**LIBRARY LEADERSHIP COUNCIL**

**MARCH 1, 2018 ONLINE**

**MINUTES**

**THURSDAY, MARCH 1, 2018**

Present Online:

Vivienne McClendon (Bellevue)

Jennifer Dysart (Green River)

Jane Blume (Bellingham Tech)

Tim Fuhrman (Big Bend)

Kennedy James (Centralia)

Cheyenne Roduin (Renton Tech)

Samantha Hines (Peninsula)

Leslie Potter-Henderson (Shoreline)

Howard Fuller (Whatcom)

Christie Flynn (Pierce)

Mark Jenkins (SBCTC)

Melinda Harbaugh (Lower Columbia)

Aryana Bates (North Seattle)

Lynne Kanne (Seattle Central)

Mindy Coslor (Skagit)

Andrew Tudor (Wenatchee)

Tammy Siebenberg (Yakima)

Stacy Prest (Walla Walla)

MaryAnn Goodwin (Spokane)

Jennifer Patterson (Edmonds)

Jeff Martin (WSL)

Boyoung Chae (SBCTC)

Sharon Sims (Shoreline)

Amy Kelly (South Puget Sound)

Amy Waite (Clark)

Greg Bem (LWTech)

Jeanne Leader (Everett)

Stan Horton (Grays Harbor)

Stephen Badalamente (Columbia Basin)

Candice Watkins (Tacoma)

Wade Guidry (WACTCLC)

Erica Coe (Olympic)

Absent:

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

The regular quarterly meeting of the Library Leadership Council was held online and was convened at 8:30 a.m., March 1, 2018. Chair Vivienne McClendon welcomed the council online.

**Zoom link:** <https://bellevuecollege.zoom.us/j/100137742>

**APPROVAL OF FALL MINUTES:** Motion to approve by Mindy Coslor, seconded by Jennifer Dysart. Minutes approved

**TREASURER’S REPORT:** Current balance of $4881.65 and some expenses from Spokane meeting and we have income because we have been billing. Maybe two colleges that have not paid yet, but that will put us over $5,000. We have been discussing replacing the audio equipment we use when we meet face to face. We have a couple options. It is looking like it would cost between $1500-$2000 for new equipment. One option is an All-in-one unit with a camera and can follow voices when people switch. It has an array of microphones around the base. The other option is a combination of mics that are always on that you can daisy chain and run around the room. Then we would use a webcam or laptop camera. Basic USB connections to a computer. The audio control would be like we do now where host can mute/unmute people.

CF – We have the OWL at TCC and it is nice and small but it moves around the room. It would give the one visual around the room.

VM – An email went out about our new spring location at Lower Columbia.

**WORK PLAN UPDATES BY GOAL:**

**GOAL 1 – ECONOMIC DEMAND**

1. Support and Monitor BAS program development and processes (Coslor):

**MC** - There is an LLC report of the BLC meeting on the wiki. Erica and I met with the library committee at the BLC and they were happy to have us in the room. We explained some of the challenges (planning, funding, integrating instruction, ongoing costs, some vendors asking us to pay University rates for databases). They agreed we should all work together. I let the BAS committee from LLC know that the BLC committee would like to connect. The chair and I agreed about the directive for a white paper and we are going to move forward on joint work. They were going to create a new consortium but we already have one. We have good relationships with the BLC folks. I drafted this report while in the meeting and Erica refined it, so it is a joint report.

**EC** – I had been to one of the first meetings, but having us both there helped create focus and interest.

**SH** – at Grays Harbor, I am curious if we are running into obstacles with library aspects of technical programs and degrees. I want to lobby for more librarians but wonder if I am going to run into problems.

**MC** – One word = Accreditation. When the teams come visit, they want to know how we spent our funds, how are we working together in instruction (sometimes specialized accrediting bodies have higher standards). They look at rigor and the library is part of that.

**CF** – what are the next steps for us as a larger group?

**MC** – our committee on BAS needs to meet with the library committee of the BLC to develop a plan for library services. Then we should all go back to our campuses with BAS programs, we should talk to those people and programs. We have to be very assertive. Keep talking about accreditation until they let you in the door. The other thing they do not understand is our costs go up every year and that cuts into our ability to serve them.

**CF** – is there a timeline for the whitepaper or our collective work/response?

**MC** – I would guess it is on their work plan and on ours, so maybe by the end of spring quarter to start making progress. I will reach out to their committee to start nailing things down.

**VM** – Did you mention our discussion about the administrator view of library resources and what that encompasses? We talked about how college administrators are talking about it as a library resource issue and they are not thinking about staff or increasing costs – they just focus on books and materials.

**MC** – Erica and I hit that hard at the meeting and stressed issues of staffing, curriculum development needed for higher-level courses.

**EC** – One of the things we pointed out, that when these programs are offered at University, they usually hire subject matter expert librarians, often with a second master’s degree.

**GOAL 2 – STUDENT SUCCESS**

1. Demonstrate IL and Student Success & Ensure G. Pathways include IL instruction (Harbaugh)

**MH** – I did not do a report, I updated the workplan with the status. The AiA workshop and grant funded research projects completely support the work we are doing in this area. We had a meeting online where we talked about a list done a while back that was a bibliography and I linked in the workplan the results of the survey that went out. Included a link to the student outcomes folder for more resources. For **2.2**, in our group meeting we drafted a Guided Pathways and Library survey that we sent out. We have 11 responses so far and they are posted in the workplan.

1. Collaborate with BeDA programs / Adult Education Advisory Council (Coslor)

**MC** –We have not called the subcommittee. I attended the Adult Education Advisory Council (AEAC) meeting where the focus is on Basic education. Report focuses on how well basic ed students are progressing in their education. Talked about partnerships between DSHS, High schools and how to help students find their pathways. I was with the chair of CBS and we brainstormed about how we could work together. I asked how many programs are employing Reading Apprenticeship (RA) and I was surprised how fiction collections are moving collections separately. I asked how many basic skills program are using RA but it was suggested for us to reach out to the programs themselves and get feedback.

**CR and EC** – We have separated out our fiction collections into their own sections.

**LPH** – We kept part of our literature collection in the 800s but we also started a collection of Good Reads that are new and best sellers and it is very valued by our students.

**CW** – We do similar at Tacoma

**AB** – at north we are just starting to set aside a collection of popular reads, including the ESL collection.

**MC** – Could I just send out a survey so everyone can provide feedback? I will work with the committee to develop a survey.

**HF** – We do a lot of surveys, whenever anyone does a survey monkey, it would be great if those results could be posted on the Wiki so we don’t recreate surveys. Whoever creates the survey, they would send those results along.

**MH** – Great idea. That is why I included the survey results to the workplan. I recommend you use GoogleForms and it compiles all the information for you and review it by spreadsheet or charts. You can link them to the website and when you look at it you are seeing the most updated results in real time.

1. BAS programs/BLC Update – Vivienne will send out a survey about funding in this area.
2. AiA Grant update and articulate links to sub-goal areas to ensure coverage/inclusion (Goodwin)

**MG** – our first quarterly report went to state library on time and grants were awarded. I have not cycled back to the second round of grants. I know Samantha has figured out a way to handle stipends and Spokane needed a new approach. Are there questions about where we are? Jessica is setting up meetings.

**CR** – Jessica will be the new librarian at RTC, but still active in the AiA work.

**VM** – Mini-grant team funded 10 grants in round one and we had a small amount left over and we received two applications for 2nd round. Team agreed to fund both of them, but we have not received budget re-submits. Some teams asked for funding that could not be charged to the grant for various reasons. We created a google form and budget form. We are still missing a couple of the resubmitted budget forms and once we have them, we can finalize the dollar awards. We have a total of 12 projects will be funded. The upcoming check-in dates are posted on the agenda.

**MG** – We are following the funding at the WSL level and hoping for funding for second round.

**SH** – I hear and understand the frustration around the funding. I am just going by what my business office at my campus says is the way it has to be.

**MG** – You have to. My campus is just asking for a signed agreement that outlines the work being done.

**VM** – I hope we will be able to create an archive or repository.

**SS** – What is plan B?

**MG** – If we do not have funding from LSTA grant, LLC thought we might self-fund the research symposium.

**GOAL 3 – INNOVATION**

1. OER: New Lead? Drop from work plan? (Harbaugh)

**MH** – We do not have a lead for this section of the work plan and the question was if it should remain on our workplan.

**CW** – It would be a mistake to drop it. If nobody wants to lead, I will take it on. It would be a mistake to give all the work to ELC.

**TF** - I'm willing to help and serve on the ELC OER subcommittee. Just don't have time to lead anything lately.

**HF** – I agree 100% as someone that has a full-time OER person on staff.

**MC** – State board just did a survey with students on OER and it was presented to the legislature.

**CW** – Affordability is a piece, but we could build on the LOEL progress. It ended with a strong research project that talked strongly about how to integrate OER into our workflows. There is affordability aspect, but in order to sustain it, we need to look at how we effectively add that work into our library.

**HF** – I have our BAS program paying 15% of the salary of our OER person.

**BC** – The study was an affordability survey and involved the OER code for course catalogs. There were some critical comments about identifying courses that use the OER code. I shared with LLC a data dashboard and results of this survey and it was rich with student comments. It is all integrated with our OER efforts and this was looking at it from an equity lens. If LLC would like, I would be happy to provide an overview and tour around the data dashboard so we can have a more robust discussion.

**MH** – Howard and Candice will co-chair. Will add Tim Fuhrman, Greg Bem.

**BC** – I would like to create any support to this workgroup.

**VM** – One of the items we have struggled with is copyright and this is a topic that is closely related. We should monitor it and see how it develops.

**CW** – Copyright topic is killing me. It ties into the consortium work as well. It reaches affordability and the services provided to us.

**BC** – I just pasted the links to the findings of the summary in the chat page. It was sent to LLC listserve in February and full paper will be published in March.

**MH** – I copied the links into this section of the workplan.

1. Urgent website migration needed – deadline 7/31/2018 (Coe/Harbaugh)

<https://sites.google.com/view/walibraryleadershipcouncil/>

**EC** – I have created a framework on Google Sites and sent the link out yesterday. You will run into pages without content, but I just wanted a general structure. The big thing we hadn’t planned for was that WikiSpaces is closing and we need to figure out what we want to do with all the content on the wiki. We might want to think about how much we want to keep and what needs to be migrated. I have already created a mechanism of what needs to be moved and what can go. Many of the files will just go over to a Google Drive, but we need to organize how that will look. For the migration, I am looking for a subgroup to help with the work involved. Sam Hines has volunteered to help. It is a learning experience. Feedback is welcome on the site structure as is and help is needed on the migration.

**MH** – I am willing to help, did you say something about a team drive and uploading the documents, we determine to keep?

**EC** – whatever google drive we have associated with the google site, we will link them.

**MH** – we need to set up a planning meeting.

**TS** – I think it is important to look at naming conventions. I would be interested in participating in the naming structure.

**VM** – maybe we need to devote a page to survey results.

**GB** - I'm happy to be involved in conversations and work on the migration side of things.

**MH** – I have a note to this.

**VM** – if there is someone who has a lot of experience with surveys that might be helpful to have them on the workgroup.

**MH** – we could make suggestions on tools and how to share results.

**LK** - Erica, Melinda: how do you want to receive suggestions on the page? Maybe set up a page where we can post ideas that can be prioritized as the page develops?

**VM** – How do we determine what to keep?

**MH –** we could determine a date range and zip/archive the older information.

**LPH -** How long do we need to retain information, regardless of the WAC. I think we need to look at state regulations for retention and start there.

**MH** – Can I get a suggestion of how far back we keep?

**SS** – I am concerned that we keep really important documents. We need to hang onto important documents.

**MH** – one suggestion was to follow state guidelines for retention and retain important documents. I did a quick scan and there are some documents that we absolutely don’t need (parking passes, directions, menu, etc.). Do you trust our sub-group to make some of these basic, low level decisions?

**LK** – I think we could make some categories easy. The majority is agendas and minutes but there are some miscellaneous documents that we might want to keep, regardless of state regulation for retention. If there is a question, we err on the side of keeping.

**MH** – Do we need to keep agenda since they are reflected in the minutes?

**TS** – I would still want to check the minutes to make sure the agenda are reflected in the minutes.

**TF** – Over the years, our minutes have been more than adequate to reference.

**CR** – where have we kept all the video and did we capture it? Do we still need that?

**JD** – Video was never publicly available so they were in the cloud and they are gone. They were not linked to the wiki.

**VM** – For the zoom files, they are saved to your local computer for whoever is the host and they would be maybe put out on Dropbox for recording purposes. Then the files would be deleted from main computer.

**MH** – we have suggestions for retention of 6 years and make live the ones we want to retain then we could get rid of Agendas.

**VM** – How should people make suggestions to the sub group? How many updates to do want? Wait until spring?

**MH** – I would suggest that we have a planning meeting that we would send out to the group and we could update on our progress in spring.

**LK** – Perhaps we set up a page in the new LLC page where we could post ideas about things we want kept – instead of emailing all our suggestions.

**EC** – I can create a googledoc and link it to the LLC googlesite. Another thing I was looking at was the old eLearning site as an example. If you have a page that you like for an organization, you could share that page with us so we can look at it as an example/template.

**MH** – I think we should do a fillable form.

**EC** – if it was a doc then you could see what has already been done or suggested.

1. Accessibility Update (Cheyenne)

**EC** – CATO was originally set up and the structure wasn’t working, but they identified key players that were involved in accessibility and formed a new group who will work with councils and committees to share out information. Jess Thompson’s title involves Accessibility issues moving forward.

**CR** – Right now, our workplan reflects that we are simply trying to show our commitment to accessibility and so we know how to support all the work going on around the state. I sent out the statement I drafted and would love feedback and thoughts. I also might suggest we design a survey to send out through CLAMS and LLC to find out a) who has participated in accessibility trainings/classes, b) how they might be putting what they learned into practice in their libraries and c) if there has been any evaluation of library tools for accessibility that we could piggyback on instead of everyone evaluating the same tools.

# **LLC Accessibility Commitment**

## **Statement:**

**LLC is committed to providing and promoting equal access to library collections, services, and facilities for all library users. We fully support the work being done at the local and national levels to ensure library resources and services adhere to policies, laws and standards designed to create equity in access for our customers.**

## **Statement of Principles:**

* **Help our customers achieve the maximum benefit, insight and understanding from our content, regardless of physical ability.** 
  + **Work with local DSS and IT Departments to ensure accommodations and technology is adequate in our libraries to support all learning and abilities.**
* **Encourage our vendors to provide accessible products and content.**
  + **Leverage our consortia voices and purchasing power to require VPATs and accessibility checks on electronic library resources**
* **Collaborate with external agencies and experts to enhance our features, products, services, resources and instruction tools.**
  + **Work with SBCTC, ELC, ITC and Access360 groups to gain accessibility training for library professionals and share best practices.**

**EC** – Jess has specialized modules in her accessibility course. One thing we could do as a group is create a module that she could insert into the accessibility course that addresses accessibility in libraries. They are trying to put together a group of trusted testers that could be shared through the state and that might be another way we can help is to have a librarian be a tested tester.

**CR** – someone at Whatcom is trying to put together a collection of VPATS and test results on programs. Right now it is very homegrown and we can share our findings, but there is a statewide coming.

**HF** - I believe the State is putting together a VPAT library at this time. Yes. The librarians at WCC have pulled VPAT for about 60 library tools into the library already. I don't know the timeframe to roll it out state wide

**LK** – Howard, can you share that vpat library for library tools?

**EC** – Larger challenge is that VPATS aren’t always reliable, but if we have a trusted tester, it would connect us to the larger group. We don’t want to push away the vendors because we don’t think something is accessible. The trusted tester piece is what they are working on. Mitigates risk. Accessibility is not an easy Yes or No and VPATS don’t answer everything.

**CR –** the only thing I really have done is craft our statement. There is already work being done by other groups and commissions. So our initial reaction was how we can support and partner the work being done.

**VM** – Jeanne Leader would like to help Cheyenne.

**BREAK**

**STANDING REPORTS:**

* **eLearning Council (Fuhrman):**

**TF** – eLC met by region on February 9th online. Accessibility topic is huge. Washington Canvas Conference (WACC) is coming up March 29-30, 3018. Zoom was discussed and about if the state is going to keep it (will it stick around). Right now our contract does not allow us to save Zoom recordings on the internet/cloud. It is time for us to go look for possible new services for an LMS as our Canvas contract is up for renewal. Everyone in state, except WSU, is using Canvas. We are working on our workplans that include OER. Next meeting is May 8-9 and was supposed to be in Centralia, but that might move. Ongoing issues include a big department of Education assessment of Tacoma and Spokane looking at significant and regular interaction between faculty and students in online classes. Are classes meeting the standards and what is significant and regular mean?

**SH** – Grays Harbor will be audited in this area starting next week. Highline was one of the first with this type of focus. They are looking at financial aid also. They are looking at attendance in the class (so it isn’t a scam) and also proving the class is a distance ed class and not a correspondence course. One is worthy of financial aid, the other isn’t.

**TF** – Department of Ed wants to enforce but they don’t have any guidelines to go by.

**BC** – are these federal regulations or paper or webpage that describes the standards they are looking for.

**SH** – attendance is part of the glossary or explanations.

**AB** – members of eLearning council are gathering various interpretations into a single spot and it is all linked on the eLC pages.

**MH** – I have access to the documents we are talking about and I will share them in the chat.

* **eLIG Update (Bates):**

**AB – Elearning Interest Group –** smallgroup of us (Vivienne McClendon, Aryana Bates, Melinda Harbaugh) working with eLC executive group to develop a workplan. ELC and LLC are exploring opportunities to collaborate and drive the discussion about learning and student success through technology-supported activities. Our goal is ELC and LLC find ways to collaborate and support through learning technology. Some Concerns include 1) eLearning and libraries support workforce, transfer, and pre-college instruction, as well as other areas across campus (e.g. planning committees, HR compliance training, clubs, advising functions). 2) We are often called into campus initiatives long after important strategic decisions have been made (in ways that are unnecessarily difficult and/or costly to implement). 3) There are often political and operational capabilities that enable collaborative Initiatives across the colleges. Initiatives include 1) Exploring a conversation with Instruction Commission designed to identify strategic role of eLearning and libraries and articulating how library and eLearning initiatives impact student success. What is eLearning, and what is the library, in 2018 and the future? 2) Identify and develop shared understanding among both councils about strategic impacts of library and eLearning, in service of better articulating proactive solutions to key student success challenges.

We want IC to know from our perspectives what ELearning and Libraries are and working on shared understandings. Next steps 1) create a shared vision statement and getting on the IC agenda to discuss statement. We intend to use the shared document as a common starting point including guiding principles. 2) Get on IC agenda to discuss. We want IC to see us a strategic partner. 3) Targeting the May eLC and LLC meetings to have a reasonable draft to share with membership; use approved vision statement for the summer IC meeting and retreat.

**VM –** We are making substantial headway. It has been a delicate dance. Group is small at the moment but we are hoping it will be more inclusive in the future.

* **Library Council (Kanne):**

**LK** – I don’t have a report since we haven’t met since our last fall LLC meeting. Next meeting is March 22, 2018 and I won’t be able to go so if anyone is interested in going in my place, contact me.

**JM** - I just sent you a link to the agenda and it shows where the meeting is. I also sent it to the LLC listserve.

**LK** – The council meetings are interesting because they bring together all different kinds of libraries across the state and focuses on what the state library is doing.

* **CLAMS (Linda Keys):**

**VM –** Linda begs our pardon for not being present. She was unwell lately and was unable to move the integration of CLAMS into WLA. There is no charge for CLAMS right now but there may be requests for money for WLA membership. Linda will give us a complete update at spring meeting.

**CW –** are we not to pay anything right now?

**VM –** I was told there was no payment required at this time for CLAMS.

* **Instruction Commission (Coslor**)

**MC –** My report starts with confession that looking at the chart means I have been reporting to the wrong committee. I will now report to the right committee. I did turn in the report that I gave to IC on behalf of LLC where I talk about the things we are working on. The next IC meeting will be March 8th at SBCTC. I will be at the correct committee meeting – the Learning Innovation Committee.

* **IT Commission (Tudor):**

**AT –** We met in January. We restarted an information securities group and currently active. Someone on your campus has this title or responsibility. There will be a lot more activity around training and developing standards. Discussed IT accessibility and I liked the idea of coordinating through the state board. We had Microsoft Rep and her team report on the contract – take away was they are moving toward the cloud (exclusively). There has been an effort in the state to look at IT Job classifications so they have redeveloped some job descriptions. Might not be changes to jobs, but they are asking us to use the new descriptions in job postings. Discussion about guided pathways software tools and a meeting coming up. Nobody has suggested that the state board is going to provide these tools, but that it would be better standardized if we were using similar tools. CTCLink restart – ITC has cancelled March meeting to make room for restart kick-off. The idea is a deep dive into the new project plan. It still is working like a cohort model and deciding who is going to go when. Next meeting is a joint meeting with ELC in Centralia.

* **Washington State Library (Cindy Aden/Jeff Martin):**

**JM –** President released 2019 budget and proposed to remove IMLS. My expectation is they will pass another continuing resolution through end of fiscal year to provide funding through 2018. We are spending out of 2017 funds. NewsBank pilot program didn’t happen for this year. The complexities of what everyone would pay made it so they didn’t want to move forward with CTCs. It will only be for Tribal and Public libraries. Proquest is moving forward and expect to renew for July 1, 2018-June 30, 2019 and don’t expect big changes in contract and how it plays out well for next years. We are working with SBCTC and with Peninsula College and Clallam Bay correctional center to provide laptops to inmates to introduce them to digital Info lit. I hope that it will be a compliment to what the CTCs are already doing in the prisons. Our Institutional library services program has created a public library card program so that inmates will have a library card when they are released from incarceration. The legislature have 5 million towards a new library archives building. Primarily Washington is a portal under development that will take primary resources from state library and state archives and make them available in the classroom (primarily K-12, but not exclusively). Linked data pilot project has a number of libraries lined up to participate. It is about making our collections more visible on the WWW and we are completing the contract with partners who will work with our records. We have a contract with Oculus for a VR research program. We are working with UW library school and five public libraries where we will collect data and assess the values of virtual resources.

**MC –** going back to the work with Clallam bay, I am wondering how the CTC libraries and help. Is there a curriculum being developed around digital literacy for these inmates.

**JM –** I will pass that along to someone on the project and we will see where info lit connects there.

**VM –** we had discussed having guest speakers come talk about some of these issues at our spring meeting.

**JM –** I will follow up with some folks to see if they could come address LLC on their projects.

**LUNCH**

**CAMPUS UPDATE HIGHLIGHTS**

**-**Lynn Kanne would like to be LLC representative to the UW iSchool

**\*\*\*Note\*\*\*\*** Changing location of spring meeting to Lower Columbia College on April 16-17, 2018

**STANDING REPORTS Cont’d:**

* **SBTCT (Jenkins):**

**MJ –** I will submit document later. Affordability has high jacked the OER topic for the past couple months. Boyoung has been representing students around the correct threshold for cost of materials. Students want to use the affordability code to help manage their own budgets effectively. Accessibility work has been big. We created a position for Jess Thompson to be oversight on Accessibility. Some stuff goes through SBCTC and some goes through CATO. We are visiting Access360 colleges and listening to their committees and work as well as doing a road show where we are pushing out accessibility. We are asking for feedback from commissions concerning accessibility. WACTECH suggested they talk to the individual commissions. On the State Board side, we are helping folks implement Blackboard/Ally. They want Ally to go beyond the LMS to work with other technologies on campus as well as bolster the data. We needed to renew our contract with Quality Matters and it was our first attempt at putting accessibility language into the contract. We are starting to structure accessibility into our procurements going forward and we are letting the vendors know this is of value to our system right now. I would advocate everyone become members of WCET – this is their year of accessibility and there is a group of vendors that are listening to what we need. ELearning is hosting the TechTools at Clover Park on March 6, 2018 and we have 200 people registered. It is going to be a good way to look at best practices of the colleges in the state. Once we are done with the Guided Pathways event, we will get back to eLearning issues. We want to do a needs analysis for tools in workforce and technical education – do they need a separate set of tools and how do we support that. Canvas contract ends next year so we are looking into a LMS RFP. I am personally leading an RFP for continuing education management system as a core technology. Another opportunity from WCET is to participate in a new system called LEARN. It takes an App store to managing educational technology. My job will be to recruit a couple schools in the pilot where you would post educational technologies and evaluations of them to this platform. Would help us move to a more flexible technology management system that is an App store. We are returning to our work on developing a system-wide method for badging. There has been interest from the Workforce side for micro-credentials and we are going to try to solicit some discovery projects from the CTCs.

**AB –** when would we need to connect with you about badging?

**MJ –** a few months still as we are buried in Guided Pathways work right now.

**CR –** are we considering staying with Canvas or looking for a completely new system?

**MJ –** This is open and competitive RFP, but am somewhat confident we will continue with Canvas. Once you figure in cost, the cost of changing to a new environment is huge.

**VM-** earlier Tim talked about Zoom and the status with the state – is there something to report there?

**MJ -** I am fortunate to not have anything to do with Zoom, but I can forward questions along to the right person. The question is what will happen when the k-20 pilot ends, but we might want to strategize how to maintain a zoom contract. We are going to have to be creative for cloud storage for zoom back-ups.

**TF –** other issue was about cloud storage in relation to Zoom.

**JM –** that is something to talk about either in ELC or a committee. State board IT hasn’t wanted to host our WebeX recordings. We will have to be creative about coming up with a solution for cloud storage. We are aware of the problems and concerns, but pressure from councils would be good to move the discussion along.

**VM –** cloud storage in general and without some storage solutions, it is hard to imagine any statewide efforts to get any kind of scale.

**MJ –** we do cloud storage for Panopto and Canvas. The discussion around zoom or webinar cloud storage is a big topic and the state board eLearning would like collaboration with state board IT for funding.

**VM –** maybe we can have some advanced planning before our summer meeting to see if we can leverage your team.

* **Articulation and Transfer Council/Library Course Status (Fuller):**

**HF** – Still working with the ATC and currently looking at how every CTC would transfer a 201-library class to WWU, WSU, UW. Most of us has nothing that would transfer to these higher universities. We were looking to fulfill a gen-ed requirement with a library course. The course has to include theory and history and is not about how to search or use databases, which is the requirement to move a course off the unlisted/gray list. In the past, they have never been willing to entertain moving a library course off the gray list. You cannot use financial aid to pay for courses on the gray list so they would have to pay out of pocket.

**WACTCLC CONSORTIUM UPDATES (Flynn):**

1. **Existing Projects**
   1. **ExLibris (Wade and Tim – budget and project updates)**

**WG –** We finished implementation of ALMA and culminated this week with 30 attendees at our group call. We are having two meetings per week and starting to focus on training on pre-defined topics each week. Working on gaps in SMS/PPMS that will improve data collection. WE use monthly and quarterly updates. One change coming this summer will be Primo VE – new management paradigm. It’s too early to tell if we are all moving to Primo VE, but it will be beneficial. Once Primo VE comes available, we will pick 3-6 institutions to move them over. No work involved in implementation, you get additional options inside of ALMA for managing the Primo interface. There won’t be an immediate requirement and ExLibris isn’t saying it will not be a requirement for everyone. There is a Primo training opportunity to get certified and the training is free and dovetails with the rollout of Primo VE.

**TF –** budget estimates - <https://bigbend4-my.sharepoint.com/:x:/r/personal/shelliew_bigbend_edu/_layouts/15/Doc.aspx?sourcedoc=%7B7bda57cb-1297-455f-8ae5-871807df4b71%7D&action=default>

**TF –** costs are tied to the CPIU and is only a 2% increase instead of 4%. I have been checking ExLibris billing past Wade to make sure it all looks right. Wade noticed we had premium sandboxes on the list and we were supposed to have three that we never used so we amended the contract. Scott Morgan is interim to help with ExLibris contract. We will get reimbursed for the cost of those sandboxes but will probably go to state board. WE will be saving $19K for those premium sandboxes.

**LK –** I have a question about the FTE numbers and where they came from.

**TF –** Shellie pulled them from same place as last year’s numbers.

**CF –** the consortium will have to vote to approve the budget, but this gives us a ballpark that we will need to be asking our admin for.

**TS –** Is everything based on FTE or anything else in consideration?

**TF –** based on FTE.

* 1. **ELUNA**

**TF –** We still have money left over from the state board money they gave us and we could maybe use some of it for ELUNA. I need a list of who is going and which college and how much they are getting. Everyone who asked for money got it.

* 1. **EBSCO**

**CF –** We did secure from Ebsco for the AiA librarians to have access to their Info and Library Science database.

1. **Upcoming Projects**
   1. **Electronic Resources Workgroup**

**CF –** Since ExLibris is done, we need another project. We don’t know what we mean by electronic resources but we are looking for four people to work with Wade to put together a report about what we have, what we need and what we want. We would like to do a survey to ask “what do we want out of an electronic resources workgroup”.

**AT –** I would add that the folks we are asking to work with Wade, it is going to be time limited with clear outcomes and a timeline.

**CF –** Each institution would get a survey and at the April LLC meeting we can put together a work group. Does anybody want to work with Wade now? The deliverable is due in 6 weeks. We have an Ebsco and Exlibris list to work from. What are our goals around this – cost savings, purchasing, values of libraries, regional resource sharing? If we put together a work group, what is it we would have them do and that benefits all 34 of the CTCs. Candice Watkins volunteered to help.

1. **Business**

**CF –** Melinda served as an unofficial ex-officio member because we felt like we needed some coordination between WACTCLC and LLC. Chair-elect for consortium. We will put forward at the spring meeting to amend our bylaws.

**TF –** We can adjust the bylaws at any point and it is already written in there.

**CF -** Andrew is the nominating person for WACTCLC.

**AT -** With Kennedy leaving as Chair-Elect, we need an At-Large member (Samantha was At-Large and stepping up as Chair-Elect). He will send out a request for volunteers for this position.

**LLC BUSINESS**

1. **Officer Nominations Needed (Coslor)**

**MC** - Need Chair-Elect for LLC. Current officers are staying in current positions but we need to fill chair-elect.

**VM** – Jennifer has brought up the issue of her position as the host for online meetings forever and as we are moving our sound system to a new platform, her position never changed. This might be an opportune time to revisit the position she has held.

**MC** – Are you saying in our face-to-face meetings, we could use Zoom as our recording option?

**VM** – there will always need to be someone who acts as the host (more like the technical person).

**MC** – is this a position we need to have written into our bylaws?

**VM** – The executive team will discuss and put it on our spring meeting.

1. **Requesting summer 2018, fall 2018, winter 2019 and spring 2019 meeting locations (McClendon)**
   1. Spring location change to Lower Columbia
   2. Summer 2018 – Possible State Board in Olympia
   3. Fall 2018 - Jeanne will check on Everett
   4. Winter 2019 online with local area zoom meets
   5. Cheyenne offered Renton Technical College for Spring 2019 meeting

**MH –** State board has offered to host a meeting for us – possibly for summer

**Motions Passed:**

1. **Meeting minutes:** Motion to approve by Mindy Coslor, seconded by Jennifer Dysart. Minutes approved.

**ACTION ITEMS:**

1. Mindy will reach out to the library group on BLC to start nailing things timelines and next steps
2. BAS programs/BLC Update – Vivienne will send out a survey about funding in this area
3. All email Tim a list of who is going to ELUNA from your college.
4. Andrew will send out a request for volunteers for the position of At-Large for WACTCLC
5. Vivienne will send out a request for volunteers for the position of Chair-Elect for LLC.
6. Christie will send out a request from WACTCLC for a volunteer to work with Wade and Candice and Howard on an initial report concerning needs and opportunities for Electronic Resources.
7. Mindy and LLC Executive team will visit the bylaws to see about the position of Host (for managing AV/Tech) and we will make a recommendation to LLC in spring meeting – might mean adjusting our bylaws

**Next Meetings:**

**Spring- Lower Columbia College in Longview– April 16-17, 2018**

The meeting was adjourned at 2:45pm

Respectfully submitted,

Cheyenne Roduin, Secretary