Minutes
CCL Board Meeting
Tuesday, August 1, 2023 | 8:30 am – 5:00 pm
Embassy Suites Sacramento (Riverfront Promenade)

ATTENDANCE - Board Members:

John Taylor, Eric Hanson, Evelyn Lord, Alison Gurganus, Parisa Samaie, Tina Inzerilla, Will Breitbach, Elnora Tayag, Mai Soua Lee, Gloriann Sipman, Mary-Catherine Oxford

ATTENDANCE – Ex-Officio, Non-Voting Members:

Amy Beadle, Dan Crump, Gregg Atkins, Nancy Golz, Elizabeth Bowman, Cynthia Orozco

ABSENT – Board Members:

Carina Love, Andrew Kuo, Darryl Swarm

ABSENT – Ex-Officio, Non-Voting Members:

Megan Kinney

GUESTS:

Cheryl Aschenbach

CALL TO ORDER

The meeting was called to order for the day at 8:33 am.

DISCUSSION AND ACTION ITEMS

1) Committee Reports

   Committees reported out at the end of the previous day. See July 31 minutes.

2) Conversations: How are we supporting instruction, guided pathways, DEIAA hiring, accreditation?

   Instruction

   The LPD committee is planning more professional development activities with an instructional focus. CCL has about funding available this year for LSP special projects. These funds could be leveraged for instructional

professional development and support. Other ideas: embedded librarians, online tutorials. Using pathways may be a strategic way to expand instruction beyond the small set of instructors who consistently request orientations.

Proposal: Provide a class for CCC librarians on an aspect of instruction. (Example: AI in Instruction course offered by ALA).

Proposal: Create modules (via Canvas Commons) on aspects of instruction (e.g. keyword searching)

Proposal: Inventory of Canvas Commons instructional tools available for CCC librarians.

Proposal: Video that shows how to find instructional tools in Canvas Commons.

Proposal: Provide PR tools for librarians to promote instruction and resources to campus community.

Proposal: Advocate for an information literacy requirement for dual enrollment students.

Proposal: Lightning talks format for Wednesday Webinar.

Guided Pathways

Guided Pathways have largely been structurally institutionalized. Typically, departments are organized around home bases. The Board discussed the predominance of online courses and its effect on the campus environment.

Proposal: Professional Development activity focusing on how libraries encourage student engagement and interaction, including collaboration with campus student services.

Proposal: Survey of CCC libraries on college and library outreach efforts to support online students and attract in-person students.

DEIAA Statement

CCL needs its own DEIAA statement. CCL has a DEIAA strategic goal (Goal D) with four supporting strategies. CCL-EAR has a statement that deserves more prominence. The LSP adopted an excellent well-vetted statement in 2022.

ACTION: Elizabeth will create a crosswalk document that brings together CCL Strategic Goal D, the CCL-EAR statement, and the LSP statement for review at the October board meeting.

The website needs some updates to better incorporate the DEIAA statements and give more prominence to the link that leads to the LSP Libguide. For the longer term, the website needs a full revamping.

ACTION: Cynthia will work with Amy, Elnora, Tina and Will to update the website.

Hiring Diversity

Adding unnecessary requirements to a job description reduces the pool, including the potential diversity of the pool. For example, a job description that requires academic library experience may eliminate public librarians who bring valuable skills and are generally a more diverse pool.

Ideas:

- Offer an optional webinar to interested applicants to learn more about the position and the library.

- Provide mentorship for interviews, etc. to new librarians

- General job titles (e.g. Librarian vs OER Librarian) may encourage more applicants.

- Expand advertising for open positions.

ACTION: Dan and Allison will write an *Outlook* article on strategies for diversifying hiring pools.

Accreditation

After feedback from CCL and community college librarians, the new standards now include specific language referencing the library (Standard 2.7). Additionally, the review criteria include a separate bullet for library and learning resources. Previously, the draft standards had merged instructional and student services into one bullet.

Twenty-five colleges have opted to use the new standards in their next self-evaluation cycle. CCL should provide support to the librarians who will be contributing to the self-evaluation under the new standards on their respective campuses. CCL should encourage librarians to participate in their college self-evaluations.

ACTION: Gregg will find out which 25 colleges are moving forward with the new standards. Will will write an *Outlook* article on how the library can contribute to the institutional self-evaluation using the new standards. CCL will also consider a future webinar on this topic.

3) Guest: Cheryl Aschenbach, President, Academic Senate for California Community Colleges (ASCCC)

   Cheryl mentioned a number of topics that ASCCC is addressing, including Transfer, Information Literacy, Dual Enrollment, DEIAA, Common Course Numbering, and Cal-GETC. She listened to concerns of the CCL Board, including the importance of including information literacy as dual enrollment programs are developed.

4) Program Planning: Workshops, D&D, Webinars, Other

   The Leadership & Professional Development Committee is meeting next week to begin solidifying plans for the Fall in-person workshops. The Fall Wednesday Webinar calendar is already full, but Amy can find a spot if the LPD wants to present a program.

5) Calendar Meetings and Locations

Board Meeting:	Friday, October 20, 2023 (9 am – 12 noon) Virtual
Fall North / South In-Person Workshops:	Friday, Oct. 27, 2023 / Friday, Nov. 3, 2023 *OR* Thursday, Nov. 2, 2023 / Friday / Nov. 3, 2023
Board Meeting:	Thursday, Feb. 1, 2024 (All-Day, In-Person) Location TBD
Deans & Directors:	Thursday – Friday, March 14-15, 2024 (Sacramento, Embassy Suites, Riverfront Promenade)
Board Meeting:	Friday, April 26, 2024 (9 am – 12 noon) Virtual

6) LSP Review and Planning

   Gregg provided a report on the LSP budget. CCL now receives $500,000 per year for LSP expenses, which include staffing that is sub-contracted to

CCLC. Additional budget expenditures are for LSP Governance Committee meetings, LSP Task Force meetings, ELUNA memberships, ELUNA representatives' travel expenses to annual ELUNA Conference, and the LSP Program Manager. There is an additional set-aside for special projects that may arise.

With input from LSP leadership, the Foundation negotiated a new contract with Clarivate for Alma/Primo. Although an agreement with OCLC for cataloging services and EZ Proxy is in place, effective July 1, we are still waiting for the Chancellor's Office to sign the agreement. OCLC will not begin implementation until the contract is signed.

Elizabeth reported that she has completed the annual report on LSP activities for the Chancellor's Office. The report follows a template prescribed by the Chancellor's Office. Elizabeth reviewed the report with the Board.

MOTION: Approve the LSP Annual Report that was shared today. (Evelyn / Alison) APPROVED

7) Help with Implementation for New Colleges Joining LSP

At the time of implementation, the LSP Project offered to pay for implementation for all participating colleges. About five colleges declined to implement the LSP, including Napa Valley College. Napa Valley College is interested in implementing the LSP. The cost of implementing is estimated at $50,000 per college. There should be close to $1 million in unspent funds from the LSP. Amy proposed that CCL offer, if funding is available, to pay for the implementation of the remaining 5 colleges if they agree to implement within the next 2 years.

MOTION: If unspent LSP funding is still available at the Chancellor's Office, CCL will ask the Chancellor's Office to use this funding to pay for the LSP implementation of the five remaining California Community colleges that have not yet implemented the LSP, within a 2-year implementation timeline. (Eric / Parisa) APPROVED

8) Project Review (Annual Library Data Survey and Accreditation)

CCL hired Doug Achterman to work with the Chancellor's Office to fix bugs on last year's data survey. Doug identified all the bugs with last year's Annual Library Data Survey and shared this information with the Chancellor's Office. However, the Chancellor's Office indicated that they will not update the survey until LRRPAC meets, meaning that the same survey with errors would go out in the fall.

ACTION: Gregg will meet in person with the Chancellor's Office representative to request that the survey go out with bugs fixed.

9) Completion of Strategic Plan and Annual Activities

Alison led the Board through an update of the Strategic Plan for the Leadership & Professional Development Committee. The Advocacy Committee completed their updates yesterday.

MOTION: Approve the Strategic Plan for 2023-24. (Tina / Will) APPROVED

ADJOURNMENT

The meeting adjourned for the day at 4:10 pm.