**LIBRARY LEADERSHIP COUNCIL**

**JULY 5-6, 2017, GRAYS HARBOR COLLEGE**

**MINUTES**

**DATE: WEDNESDAY, JULY 5, 2017**

**Present:**

Vivienne McClendon (Bellevue)

Jane Blume (Bellingham)

Tim Fuhrman (Big Bend)

Kennedy James (Centralia)

Jennifer Dysart (Green River)

Melinda Harbaugh (Lower Columbia)

Erica Coe (Olympic)

Christie Flynn (Pierce)

Mindy Coslor (Skagit)

Tammy Siebenberg (Yakima)

Mark Jenkins (SBCTC)

Jeanne Leader (Everett)

Stacy Prest (Walla Walla)

Ahniwa Ferrari (Grays Harbor)

Howard Fuller (Whatcom)

Aryana Bates (North Seattle)

Deb Gilchrist (Instruction Commission)

Sally Heilstedt (Lake Washington Inst. Tech)

Jeff Martin (Washington State Library)

Gerie Ventura (Highline)

**Online:**

Jennifer Patterson (Edmonds)

MaryAnn Goodwin (Spokane)

Candice Watkins (Tacoma)

Samantha Hines (Peninsula)

Andrew Tudor (Wenatchee)

**Absent:**

|  |  |
| --- | --- |
| Bates | South Seattle |
| Cascadia | Columbia Basin |
| Clover Park | Clark |
| Shoreline | Seattle Central |

Renton Tech Peninsula

South Puget Sound CC

**CONVENE, WELCOME, INTRODUCTIONS:**

The regular quarterly meeting of the Library Leadership Council was held at Grays Harbor College, Aberdeen, Washington, and was convened at 12:15pm, July 5, 2017. Chair, Vivienne McClendon. Kennedy James is taking minutes for Cheyenne Roduin.

Ahniwa Ferrari welcomed the councils to Grays Harbor College and introduced GHC President Dr. Jim Minkler, who also welcomed the council and described the college. Ahniwa Ferrari explained logistics for the meeting.

**APPROVE SPRING 2017 MINUTES:** Mindy moved to approve minutes, Tammy seconded motion. Motion passes.

**WORKPLAN UPDATES:**

* Library Services Platform (Wade Guidry): Cohort 3 in final stages of implementation of Alma/Primo and will be ready to Go Live on July 13.  Wade and Shellie have been working with live institutions on working on fiscal year rollovers.  They are bring Cohort 1 libraries to the current Primo version and by the fall all Cohort 1 will be on the new Primo UI.
	+ Billing (Tim Fuhrman): Consortium Budget posted to LLC-Closed on July 5.  The proposed budget was approved this morning by the executive committee of the consortium for presentation to LLC.  The executive committee is also proposing that colleges get invoiced at the beginning of each fiscal year, rather than by cohorts as in implementation.  Current funds are $323,000.  There is approx. $80K in contingency (unspent staff funds). Cohort 1, who were incorrectly billed for Primo, will get a credit for this year’s bill.  Question:  In bylaws, is there a mandate for contingency?  Answer:  No, but that could be a future consideration.
	+ Mindy moves that we accept the budget from the WACTCLC as proposed by Tim.  Jane seconded. Discussion:  Tammy – clarifying question that the budget for Ex Libris services is for the 17/18 fiscal year and the answer is yes.  And also some colleges still owe the second half of implementation which would be in addition to the 17/18 fees.  Question about how ORCA closes out.  Main task now is to be sure we don’t have more ORCA bills.  There will be a formula applied to figure out how to reimburse colleges who have funds with ORCA.  Clarifying question from Jennifer Patterson– spreadsheet does not include Primo credits.  Correct it does not.  Ariana – Wants to make sure her staff have seen the budget.  MOTION PASSES. Tim says they will send invoices out within the next week.  Clarifying that all members of LLC should be voting on Consortium business.
* OER (Candice Watkins/Mark Jenkins reporting for Boyoung Chae): *Report on wiki*. LOEL grant update from Candice.  Mini-grants have been completed.  Analyzing collected information that will coalesce into a journal article.  Quill will be in attendance at fall meeting and answer questions about the grant.  Mark reports standing in for Boyoung.  Linked to meeting agenda on wiki.  Three major things:  1) OER Commons Washington HUB in final stages of development and will be launched in a couple of weeks.  Boyoung will do a webinar so watch for an invitation soon.  Not wanting a repository project, but realizing policy about creating open requires a place to put those things.  2)  OER Code – moving along through spring and definition of code use is pretty well-defined at this point through IC; IC intends to lead a system discussion about a low-cost code.  For example, who decides what “affordable” is?  Boyoung working with students from several colleges to get their input on affordability.  3) Transparency in cost of education at a course-level; Budget allocated to support implementation; SBCTC did not create bill but helped with language given the work in our system for coding.   Mindy – Question to LLC:  Wondering about using Leganto (sp?) – a way to handle reading lists for classes in Canvas; in relation to state board work is there a way we could help.  Howard:  Ebsco allows for full-text storage in Ebsco.  ProQuest requires link.  Melinda – LTI to link Ebsco into Canvas to build reading lists and faculty LOVE IT.  Cloud Services subscription from Ebsco (her cost is $2200 per year) lots of apps – curriculum builder, IM integration into Canvas to link ASKWA through Canvas.  Bellingham and Green River use electronic course reserves.
* Corrections Education Update (Brian Walsh): Brief update on things working on this year.  Policy associate for corrections education.  Our college programs need to be working with their libraries to support degree programs in prisons. AA in business and other degree programs (such as welding and automotive).  To support this they are provisioning laptops for prison use.  Clear bottoms (see through), no Wi-Fi, no network port.  They sync over USB with a server.  It gives us the ability to load content that inmates can take to their cells.  Canvas is in operation in a number of prison programs.  No Internet access and probably won’t have Internet access for at least another year.  Our biggest need in corrections education – how to get access to journals?  Without internet access and offering degrees we are afraid of being in a situation that there aren’t library resources for these programs.  Vivienne:  working in Nevada with prisons.  How we develop IL in prisons and providing resources without connecting directly with students.  Can send materials but limited. Will be interested in knowing what kind of discussions along these lines.  Brian:  IL has been discussed with corrections deans.  We have robust GED and HSC programs.  We have not looked at offering a basic IL course as part of those programs.  How to bring this?  Use Canvas?  Other part of question is how to deal with resource requests.  Could a student do work-study on main campus to manage resource requests for inmates?  Again, another year out for Internet access.

**BREAK**

**STANDING REPORTS:** *Basic Education from Jon Kerr, deferred to Fall 2017, CLAMS possible deferment to Fall 2017*

* **Treasurer's Report (Andrew Tudor):** *Report on wiki*.  Current balance of just under $3k.  Last meeting proposal to increase the dues in light of projections.  Analysis looks like $100 would be a good annual dues amount.  Mindy moves to increase.  Christie seconded.  No discussion.  Motion carries.  Report concluded.
* **Library Council (Lynne Kanne):** No report
* **Washington State Library (Jeff Martin/Cindy Aden):** LSTA 5-year plan.  *Report on wiki.* – 5 goals are part of the 5 year plan.  Current LLC work is included under Goal 5.   Rand Simmons officially retired June 30 and had a wonderful gala at state capitol.  New temporary employee from Sno-isle as public library consultant and training consultant and has her until December.  May be seeking a new temp who will then go back to their home institution.  Great opportunity for an academic librarian to get expanded experience and training.   6 months paid position.
* **SBCTC - (Mark Jenkins):** Jan Yoshiware is SBCTC exec director.  Emphasis on equity/inclusion and completion – not different from her focus as deputy director for education.  Will be examining practices around system and what of these happening may make sense for system approach to happening.  State budget passed at the last moment which allowed the Blackboard ally contract done just under the wire.  LTI for Canvas which allows for diagnostics of online content for accessibility.  5 year contract that’s opt-in for colleges.  90 cents for each FTE – but state board subsidizing half.  So the colleges would pay 45 cents per FTE.  Mark Carbon is project manager.  Jess Thompson and Paul Kreemer are implementation leads.  Great component of meeting campus Policy 188 requirements.  Questions about accessible tech initiatives go to Jess and Mark together.  They are looking at strategies for their workgroups at state board for these kinds of work, which extends beyond instruction and across our institutions due to Policy 188.  CEC is in need of a tool to substitute for what PeopleSoft can do around continuing education and their needs.  Mark’s group is tasked with leading RFP at state level.  Mark asks for LLC to assert ourselves in person for what our needs are from them.   Mindy:  21st century libraries project renewal/updates.  SBCTC will be needed to help us shepherd any legislative work we need. Arlen Harris is the main leg guy.  Mark is open to however we want to move forward with any of our initiatives, including fiscal support to bootstrap project.  Andrew points out that we do have a new consortium and so that will be a question about how we move forward.  Mark says that they may consider consortium model as a way to operationalize accessibility and other initiatives.
* **eLearning Council (Tim Fuhrman):** First to make sure we all remember the fiscal support that made Alma/primo possible.  Big topics:  Zoom, it’s managed by IT but have largely handed off to eLearning.  AG office opinion on FERPA and merged Canvas sections; ELC just put out 75 page white paper on CBE – *report on wiki* – and also link to IC report.  Next meeting in Vancouver August 10-11.  Instructional design retreat/discussion before the meeting – Kathy Chatfield.
* **Instruction Commission (Deb Gilchrist/Vivienne McClendon**): Vivienne, instructional technology sub-group; conversation about accessibility and reported what we’ve been working on, e.g. Alma migration and 21st century library project, Howard working on library gray list courses. Deb:  meets again next week for summer meeting.  Issues enrollment, SAI points, whether RS should be included in those counts.  How do we as LLC connect to these?  We all need to stay up on SAI conversation – it’s the venue by which the performance-based funding will use – what can libraries make a difference with?  Key question for library.  And same for other things like IDEA grants.  Offer from Jon Kerr and library’s connection with basic skills is a game-changer.  Connecting with Jon and getting his thoughts on that.  And OER and low-cost – library resources don’t fit into OER categories and we have to pay attention to low-cost.  Deb and Quill did presentation at ACRL on open pedagogy – role of library in supporting that for active learning and IC.  Pathways was funded by legislature so continues to be hot topic – if evenly split about $75 per school but don’t know how to manage allocation.  If we aren’t pathway schools now the money on the table will change it.  We need to be in on the ground floor with conversations.  And the data elements.  What library data needs to be part of that system?  Who is leading the charge at your college and how do you get involved with that?  Phase 1 access, Phase 2 completion, Phase 3 pathways. Success not just completions but success at next phase – these are the metrics schools will be integrating in IE process.  What is the library’s role in all of these initiatives?  Work with IC competencies that universities are expecting; key discussion.  IC and SS meetings will overlap and become standard practice – we need a strong handshake to move strategic initiatives forward especially in access/equity/inclusion discussion.  Overarching theme – demonstrating value for student success and college initiatives.  Sage advice:  keep educational element in the forefront, not just the technology and resources, but the instruction pieces and setting goals around that.  Deb has had a couple of calls from library deans with concern that colleges haven’t followed through with funding for BAS programs as proposed for state board approval.  However, nothing but short of a strong review and criteria for proposal itself; there’s not action that state board or IC takes after proposal is done.  Best way to protect against that is choosing to talk about it at IC in terms of her own commitment to the review process and not just wanting it to be a fake process.  Get involved early and specify; how much, what year, etc.  Not about poking someone but about wanting to setup a strong program.  There is still concern about how much the process itself has changed that makes library an afterthought.  Deb will look at it again.  Melinda is looking at LCC first BAS and hoping to find sample proposals.  Mindy’s dissertation is focused on this and is posted on the wiki. BAS proposals are hitting mark content-wise, but concern over rigor-wise.  Training for writing 3 and 4 level outcomes?
* **IT Commission (Andrew Tudor):** Joint meeting with ELC; good conversation on accessibility; getting better at joint meetings, more talking with and less talking at:  fuzzy line between IT and instruction; IT has been doing professional development; got training from Gardner group for creating a one-page strategic plan.  Next meeting Aug 10.
* **Adult Ed (Mindy Coslor):** *report on wiki* on agenda; Adult Education Advisory Council; Christie served previous three year appointment.  Report posted to last spring’s agenda.  Summer report is posted on agenda.  Lots of people don’t have awareness of this council so Mindy provides some background on the council.  It’s a governor formed council.  The state board council CBS does support this council so it does seem confusing.  Diverse membership including OSPI, community-based organizations, etc.  Focus is different than CBS.  Mindy posted the work-plan.  Important for LLC to know about – federal workforce education and opportunities act – title 2 has new outcomes for digital literacy – colleges need to work closely with librarians on these pieces.

**BREAK – Post library updates to Gallery Walk Posters**

**21ST CENTURY LIBRARIES PROPOSAL UPDATE AND PRELIMINARY DISCUSSION - DESIGNING DAY 2 TASKS AND GROUPS (MaryAnn Goodwin):** Update on revisiting 21st century library project – consensus in spring was yes; small group came together to consider how to do this. Great conversations on Zoom to figure out how to move forward;  Statement of work attached to agenda – tomorrow we will work on plans with worksheets for the committee work that started in spring. Launch into work to take Mark up on offer of support.

ACRL framework engagement and assessment– 2 day workshop; Symposium to share work with each other. Project abstract posted; with outcomes; and list of activities. Smaller group looking for input from LLC before moving to Jeff Martin at WSL. Deb – how can we frame these projects in a way that supports SAI work? How to move forward from here? Deb suggests 7 key factors that emerged from research analysis and we could shape the theme of the proposal.  We could select the factors.  From the AIA Website Deb will send

 2 part proposal perhaps?  Contingencies regarding IMLS funding etc.  One big goal of project is to build research skills of librarians. Is this tied to 21st Century library project?  Potentially – in the old plan we did a lot of work around IL and thought this was.

**TOUR of GHC LIBRARY**

**MOTIONS PASSED:**

1. Approval of Spring minutes
2. Approval for WACTCLC Budget
3. Approval to increase LLC dues to $100 per year

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Tacoma South Puget Sound CC

The second day of the regular quarterly meeting of the Library Leadership Council was convened at 9:00 a.m., July 6, 2017, by the chair, Vivienne McClendon. Melinda Harbaugh is taking minutes for secretary, Cheyenne Roduin.

**CONVENE**

**21ST CENTURY LIBRARIES PROPOSAL - DAY 2 TASKS AND BREAK OUT GROUPS (MaryAnn Goodwin):**

VM - Revisiting the 21st Century Library project. Want to give it a new name. Focus on assessment. Howard has some of the templates from Maryanne and will get us started on a group activity.

Group activity (9:30 - 10:45) will involve brainstorming and using the templates to help make progress and identify next steps for the project.

We want to try to complete the grant proposal to give to the State Library.

HF - Take a 15 minute break at 10:45 and groups will report out in detail.

The 3 work groups are:

1. Services and Access
2. Resources Work Plan
3. Skills and Instruction

MC - **Overview of 21st Century Library project:** Mid 2000’s, felt libraries were falling behind; university libraries requested funding to get databases; CTC colleges started to craft “what do 21st century libraries look like?” Like the 4-year colleges, CTCs wanted funding (requested from the legislature) to update and move to the digital age as well. Loretta(?) from the State Board helped LLC craft a proposal and get to the legislature. It was passed by legislature, but vetoed by the governor. Wanted 3 biennial allocations. SKILLS and INSTRUCTION were important. RESOURCES (i.e. databases), and SERVICES/ACCESS were also important. Access to resources should not be limited by where students are physically located.

JB - We were requesting (estimated high) $3M/year for all CTCs to get databases.

MC - There were thoughts of having a courier to move (share) library resources around the state.

We have accomplished many things like OER and AskWA.

Important questions to answer:

* What do we call it now?
* What do we want to do?
* What are the most important things to accomplish?
* What do we want to work on?
* What do we want to ask from the State legislature?
* How do we get Mark J. from SBCTC to help us like Loretta did?

Since we have already accomplished things…

* Where do we go from here?
* What do we include on our Work Plan?

VM - Asked about the grant’s relationship to the 21st Century Library project.

MC - The grant is pretty narrow in terms of an assessment project. It helps us improve capacity for assessment on our campuses.

This project was our vision. We need to update our vision.

VM - Are we working on the grant in groups today?

MC - We are going to look at the 21st Century document, take a look at the work produced at the spring meeting, bring forward one thing to put on our work plan. The grant was something new, where do we want to go with it? It is not currently on the 21st Century Library plan.

Three work groups are going to identify one thing each that they want to work on. We need a 4th group to work on the grant.

CF - Are we disentangling the LSTA grant from the 21st Century Library project?

HF - Yes

JD - How do we move forward with the grant? It was a lot to process yesterday - noted silence and lack of dissent in the room.

MC - We voted to pursue the grant yesterday.

AB - Suggested we review the grant as group, then break out and discuss the 21st Century project. Some supported this idea.

CF - Volunteered to share the “Assessment in Action” process her librarians did at Pierce.

MC - “Maybe we should temper our dreams and bite off what we can chew.” The framework has changed dramatically.

JB - Maybe we should just focus on one of the ideas.

JL - What might be offered in the Assessment in Action workshop?

MC - Heard Deb say she doesn’t know who would be assigned to teach the workshop, but she volunteered to give us professional development training in advance, so we know what the librarians will be learning.

Workshop timeframe - fall

CF - Assessment in Action - work with faculty and institutional research; get into the data and determine if your library teaching actually had an impact on students. Must find statistical significance to prove that working with librarians improves student’s grades. We must work with enough people to have statistical significance - iterative process. It is a different mindset from assessing student learning in a classroom.

MC - The strength of this (grant) is the multitude of different projects librarians are doing across the state.

CF - Some research questions for assessing value are more significant to bring forward.

MC - The stipends need to be enough to incite librarians to do this. Limit the number of projects, so they have to compete.

JL -Guided Pathways and assessment approach will get presidential buy-in.

VM - Not every campus is doing Guided Pathways, so would want to limit it. We should do assessment as a larger umbrella.

LK - Individual libraries should tie their work to their campuses and what’s important to their colleges.

MG - Build mini-grants on 4 or 5 research questions.

MG - Overview of the grant:

**Statement of Work** - Project Abstract (WSL SOW Action Research document)

* ACRL Workshop (1 day) for librarians in fall
* 50 librarians would be selected and given stipends (changed to mini-grants) to design & conduct library assessment research projects (group changed 50 to 25)

**Project Outcomes**:

1. Information literacy (group decided to drop)
2. Assessment in action (group decided to make this the focus)
3. Implementation

MC - Must start in fall because grant has to be completed by next summer

**BREAK**

Edits were done to the Project Abstract document.

CF - Assessment in Action - participants were required to do a poster

**Budget**:

MG - It costs $10K to do a workshop with a one night stay. Original request was for $131K. Need to cut $60K.

MC - Does not think the fall 2018 date will be accepted by the State Library.

Group discussion - made cuts to the BUDGET document and brought the total down to a new total of $73,250.

Small committee to determine best workshop dates for fall. (Oct 23-27, Nov 6-9, Nov 13-17)

**21ST CENTURY PROPOSAL: RECONVENE, REPORT OUT, NEXT STEPS:** Group decided to do a round-table report-out on campus activities during this time slot. Please include your updates in the document linked to the right.

**LUNCH/NETWORKING/DECOMPRESSING:** eLearning group to meet over lunch

**WHAT’S NEW (AROUND THE TABLE SHARING):** See [document](https://docs.google.com/document/d/10HXUaf83qzw4bvyRWPpOzx7vXzS2U_dJggP6jm5PO3M/edit) posted to googledocs and add your info

**REMAINING UPDATES/REPORTS - WORKPLAN UPDATES –** The new document is to help us from drifting off topic and help keep us organized.

* **Student Outcomes** (Melinda Harbaugh): *See Work Plan Working Document* I put the content in the working document under 2.1. Erica has done much work collecting documents and is passing the torch to Melinda. The shared folder is linked on the working document.
* **Library Courses** (Howard Fuller): Project to move one proposed library course off the gray list. The last form was submitted around June 15, 2017 and hopefully they will come to resolution in summer or early fall. If it makes it through ATC then it goes to IC and then ICRC. One big issues is that some academic programs at our colleges will not have a required or elective course. Gray list courses do not get financial aid and have to be paid out of pocket. ICRC does use the term gray list – currently all library courses are on the gray list. As it is designed it is a four-credit class that includes theory, it is not a “how to search” class. There is a note in 2.4 on our workplan about getting library course off gray list.
* **Platform to replace LLC wiki** (Kennedy James): New Google Site to replace Wikispaces - Melinda and Erica will help Kennedy begin transferring content from the Wiki to the new site. Updates to come – hopefully by fall we should be able to use it. TF – would be nice to include pictures of us so we can start to get to know each other better.
* **WACTCLC Update and Next Steps** (Christie Flynn): Governance committee is on its way out (August 10th) and transmitting its work to the Executive Committee. [See report](https://docs.google.com/document/d/15iMZhq2dYuaadAowADu5Va3LOcZvPzNy5JfT1eZwwEo/edit) for more details linked and at end of meeting minutes. Decision to have LLC Chair elect to be an ex-officio to this new consortium. Will look at other consoritum’s structures to see how we might need to adjust. The work we are doing is at a systems level – we are all members of the consortium, but the projects are opt-in projects. Because we have a fiscal agent, we can use funds from SBCTC. AT –Ex Libris will have an opinion (language in our contract) about how to let colleges opt into Alma/Primo and we will need to revisit it.

JB - How are we moving forward as the consortium? Is it only the executive board?

CF – We do not know the answer and it is part of the work to decide how we move forward. The Executive committee will look at issues that come up and look at them for the entire group. 21st Century Library Project will help dictate work of the consortium. Idea of shared staffing. Example, do we want consortia buying for Swank Digital Campus?

* **CATO: Committee for Accessible Technology Oversight** (Erica Coe): May - shared out the report; focused on the SBCTC accessibility policy, Policy 188 compliance - each council had membership on CATO. How can SBCTC help with procuring and supporting more services for accessible technology? Looking at how to reconfigure the Committee membership.

MJ - “Accessible technology exceeds the scope of any council or commission.” Where does it fit? Who is going to ratify new procurement rules? CATO started as a workgroup but now it is a committee. Talking about adding accessibility coordinators to CATO in addition to creating a core governance board. We might need to buy system technologies – why wouldn’t we have some kind of fiscal agency to help with these things. Become a more directive body. Testing is time consuming.

**REMAINING UPDATES/REPORTS – STANDING REPORTS:**

* **CBS Report** (Replacement for Michele Bagley?):XXXXX
* **Baccalaureate Leadership Council** - [BLS Report](https://docs.google.com/document/d/1woLbvls5xIlH-ntDkit_r-r2ud_bI2eqdpRsMcT8MSk/edit) and posted at end of minutes (Erica Coe/Vivienne McClendon): Who is going to attend these meetings? Need to resolve. Vivienne attended last council meeting. Council is meeting at same time as LLC meeting right now. Bellevue is the only campus doing self-support for BAS programs - moved to state support - “caused great angst on our campus.” Under self-support, if a program generated money as revenue then it controlled those funds. Library is concerned about resources and finances for library support. Asked librarian to communicate if a BAS program needs resources, we will not try to cover that whole. We will communicate that there is a whole that exists. **There is a BAS conference scheduled Nov 14th at Clover Park Campus. Mindy and Vivienne are going to present the library BAS stories/experience regarding the program. Please attend, even if you don’t want to be part of the presentation.** Anyone is welcome to attend. You do not have to be invited. They want to hear from us (library deans).

**SBCTC – ACCESSIBILITY INITIATIVES (JESS THOMPSON):** Jess provided an overview of how to use the new “Captioning Hub” which uses [3Play Media](http://www.3playmedia.com/). We’ll have to pay per captioning request. It is a nominal cost subsidized by the State Board. You fill out a captioning request form and it will determine cost based on a variety of factors. This should streamline the process for large scale captioning, rather than using 3Play on its own. Planning to launch this at end of summer.

MJ - Suggests our LLC eLearning group meet and determine how to approach this to obtain the best discounts.

VM - How can we avoid institutional repositories?

MJ - We are planning to use OER Commons to share all resources, and it can accommodate these types of resources.

VM - Who’s doing the metadata for that?

MJ - Can’t answer now.

MC - Emphasized to Jess the need to capture metadata at the very beginning when building this database, so videos can easily be found. If you need help, we are offering help. We have had a lot of experience and are happy to help.

[ALLY](https://www.youtube.com/watch?v=-ueUkzcqNik&feature=youtu.be) (video linked here as well as to agenda on wiki)

Jess provided an overview of ALLY software that makes digital course content more accessible. It scans the content in the course to determine where the accessibility problems are. It’s capable of pointing out the issues as you build a course.

**BREAK**

**LLC WORK PLAN REVIEW AND APPROVAL FOR IC (VIVIENNE MCCLENDON):** Linked plan at <https://docs.google.com/document/d/1tHwiSBJb1fsvdfZ-WOpjMbHz1EXrU6YcfBc8MUbH3xI/edit>

**SET MEETING DATES FALL 2017 AND SPRING 2018 - CELEBRATION DETAILS, SPRING @ CENTRALIA**

* Fall 2017 @ Spokane
* Spring 2018 @ Centralia Celebration Details: Meet before May 17th - plan to celebrate success we’ve had a system, and the support we’ve received from the State Board and library deans and directors. Tim, Lynn, Mindy, and Andrew will help Kennedy plan the event. Tim says there’s some money that we may be able to use for the event.

**ACTION ITEMS RECAP**

1. Address Mindy’s questions regarding 21st Century Library project (at a future meeting):
* What do we call it now? - Melinda suggests we call it “Libraries in the Digital Age”
* What do we want to do?
* What are the most important things to accomplish?
* What do we want to work on?
* What do we want to ask from the State legislature?
* How do we best coordinate with Mark J. from SBCTC for support?
* Where do we go from here?
* What do we include on our Work Plan?
1. Who is going to attend the BLC meetings?
2. Action item suggestions from Vivienne:
* Mark Jenkins suggests we create a team to work on some direction for eLearning and collaboration with the library. Team will include: Lynn, Ahniwa, Sally, Stacy, Tim, Aryana (lead), Erica, Andrew, Kennedy, Vivienne, Melinda.
* Better understand SAI points (Student Achievement Initiative). Mark Jenkins should give a presentation. Or, there are reports available online we could review in the fall.
* How can we better partner with Adult Basic Education? - Jon Kerr can attend in the fall
* Consider interest in State Library search for 6-month librarian position
* Executive committee to discuss training additional LLC member for Jennifer’s online moderator position

The meeting was adjourned at 3:55pm

Respectfully submitted,

Cheyenne Roduin, Secretary (minutes taken by Kennedy James and Melinda Harbaugh)

**Spring BLC Meeting Minutes**

**May 3, 2017**

**Columbia Basin College**

1. Winter BLC Meeting Minutes: Approved “as is.”
2. BLC Chair Report: New Board Members Mike Potter to replace Luis, Secretary will be Stephanie, Malcolm will be Vice Chair, Chris was nominated for at large but by laws prevented this so this nomination was tabled. Discussed adding a person from Directors group. CCBA Conference/Innovations Received positive feedback and encouraged people to attend next CCBA March 16-18, 2018, Baltimore. ACCT in September will have a pre-conference on CCBA
3. Treasurer’s report: $5,606.12 Balance
4. Secretary Report: Conference Chair, Chris Bell, Suggested Dates: Oct 24, or Nov 7 or 8. Erin Dilley-Linton, volunteered to help Shaunta Hyde SBCTC as Speaker. Suggested topics: Education, Finance Start up, Finance Template, CTC Link **[Update: Conference Scheduled for November 14, 2017]**
5. Upper Division Certificates: Cindy discussed the proposal from Mike Potter’s group. Group suggested an adjustment to bullet three; was recommended to say appropriate vs. preapproved, and “not limited to:” The title was also amended “Applied Baccalaureate Upper Level Course and Certificate Policy” Motion, to adopt suggested changes was made seconded and passed. Will be discussed at IC on May 18th.
6. Joyce suggested developing guidelines for 300 and 400 level courses, a work group should be selected. Cindy will send out an email on the workgroup for 300 and 400 level classes.
7. John Lederer discussed the AAS-T note Mike Potter sent out with lists of the AAS-T degrees requesting to clean up and make clear articulations with BA/BAS Degrees
8. Mike Potter was elected as Treasurer by motion, in addition the motion to affirm the board as recommended in item 2, for next year, seconded and motion passed.
9. Christian provided a form for review section 5 Program Proposal. Discussion Christian will add strategies and send out to BAS List Serv
10. Shannon, regarding program managers group, 14 people attended, some called in, need to consider best way continue with group.
11. Action Items:
* BAS Statewide College fair (Small group to look into the idea) Marketing with SBCTC Possible March Start,
* Applied BAS to BAS transfer. Small group to discuss the curriculum for students moving between BAS Programs
* Joyce Discussed the ICAPP grid in process of update, 4 year concerns, education, some communication issues, like the responses given to them from ICAPP meeting, should be met at the College level if possible changes to the ICAPP grid process are underway
* Malcolm will Send Joyce one pager for internal program approval
* Joyce will work with John Lederer to update student demand process review
1. LLC Liaison Report:
* Conversion all records in Library redone and cleaned up. Going well, part three will complete first week in July. Thank your Library team. Alma is new system. Funding for BAS could help with statewide data base purchase
* Most libraries are moving to electronic databases
* Working to have library courses recognized in transfer
1. Char Gore described the graduate survey, colleges will have view access
* Local colleges will send out from someone’s email who graduates will recognize
* Survey to be sent out 6 months after graduation
* Personal emails collected at capstone or other areas that the college deems appropriate
* Suggestions for changes will be updated as appropriate by the committee
* Group approved survey with changes and recommendations from the group and process sheet
1. Anna Baldwin presented on the BAS Application Web Site. Some people are interested in adapting for their Campus. Anna will follow up with email
2. $600 for WA-ACTE was requested and approved by the group
3. Olympic College will host next BLC in July

**WACTCLC Report – July 2017**

Many thanks to the Governance Committee who carried us through this Primo / Alma project.  Thank you for taking on negotiating a statewide contract for ExLibris, hiring staff to help us implement the transition, shepherding us through 3 cohorts, and managing the budget:

Guy Hollingbury
Mindy Coslor

Howard Fuller

Vivienne McClendon

Deb Gilchrist

Andrew Tudor

Tim Fuhrman

This Governance Committee’s project work will be completed on August 10th.  The Governance Committee began to transition their work to the newly formed Executive Committee for WACTCLC (the Consortium):

Christie Flynn – Chair

Andrew Tudor – Past Chair

Howard Fuller – Secretary

Tim Fuhrman – Treasurer

Member at Large – Sam Hines

Ex Officio – LLC Chair Elect (Melinda Harbaugh)

The executive committee met the morning of July 5, 2017.

Decisions

* Add LLC Chair Elect as ex officio in order to provide strong communication with LLC and the LLC Executive committee
* Approve the proposed budget for 2017-18 to propose to the WACTCLC Board aka the LLC membership.
* Formal handoff of work from Governance Committee to Executive Committee by August 10, 2017

Discussion

* Clarifying the relationship of LLC to WACTCLC (task force, budget committee, think tank?)
	+ Will be an ongoing conversation for the fall
* Discuss the structure and policies
	+ This will become the work of 2017-18
* The work of WACTCLC is done at the systems level in order to benefit the CTC library system.
	+ New programs or projects will flow from the LLC work plan as well as the needs of the CTC libraries.
	+ People who didn’t move to ExLibris are still voting members of the consortium and will be given an opportunity to join the ExLibris project.

Future

* Look at other consortia (Ohio, SUNY, etc.) for more clarity around model, structure, and process.
* new project/program identification
* When working at the system-wide level, the current priorities seem to be purchasing at the consortium level, and helping develop models for staff sharing and system wide training.
* Communications – Where do we post projects, programs, updates, membership, bi-laws, etc.? Add a page on the LLC Wiki for WACTCLC? Create a separate consortium site that is linked to LLC?
* WACTCLC workflow – LLC says this is what we want to do. WACTCLC investigates, makes a proposal, and manages the project.
* Clarify relationship, purpose, relationship to LLC and to 21st Century Library Project.
* Identify when and how WACTCLC convenes.

Next meeting

The WACTCLC Executive Committee will meet briefly via ZOOM in early fall

The next face to face meeting will be the morning of the Fall LLC meeting in Spokane.