alma and a consortium and are in a position to move forward.
* **SK –** What if we were to have a formal celebration where we invite all the past people that helped us accomplish where we have gotten with our initiatives and consortia. I will start a list of people and others can add to it.
  + Myra Van Vactor, Mary Carr, Stephanie Carter, Loretta Seppanen, Jim Walton, Connie Broughton, Cable Green,
* **MC** – Possibly a meeting at Pack Forest
* **AF** – WLA does have 2 lobbyists on their council and they have an annual legislative day in terms of our group bringing forward initiatives important to LLC.

**BREAK**

**SYSTEMS OER INITIATIVES (Boyoung Chae - SBCTC):**

***Update 1***: All the brand new developments at the SBCTC I have sent out via the listserv. History of copyright and Open Licensing policy – have had it since 2010. We assume our role as a public employee should be good for everyone and we needed to figure out what we should do with the work we create as public employees and what are our intentions. We expanded our copyright language to include all the works we (SBCTC employees), contractors or grant funded projects create. This is to make sure these resources are always available openly when produced by SBCTC. Anything that comes out of DOL grants is also open licensed. DOE is still working on licensing to be finished. OSPI adopted open licensing policy and is very similar to SBCTC. DOS (state) is interested in the policy too.

***Update 2:*** Statewide OER repository is coming soon to share resources – [www.oercommons.org/hubs/open-washington](http://www.oercommons.org/hubs/open-washington). This doesn’t replace Open Washington site, this is purely a repository. Lower down on site we can create projects (maybe and LOEL project) or for other works. When you submit to this repository, it connects to the OER Commons site.

**TF** – Is there an evaluation system built in so that we know what quality the resource is? Would help faculty to use it so they aren’t slogging through so many things.

***Update 3:*** New course attribution that identifies OER courses – code rolled out for colleges that have open courses. Send survey to faculty concerning OER codes and their descriptions and use. <http://tinyurl.com/oer-code-report>. OER doesn’t make sense to students and they don’t make connection – finally called out **“No textbook to purchase/OER”.** Have to work with the PeopleSoft people to get this code used more widely.

***Update 4:*** Proposing new code for low-cost materials – affordability (even if not free or OER) is very important.

**MC –** What about items which are free to copy but bookstore wants to recover the cost of printing?

**BC –** An item can be OER, but can cost to print if they want a print version. Description code mentions that primary materials are provided free online but there may be extra costs associated (this could be if they want a print copy). Benefits our students with wider options for course selection, adds clarity to codes (OER vs. Low-Cost). HB1375 passed in 2017 and signed by governor which mandates that all our state colleges display information about cost of course materials and if the course uses OER resources. Goes into effect a certain amount of time after you implement CTCLink.

**MG** – filters for no-cost and low-cost materials is working in CTCLink at Spokane.

**CW –** What’s the difference between OER and Low-cost? If Printing is possible would it be OER or Low-cost? Is it up to the individual colleges?

**BC** – It is leaning towards having a global threshold so that data can be consistent what is called OER and what is called low-cost. Who should be part of this conversation? TCC gathered student government to include them in the conversation. We need to go to IC and have them vote, but we need to come with advice from the various councils about what we think.

**MC** – What about Student Services Commission (SSC), Academic Transfer Council (ATC), Baccalaureate Leadership Council (BLC), Council for Basic Skills (CBS), Workforce Education Council (WEC), WASHPIRG, they would all like to be part of the conversation.

**BC** – Should rest heavily with students to set threshold. This was all sent out to LLC via email.

***Update 5***: possible supplementary funding for local OER adoption. If your college is involved in something already related to OER, the state board might have some funding to help and also help advocate at higher levels. All the deliverable under these grants needs to be CC licensed and on OpenWA site.

***Update 6***: Digital Discount Program – publishers are approaching institutions to use online learning materials on the first day of class for a small increase in tuition. We are preparing to have a conversation with other OER advocates to pull together information about this and we should be aware. Publishers are trying to change tactics to co-exist with OER advocates.

**REVIEW OF ACCESSIBILITY ISSUES (Jess Thompson - SBCTC):** Review the policies and scope so that we are all on the same page first. March = SBCTC announced Policy 3.20.30B – applies to everything at a college needing to be accessible, but not followed with how or when. Formed CATO to provide guidelines and support for institutions around accessibility. Intention of CATO was to work through the individual councils and that is how information would get out. Policy 188 comes from state CIO office, WATech policies apply to higher education when it comes to business and administrative applications. Doesn’t include instruction, research, but encouraged. Needing to re-educate people around Policy 188 and need a workgroup on each campus to fully look at issue. Disability services looks at accommodations on an individual basis, but not really looking at accessibility as a whole. Policies give us more support and opportunity to do this work that needs to happen and is long overdue.

**VM** – Bellevue is struggling with this and instruction is trying to take the helm. The business part is the easy part – instruction is the hard part. We work with Disability services and most of their work is reactive for the student whereas this work is proactive. Good opportunity to review materials and ask if it is worth keeping so that we invest the time and energy into it.

**MC** – I’m concerned about measurements and tests and assessments for accessibility. How can I learn and help my faculty learn what they should be thinking about?

**JT** – Sent out a resource into a googledoc/current projects and there are a few things on there that address this question. Short webinars are running and recorded that provide tips and resources to help with accessibility issues.

**MC** – How much support should we expect from our campus DSS departments?

**JT** – their primary job is to help the student to succeed in the class. They may not be able to help much. Their primary task is to help the student, not the faculty member. Sent out a calendar invite to a free benchmark and planning too for campuses to answer questions to figure out where are we and how are we doing? Are we making progress or not? Benchmark tool lets you track progress over the year and acknowledge successes and find areas to work.

**AB** – I’m not sure if we have a workgroup yet, but want to ask about the disjunction in timing – is whatever is happening now is it based on what we want to do and not because we are being forced to do it?

**JT** – The state board policy doesn’t have a deadline. If you are holding back on the instruction part and just focusing on Business side, you are going to have to go back and do the work again. The Policy requires you to have coordinators for each college and develop policy and publish a plan about how you are going to address inaccessible content. Being able to document the work you are doing and being responsive, that is what is important. Being able to show documented effort is important. It can be your plan to plan. I have been collecting and inventory of instructional technologies. I am trying to avoid 34 institutions doing the same thing. Financial resources are a tough point and sometimes money is thrown at it once in crisis phase. A group named Libraries for Universal Accessibility has a VPAT repository. VPATS are voluntary and filled out by the vendor. Sometimes you need to follow-up to ensure they are in compliance and willing to share their data and research. I have a public facing Accessibility 101 course and there is a page on there about how to caption a video. One area you can help me is with answering “**What does accessibility mean for the Library?”** Also **“what types of information do we need to pass along to the larger library system and how it relates to their job?”**

**BREAK**

**PROFESSIONAL DEVELOPMENT (Mindy/Vivienne):**

**MOTIONS:**

* Leslie Potter-Henderson moves to accept the slate of nominations and Ahniwa Ferrari seconds closing the slate of nominations – All in favor.
* Andrew Tudor moves to table the vote/discussion on increasing dues until more analysis can be conducted.

**ACTION ITEMS:**

1. **Erica Coe:** Reach out to Student Outcomes group to restart our research/lit review efforts
2. **Erica Coe:** Design and send out a new survey about Libraries and Guided Pathways (potentially reach out to Lisa Garcia-Hanson at SBTCT to see if there are good survey questions to start with).
3. **Erica Coe:** Ask Deb Gilchrist about work surrounding Libraries that was left out of the Redesigning America’s Community Colleges.
4. **Andrew Tudor:** Analyze our expenses in relation to our current dues structure and decide if we need to raise dues. He will also take into consideration the new WACTCLC group.
5. **Vivienne McLendon:** Will create a document on wiki and send out for us to add our stories and scenarios about our experiences with BAS programs in relation to libraries.
6. **Mindy Coslor, Sue Kennedy and all:** Start to work on putting together a celebration honoring people who have helped us get to where we are now with our consortiums and initiatives.
7. **Boyoung Chae:** Will look to see where comments go if people make comment on new OER repository.
8. **All:** Discuss diversity in hiring and library staff and how to support a diverse staff, promote leadership, and develop inclusive pedagogy as part of our work plan.

**FRIDAY, APRIL 28, 2017**

Present:

Vivienne McClendon (Bellevue)

Jane Blume (Bellingham)

Tim Fuhrman (Big Bend)

Sue Kennedy (Centralia)

Melissa McBurney (Columbia Basin)

Jennifer Dysart (Green River)

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Amy Kelly (South Puget Sound)

Laurie Shuster (Pierce)

Michelle Bagley (Clark)

Tammy Siebenberg (Yakima)

Absent:

|  |  |
| --- | --- |
| Bates | Tacoma |
| Cascadia | Highline |
| Clover Park | South Seattle |
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The second day of the regular quarterly meeting of the Library Leadership Council was convened at 9:05 a.m., April 28, 2017, by the chair, Mindy Coslor.

**REPORT OUT FOR NEW PLATFORM FOR WIKI (Sue Kennedy):** Keeping wiki for now and will have more to report out about more in fall.

**REPORT OUT AND DISCUSSION OF BRAINSTORMING ACTIVITY (All):** *Everything posted to the wiki*

**JD - Group #1 Resources:** Still relevant! Core collection is still important. Still need some centralized funding and can still move forward with some shared purchasing power. One next step to move forward is a survey to show what people are buying and maybe what we are paying. General resources vs. specialty resources: Core collection is what everyone has that are general purpose and more unique to our programs might be specialty or another version of core. Expanding access was the second topic and we talked about digital and physical document delivery and also about sharing physical books back and forth and it is still relevant. This might need to include incarcerated students having access to digital resources.

**CR** – Did that conversation include our incarcerated students and access to resources?

**SP** – This is on the Governor’s desk to sign for broader coverage but currently it is only for professional/Technical programs.

**MC** – State library might be a good place for partnership.

**LK** – A concern for Seattle Central and we are talking with Brian Walsh and Dept. of Corrections to discuss how to provide access to a general database and how to provide Canvas for these students. My experience in talking with prisons is that they are not staffed to provide the services our students need and they have a different mindset of what services are needed.

**AF** –Stafford Creek at Clallam Bay has Canvas in their corrections facilities.

**JD** – OER repository might help with this system-wide collection of materials and objects. We also talked about equity as we pursue these new areas. When the consortium is ready, we could move forward on group purchasing and centralized funding and discuss the core collections.

**JB** – This is a good role for the consortium to take on and how Orbis-Cascade handles group purchases.

**LK** – When we look at what others have, also look at needs and gaps and put together a projection of what the equity side of students moving through the educational system and making sure they have basic and core collections (2 year as well as 4 year).

**MC** – I am trying to envision what a document or set of documents this would look like. Do we identify what consortium should tackle vs the WSL or individual colleges? We need to keep thinking what the end product will look like to take forward. We need to talk with Mark Jenkins about what kind of support we can get form SBCTC and how we can help mentor him to be a good liaison for LLC. We need to be really clear about what we need from him and the state board and also what we can do to help him.

**AT** – One of the interesting things is 2 kinds of funding (WSL and individual colleges). I feel our work on Alma and funding the project ourselves is putting us in good standing. Equity cannot be underestimated.

**MC** – We need the same kind of leveling in state budgets that the 4-year institutions are getting.

**MH - Group #2 Skills and Resources:** Look at this through an instruction lens and we were lukewarm on the relevance but a lot needs to be updated on skills. What if we collaborated on sharing an assessment tool(s) and modified them so that we are not all doing the same work. Portland CC has wonderful examples of assessment we should be looking at. We had a question about funding articulation work – if this is to prep students for college level info lit skills, how do we approach that issue. What higher level outcomes do we include to raise levels of instruction to BA levels? We need to do some training and look at what type of instruction we provide. Requiring a credit-bearing info lit class for all BA courses should happen. What is the info lit emersion project?

**LK** – Goes back to first LSTA project at Pierce College – Had ACRL faculty there and lots of work that followed. Then we did a 2nd Emersion project a few years later and intended to bring new people on board. It is a curriculum from ACRL that is offered to immerse librarians in advocacy and delivery of info lit programs.

**MC** – Planning track was what I attended that needed to have an info lit plan and who were your stakeholders and a timeline to deliver the plan. Teacher track worked to put on a presentation that illustrated learning and teaching style for info lit.

**EC** – Now there is an assessment track added to that emersion project.

**MG** – I have a lot of librarians that are new. I would appreciate having the opportunity to work as a group on assessment given the change in the paradigm and the whole issue of value and how we prove that value to upper administration. Everybody loves libraries.

**SK** – We realized we are doing one-shots for skills people should be picking up in junior high and if we elevate our standards it raises the whole conversation. Having IL standards matched appropriately, regardless of where our students are entering, would be good and elevate the conversation.

**MM** – We are trying to get faculty to understand the scaffolding that needs to happen with upper level classes. One of the librarians has developed something to do before the class around stuff they should have known.

**AB** – At the emersion dip we laid out our instruction plan, but some of it has fallen by the side. Would be helpful to revisit IL emersion given the new BA courses and new influx of librarians.

MC – Would be wonderful to get some funding to bring us all up to date. A lot of our students have been out of high school for a long time and they come in our doors and never had to do a research paper in H.S. There is a lot of stair-stepping to get them up to speed. We need to be clear about the scaffolding.

**MM** – We have a challenge with students who have been out of school for a long time.

**VM** – Mindy and I were talking yesterday about the difference between project based learning with critical thinking versus just find a book or article on your topic.

**MC –** That is one of my pet peeves when instructors don’t engage students.

**LBH** – Basic concepts of the original ACRL framework are still powerful tools for us.

**MC –** I struggled with the new framework until I realized it was talking about the structure as a whole. Elena talked about information literacy in a more general/broader sense – it is so much bigger than information literacy skills and how do students engage with information. It is not a skills-based concept. This is the philosophy that undergirds what we do, then we bring a body or research and information to these classes that shows this is our area – not just a skills set.

**AT** – A consortium can help create local framework for IL and that helps us scale our work across the system as we move it forward to the state board and our colleges.

**LHP** – ACRL has changed their framework in terms of reframing the questions in a 21st century way.

**MC** – It would be great to do another emersion project for the state (All people are agreeing).

**LK** – having the updated ACRL framework justifies the need to revisit emersion.

**HF** – Have campuses started to unpack and more deeply understand the new framework? Have any of us been looking into Senate Bill 5449?

**MC** – We looked at it but we need the time to focus on it.

**JB** – Library Council of Washington had a presentation about this bill.

**HF** – includes info literacy incorporating into K-12 curriculum including internet safety and digital citizenship. Includes an Implementation piece in K-12 system. This will hopefully impact students as they come into college since this is new for the K-12 system.

**MH** – We also talked about what activities to elevate to new consortium and would like to see the subject of resources to be part of a strategic plan and also see how we fit into guided pathways and work on assessment tools and methods. Our next steps would be training (maybe grants from WSL).

**MC - Group #3 Services and Access:**  Accomplishments include AskWA, implementing ALMA (almost complete) and simplified search of library resources through Primo. Still need to work on courier or movement of materials, next step with ALMA towards a collective catalog like Summit and implementing unmediated borrowing. New opportunities include a set of core/shared resources and connect information about students across campuses (CTCLink), accessibility needs to be worked on and Integrated digital management of resources. Most of these had money attached.

**CR** - Consortium can help with group purchasing and centralized experts that can be used across all ctc’s to reduce duplication. How can we pool money to pay for subject experts?

**MC** – Provide simplified searching for OER, accessibility of ASKWA, leverage consortium for group purchasing, and centralized knowledge and expertise.

**CR** – It really feels like we did accomplish ASKWA, but what is missing is more accessibility. It is based on typing (chat) and maybe we could look to expanding into video or voice services for a higher level of accessibility.

**JB** – make sure patron initiated ILL and sharing needs to be further reaching that just CTCs. Journal articles are big for Bellingham Tech.

**MC** – Current document refers to just within the system and that could be explored.

**MG** – Given the times and changes where people are more used to handling their own business, I suggest we look at unmediated borrowing for everything across the board – less staff overhead, better services for students.

**MC –** What I worry about is the student who decides to order everything without checking their own databases.

**CR** – Concern about students in bad standing borrowing and maybe CTClink will help that.

**MG** – ALMA should be able to help that issue of students who can and can’t borrow and unmediated will cut out some of the staff time and overhead which is where the costs come from.

**AB** – Is there something in the works for borrowing between the 4-year and CTCs?

**MC** – We have some agreements but there are charges usually associated.

**TF** – We actually brought it up years ago and they were afraid they would be overwhelmed by our students requesting all their resources. But we loaned more to them.

**LK –** Move away from the Our students and Your students.

**AT** – Different views between Digital Object Repository amongst the groups 1 and 3 Can we leverage ALMA for more of this?

**MC** – What happens next: Do we craft a new document?

**MM** – Maybe we bring this together with the workplan. This feels more like a strategic plan to help show IC what we want to work on this year.

**AT** – One thing this document has that we need to pull out is accessibility and technology issues that overlap with other system initiatives.

**MM** – Feels like this is more like a strategic plan and need to be proactive, not just reactive. We need to be not just asking for money but identifying how the other system initiatives and this might be a good place to bring Mark Jenkins into how we position ourselves to get the attention of the people we need to contact.

**People willing to help on crafting/phrasing this work and document: Maryann Goodwin will take lead – helpers include Erica Coe, Samantha Hines, Andrew Tudor, Jennifer Patterson, Mindy Coslor, Jennifer Dysart, Amy Kelly, Howard Fuller**

**LPH –** We need to figure out who our friends are to help us move this forward and who can help us to move forward (especially with funding).

**LK** – would be good to have a timeline by our next meeting.

**MC** – Start a Googledoc to start a template to get started. Should it look more of a strategic plan or look like the current document?

**EC** – What would the connection be between a goodledrive and our possible googlesites or current wiki? But we need a common site

**SK** – Do people have a google account they use for work?

**MH** – We can do a team drive and can all be added to a team drive with our current gmail accounts. I volunteer to help work on that.

**TS** – Can it be added to the new LLC site?

**AT** – As far as a template, we need to rename the language a bit to be more accessible and common language instead of library-speak.

**PROMOTION OF LIBRARY SERVICES TO UPPER ADMINISTRATION (Vivienne McClendon):** Starting the conversation about communicating our values and accomplishments and encouraging folks to think in terms of infographics. Librarians in K-12 have led the way in infographics as a way to report out. Infographics are not Accessible so some work may need to be done. Examples include what are we going to work on and how do our values reflect those of the state, students, institution. Instead of how we each, individually communicate this value, maybe as a consortium we can get a template designed that reports out system level that we can then all make our own for our individual institutions. Images can be powerful.

**MH** – We use piktochart (<https://piktochart.com/>) and it is pretty affordable and I would be happy to help.

**VM** – Communicate not only our success but also our accomplishments and also where we are going.

**MH** – Used PowToon (<https://www.powtoon.com/>) to demonstrate our library stats and it was really well received.

**LK** – Like the idea of not recreating the wheel but using something collectively that we fill in our own information for our individual colleges. When we are doing this ask yourself “so now what?”

**VM** – This elevates the conversation in a way you want. We might need to rethink our language and images and how it connects to colleges mission statements or workplans.

**CR** – maybe we look to this as a future professional development opportunity for an LLC meeting.

**TEACH ACT (Cheyenne Roduin):**

**CR –** Our school is not Teach Act Compliant. Some schools are and why are some not? How do we instruct our faculty in what they can and can’t use if we aren’t Teach Act compliant?

**AB** – When you say Teach Act compliant is that a certain set of criteria you have to check off? Then we are not.

**MC –** Have to have a copyright officer and a statement and regular education for your educators. I always thought we were loosely compliant.

**JD** – maybe in summer we could actually work through the requirements, issues and pros and cons and fair use intersects with teach act.

**AT** – Maybe good to have a conversation with someone who is the authority in this area. I have been in countless copyright discussions with multiple interpretations.

**LK** – Seattle district has Stephanie Delaney now at South Seattle (background in eLearning) and worked on copyright and she advised us not to pursue the Teach Act as it relates to the technical requirements. But we could work with Stephanie to work with us – we could invite her.

**JD** – Have to be careful of who is the authority.

**AT** – Let’s have an agreement on what we want to talk about. Its more about managing the conversation.

**EC** – Deals a lot with Distance Learning and might be a good conversation with eLearning (ELC).

**MC** – We might want to put this on the agenda for another meeting.

**CR** – This gets tricky with resources that are still accessible after course is over.

**VM** – There are tools for this. Major universities have these tools that restrict only opening in a window without downloading.

**LIBRARY COURSES ATC (Howard Fuller):** Spoke with chair of ATC and this is the first time the council has considered moving a course off the grey list onto the non-grey list. The way we presented our memo (which is what they asked for) and they are not willing to do it. Many on the council had not gone through the process of moving these courses. They have a form for us to fill out and they will consider a course (a commonality of a course). We submit a description of a course, we surveyed the CTC system to see if there is one that sounds like our proposal, and we also have courses like this in the 4-year system. I am happy to stick with moving this forward or if we can drop it.

**MC** – Feedback is keep moving forward. Lynne asks if you need help?

**HF** – I did preliminary research for the memo so I have most of what I need already.

**LLC WORK PLAN REPORT FOR IC (Mindy/Vivienne):**

**Goal 1.1:** 1.1a Support and monitor ongoing development of BAS program processes:

Vivienne is going to next Baccalaureate Leadership Council so that is an accomplishment and gave input. **Action taken:** Erica Coe (Olympic) presented library needs/considerations to BLC and they had a team working on a template for the budget section and they are going to report out. At the time, we will include the library in there so we might have a line item in the template. LLC provided a list of concerns to the BLC and they are taking it into consideration.

**MM** – on IC workplan, we are responsible for recommendations for system resources so support BA programs.

**CR** – Could we tell them that with the formation of our new consortium, we will have a keen eye towards group purchasing towards BAS materials?

**Goal 2.1**: Roadmap still in development.

**Goal 2.2**: Developing a whitepaper still in development.

**Goal 2.3**: Collaborate with BEDA to facilitate student success - Increase transitions for students:

* Among CTCs
* From CTCs to bachelor degree programs, including CTC BAS programs
* From K-12 to college
* From basic skills to college level

We have only met once and I will contact rest of committee to be more active. Howard Fuller is working on a HS21 Project for OER. Mindy Coslor will co-present with Jon Kerr at WLA on the needs in community for Basic Ed and what can libraries do to partner with these programs.

**Goal 2.4**: Enhance dual credit programs and policies:

Erica talked about making a recommendation as new BAS are developed; we include a library research credit course. Limited number of credits makes it hard to add more credits, but if they have it as an elective it might be easier to incorporate. **LK** – this links back to Howard’s work. It needs to be part of the program and contextualized. **Actions taken:** Howard Fuller working to get for credit classes off grey list.

**Goal 3.1**: Improve the ability of colleges to develop a culture of evidence to drive institutional decision-making.

This is in the Instruction Commission plan. **MC** – We have done a lot of work on OER and is it a matter of sharing it with ELC? **MC** – We need to talk about the LOEL grant work and we talked about having a digital repository but now the state board has that. We also talked about completing the 3rd year of LOEL work and we did that. **TF** - Both ELC and LLC have been relying on SBCTC to carry this and we support their work. **CR** – it sounds like there is going to be a report/whitepaper about the LOEL grant and that will eventually come to us. **AT** – if we could get together with ELC to capture work that has been done and leverage it and find core themes to illuminate the process, which might be what IC is looking for. I think we are in competition with each other about where it is going to be hosted and who does what. If we can come to an agreement with ELC about who is doing what and what has already been created. **MG** – We had a joint meeting between instructional designers and eLearning and librarians are working on a checklist around OER and how to use it. She can share it when it is done – it might be a good model for others. **Actions taken**: Several efforts happening around the system and we will capture the process and share that work with eLearning. We completed 3rd year of LOEL Grant.

LOEL: This project supports cyclical planning for Open Education (OE) programs and advocacy, creates opportunities for librarians to become leaders in open education in Washington State, encourages collaboration between faculty and librarians on OE adoption, and increases the visibility and value of librarians at colleges.

**Goal 3.2:** Support & improve quality eLearning for students, including online, hybrid and enhanced courses, that improves teaching & learning.

**TF** – It is much bigger than we started with as we were confusing Access with Accessibility. **VM** – We need to calibrate with eLearning and we have at least 10 librarians on LLC that are also connected to ELC. **MB** – Clark was notified by DSS department to bring databases into accessibility alignment. We might need to educate our schools on what compliance looks like and how to work with vendors. **Actions taken:** Hosted 2 presentations from Boyoung Chae from SBCTC on OER. Hosted Jess Thompson to present on Accessibility and 2 librarians participate with CATO. Librarians are working with their institutions to comply with Policy 188 and investigate VPATS for library databases and online resources.

**Goal 3.3:** Explore strategies for sharing learning resources across the system

**Actions taken:** WACTCLC is formed with governance committee elected. ALMA on track for completion by July 2017. Work plan for next year to reexamine previous 21st Century Libraries Proposal to ask the state to allocate funds to provide a base shared set of databases for all ALMA consortium, allowing each campus to leverage local funds on special program needs.

**LLC ELECTIONS (Mindy Coslor): MM** – Slate is Andrew Tudor for Treasurer, Cheyenne Roduin for Secretary, and Melinda Harbaugh for Chair-Elect and Vivienne McLendon will be Chair and Mindy Coslor will be past-chair.

Tim Fuhrman and Stacy Prest move to close and approve nominations. All in favor.

**SET DATES AND LOCATIONS FOR 2017-2018 (All): VM –** Looking for meeting dates for at least summer and fall. We can pick where and then do dates later once we know when Instruction Commission happens.

Summer meeting: Grays Harbor – Ahniwa Ferrari

Fall meeting: Spokane – Maryann Goodwin – *There was further discussion via email that Sue Kennedy at Centralia College would like to host the fall meeting and Spokane would host in spring.*

Winter meeting: Online

Spring meeting: Renton – Cheyenne Roduin

*Further discussion off-line concerning locations and meeting dates between Exec board members:*

Summer meeting: Grays Harbor – Ahniwa Ferrari – July 5-6, 2017

Fall meeting: Centralia College – Sue Kennedy – Pending

Winter meeting: Online

Spring meeting: Spokane Colleges – MaryAnn Goodwin – April 26-27 OR May 10-11, 2018

**WHAT’S NEW (All):**

**JD –** added statement about solidarity to our website.

**MC –** Alma consuming everything and hiring a PT librarian.

**CR** – Hiring a cataloger in future and Patty Murray was in my library.

**JB** – Celebrated poetry month

**MM** – due to changes in structure, I’m not sure who will come to LLC in future.

**SP** – Weeding project and collaborated with welding and auto body to work on some library furniture.

**TF** – we all are getting our ALMA bills soon.

**VM** – purchased 4 VR visors and using in Emerging Technologies location and having guest speakers on new and emerging technologies. 2 people funded for grants and one had a baby.

**LK** – Getting ready for minor improvement project that will add study rooms and study spaces.

**LPH** – Hiring new associate dean at Shoreline.

**MG** – partner with foundation to purchase hotspots to check out with laptops. One librarian piloted an after-hour study night in library with food and tutors. We redesign is district-wide – hope it will bring the 2 libraries together.

**AB** – multi-layered change in leadership and reorganization of departments, ALMA/PRIMO and 10% cut in budget.

**MH** – Continue Chromebook checkout program. Have a newsletter geared towards faculty.

**EC** – President is retiring, hoping to hire Librarian position, new building is opening in fall.

**AF** – VPI retiring and interviewing new candidates, getting first batch of 20 Chromebooks to check out, might get a 2nd FT librarian.

**AT** – Ran up against succession planning and is working to train a new cataloger.

**SH** – Done with ALMA, added back in evening hours but looking at budget reduction.

**JP** – Fully staffed, accreditation visit this week – library had a commendation.

**LS** – Getting hot spots, hiring tenure track librarian and checking out Chrome books.

**TS** – ALMA

**JL** – Librarians started storytime with early learning center.

**KM** – ALMA and PRIMO, Achieving the dream grant moving forward with biology degree pathway, two LOEL grants completing.

**EC** – recommendation to add pictures of ourselves.

**MOTIONS:**

* Leslie Potter-Henderson moves to accept the slate of nominations and Ahniwa Ferrari seconds closing the slate of nominations WACTCLC officers – All in favor.
* Andrew Tudor moves to table the vote/discussion on increasing dues until more analysis can be conducted.
* Tim Fuhrman and Stacy Prest move to close and approve nominations for LLC officers. All in favor.

**ACTION ITEMS:**

1. **Erica Coe:** Reach out to Student Outcomes group to restart our research/lit review efforts
2. **Erica Coe:** Design and send out a new survey about Libraries and Guided Pathways (potentially reach out to Lisa Garcia-Hanson at SBTCT to see if there are good survey questions to start with).
3. **Erica Coe:** Ask Deb Gilchrist about work surrounding Libraries that was left out of the Redesigning America’s Community Colleges.
4. **Andrew Tudor:** Analyze our expenses in relation to our current dues structure and decide if we need to raise dues. He will also take into consideration the new WACTCLC group. He will make recommendations.
5. **Vivienne McLendon:** Will create a document on wiki and send out for us to add our stories and scenarios about our experiences with BAS programs in relation to libraries.
6. **Mindy Coslor, Sue Kennedy and all:** Start to work on putting together a celebration honoring people who have helped us get to where we are now with our consortiums and initiatives.
7. **Boyoung Chae:** Will look to see where comments go if people make comment on new OER repository.
8. **All:** Discuss diversity in hiring and library staff and how to support a diverse staff, promote leadership, and develop inclusive pedagogy as part of our work plan.
9. **MaryAnn Goodwin:** Will initiate bringing group together to work on Strategic plan and **Erica Coe, Melinda Harbaugh and Sue Kennedy** will work on the platform to house it all. **Cheyenne will send email to Maryann** with list of names on this workgroup.
10. **Jane Blume:** Contact the Basic Skills Committee to reconvene.
11. **Andrew Tudor:** reach out to ExLibris about accessibility of Primo.

The meeting was adjourned at 12:20pm

Respectfully submitted,

Cheyenne Roduin, Secretary