

Council of Chief Librarians | California Community Colleges

Executive Board Agenda – Burbank Marriott Hotel

Tuesday, May 23, 2017, 8:30am-3:00pm

Minutes

CCL Board Meeting

May 23, 2017 (8:30 am – 3:00 pm)

Burbank Airport Marriott

ATTENDANCE - Board Members:

Meghan Chen, Daryl Swarm, Alicia Virtue, Evelyn Lord, Paula Paggi, Leslie Tirapelle, Pearl Ly, Mary-Catherine Oxford, Will Breitbach, Carol Hutte, Doug Achterman, Van Rider, Kenley Neufeld, Marlene Forney

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wisner, Johanna Bowen, Norman Buchwald, Dan Crump

1.0 Housekeeping

1.1 Welcome

The meeting was called to order at 8:36 am.

1.2 Adoption of the agenda

The agenda was adopted with minor additions

1.3 Approval of the March 23 Board meeting minutes

The March 23 minutes approved with minor edits.

2.0 Reports

2.1 President (Meghan) – TTAC Report (Gregg)

TTAC held its annual retreat in early May in San Diego. The retreat provides an opportunity for visioning and a chance to review the status of projects. Most projects are on track. The upgrade to CENIC moving along. TTAC is looking to better understand the impact of how students connect

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to the system—e.g. multi-college enrollment, mobile, etc. Common assessment continues to be a challenge due to limitations of the tool.

Consultation Council (Gregg)

Biggest news is the arrival of the new Chancellor Eloy Oakley. Initiatives such as SSSP/Equity/Basic Skills have been collapsed into one. Chancellor wants a new strategic plan, incorporating an updated vision of the CCC system.

CCCCIO (Doug)

CIOs are looking for more direct interaction with the Chancellor and want to be more involved in planning new initiatives (e.g. IEPI, Strong Workforce). CIOs want to be involved in Guided Pathways as it is rolled out. In the coming year, 17% of the Strong Workforce Program budget is identified as performance-based funding. There was discussion of a state-wide administrative information management system but no intent to move forward. CIOs recommended providing a bulleted list of meeting highlights to help with communication. There was also discussion of moving non-credit into guided pathways. Mario Rodriguez, Chancellor's Office, visited to talk budget. There is a push to stop the "free college" movement. There will be \$10 million for veterans' resource centers. Some of the promise grants that didn't get funded will get funded. Instructional Equipment funds are not scheduled to be released until January 2019. Guided Pathways (\$150 million) will be an allocation based on grant proposals. Julie Bruno reported that ASCCC will have at least one resolution on Guided Pathways. Pam Walker reported that there are now guaranteed pathways into the UC system in Chemistry and Physics.

The Board continued discussion of Guided Pathways and the role of libraries. Mt SAC has a proposal for library involvement in guided pathways. Kenley shared that George Romero (Cabrillo) is organizing a group of the library directors of the 20 CCCs that are in the California Guided Pathways program to discuss possible library integration in Pathways. Chaffey has a 1-unit course. Pasadena has four online modules in a credit introduction-to-college course. Information literacy content

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should be in all pathways.

ACTION: Consider including this principle (Information literacy content should be in all pathways) in a fall resolution at state academic senate.

DEETAC (Kenley)

Kenley reported on the most recent meeting. The Distance Education document hasn't been updated in ten years. California is one of only two states that is not participating in State Authorization Reciprocity Agreements (SARA). California concern is consumer protection. Not being in SARA creates challenges for managing distance education. Residency and reciprocity laws in California are creating challenges for OEI. Dual enrollment, international, and incarcerated students are not allowed to participate in the exchange.

2.2 Executive Director Reports (Gregg)

Financial Report

Gregg shared: 1) Grants Income and Expenditure Report 2) General Operating Budget 3) Checking and Savings Transaction Report. The Chancellor's Office has agreed to continue funding of a \$50,000 leadership grant until the final state database contract is complete. At that time the grant may be increased. The D&D meeting was substantially over-budget. The costs of hotels in Sacramento have risen dramatically. There was also very strong attendance this year. This year there are 110 paid memberships.

Membership Report

2.3 CCL-EAR (Norman)

Norman reported on a report provided by CCL-EAR on an analysis of the EBSCO database contract to consider whether or not it could be

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considered a “sole source.” The group drafted the report on a very short notice (one week). There was a sense that the current package lacks some coverage and has not expanded full-text significantly. The committee recommended to try to negotiate more CTE content, subject-only databases and a larger multi-subject periodical database. A periodicals database should not be selected based the ILS system that is selected. The CCC Technology Center reviewed the CCL-EAR report and determined that we need to go through an RFP process. The work of CCL-EAR can be used to inform the database RFP. The database and ILS RFPs are completely separate. CCL-EAR has completed 10 reviews this year. Among the reviews is a comparative streaming video review. Two more are underway: New York Times and Test Prep comparisons. JSTOR has a new issue with Wikipedia articles showing as the first result in search results.

2.4 Consortium (James)

Database renewals deadline has passed. Based on renewal forms, Turn-It-In renewals may go down slightly this year. The Arizona consortium is now active so we are losing a few Arizona participants.

CountryWatch is now on a path to be WCAG 2.0 compliant by the end of the year. They have provided a roadmap to compliance. Usage is good. Renewal would avoid disruptions at the colleges. Notification regarding renewal should be sent to colleges as soon as possible.

MOTION: Based on new information provided by CountryWatch documenting its roadmap to WCAG 2.0 compliance by December 2017, CCL should renew CountryWatch. (Doug / Mary Catherine) Approved.
ACTION: CCL will notify CCC libraries that CountryWatch will be renewed.

The International Coalition of Library Consortia (ICOLC) met in Jacksonville, Florida. Keynote topic was Open Educational Resources (OER). Grants to faculty to develop OER work, but they have to be big (at least \$5000) to allow faculty to redesign course with OER textbook. One strategy is to look at the largest class adoptions and target these faculty. Doug reported that San Jose City College is implementing something similar (\$4500 stipend for faculty) with library oversight. There was also discussion of ILS systems and consortiums.

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2.5 Publications (Johanna)

This year CCL established a calendar of four *Outlook* newsletters per year (two per semester). The schedule is working well. Next issue planned for late September.

2.6 IEPI Report (Darryl)

Darryl is new to IEPI. The group looked at scorecard data at the last meeting. Darryl is on Technical Assistance workgroup. Once institutions get funding, they tend to disappear from the process. IEPI is looking at adjusting the process to provide more accountability. There is a new dashboard in the works designed for the colleges to look at their data.

2.7 OEI – CCL Reps Update – (Alicia and Will)

In follow-up to earlier board actions, Alicia reported that the two librarians who created a presentation on integration of the library in Canvas will be presenting at the Online Teaching Conference in Anaheim in June. Currently only a few colleges are participating in the OEI exchange. Many colleges have local IT challenges. Other issues for students include residency, BOG fee waivers, etc. Jory Hadsell has taken over from Pat James as the executive director of OEI. The last OEI steering committee discussed faculty frustrations over the course approval process. Design to Align workshops, including food, are being offered by @ONE at no charge to colleges.

2.8 Library Learning Resources (Program), Advisory Committee (Dan)

Dan reported that LLRPAC will hold first meeting in four years next week in Sacramento. Four CCL board members (Dan, Van, Pearl and Leslie) are also members of LLRPAC. Agenda item ideas include: Annual Data Survey, Role of Council of Chief Librarians in LLRPAC, Review of LLRPAC Mission and Goals, What Areas of Chancellor's Office Need Input from Libraries (e.g. Curriculum Committee), Libraries in OER and Z-Degrees. There is a need to follow a written process and timeline on agreement with

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CCL and Chancellor’s Office regarding annual survey. The board discussed an idea from Alicia of presenting academic support services as “powerhouse” block for student success. Data gathered from CCC libraries (and other institutions) could be used to show why we should include the library in every student success initiative. (This data doesn’t have to be included in the annual survey; it could be requested in other ways.)

2.9 Academic Senate for California Community Colleges (Dan)

The ASCCC Spring Plenary session was in April. Julie Bruno was re-elected as President. John Stankas was re-elected Vice President. The Curriculum Institute is in July. Next year, we need to include the library in programming for different ASCCC institutes. ASCCC is involved in statewide initiatives, including guided pathways. ASCCC is also involved in working on changes to the 50% law and multiple measures assessment, among other things.

2.9.1 Regional Reports (all)

**Hiring at multiple colleges: Mira Costa, Chabot, Skyline, Pasadena
Mark Stengal is retiring so his Regional Rep position will be open.**

3.0 Discussion and any potential action items:

3.1 May Revise and ILS; database buy – how to move forward – (Gregg, Alicia/Doug)

ILS

There is no question that the ILS will be in the final budget this year. The budget is \$6 million for a two-year implementation plan, including an RFP process. It includes funds for a full-time system administrator to work at the CCC Technology Center (in year three). There are funds to hire a consultant to help with the RFP. Initially, we will keep the committee small and then expand based on input from consultant. Committee members would work with the CCC Technology group to inform the RFP and

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selection process. In the fall, there would be workshops to gather information from the field to inform the RFP.

Database Buy

In conjunction with the CCC Technology Center, CCL needs to establish a workgroup (Database RFP Team) to review the previous RFP, create a new RFP, and identify a vendor.

MOTION: Approve formation of Database RFP Team made up of two CCL board members and three members from the field in addition to CCC Technology Center participants. Names will not be identified in the minutes. (Doug/Paula) APPROVED

3.2 Review our regions' alignment with CIO's regions – (Gregg)

CIOs are discussing a realignment of their regions. Rather than focusing on realigning CCL regions based on CIOs, we should focus on what works for CCL.

ACTION: Make this a retreat topic. Also, review regional rep job descriptions.

3.3 Leadership & Professional Development Committee (Will)

- Planning for July Board retreat agenda
- Potential workshop ideas for fall and spring - ILS related workshop in spring to include the new ILS consultant; invite CSU librarian reference and tech to share their experiences
- D&D - Library Management 101; ILS; Keynotes - Megan Oakleaf and Debra Gilchrist (presentation from leadership scholarship recipients?)
- Support communication with regional reps to constituent groups: make a list of things discussed to be shared with the field

Ideas for Board Retreat:

Julie Bruno (CCL/ASCCC collaboration)

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Organization of meetings

Database RFP

Logic Modeling Application

Guided Pathways

OEI – online college

ILS

Developing a speaker contract

Ideas for Workshops:

Caveat: ILS project is likely to take much of our professional development time for the next two years

Library Presence in Canvas (fall)

ILS (spring)

Ideas for D&D:

Guided Pathways (presenter)

3.4 Communication Committee (Carol & Mary-Catherine)

- Job description (in Basecamp, under today's meeting folder); a three-year term with option to renew
- Suggested stipend
- Process for advertising the position
- Communication survey draft

The board updated the draft job description for Communications Manager.

MOTION: Accept revised job description. (Kenley/Van) APPROVED

MOTION: Allocate a stipend of \$5000/annual for the Communications Manager. (Pearl/Kenley) APPROVED

3.5 Advocacy Committee (Gregg, Meghan)

- Create a list of library issues to be used in advocacy work (tailored to the audience)
 - ILS savings to be directed toward libraries
 - the 50% law

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- Lack of student success initiatives specifying libraries: SSSP, SEP, BSI, SWP
- The role of libraries in higher ed
- Accreditation - better professional training for evaluators

- Groups to strengthen relationships with:
 - Academic Senate – invite Julie Bruno to July retreat on 7/18
 - CIOs – invite Meridith Randall to lunch before July retreat (Meghan & Doug)
 - Chancellor’s Office – LLRPAC; (input to the CO’s Strategic Plan?)
 - The League

The Chancellor’s Office has requested ideas for the strategic plan. The Advocacy Committee is proposing a list of partners and issues of

Work with strategic partners (ASCCC, CIOs, Chancellor’s Office, The League)

ASCCC – Update the ASCCC white paper on library best practices

ILS – Direct savings toward libraries

50% law

Automatically include libraries in current and new initiatives

Role of libraries in higher education (student success)

Accreditation : library as a part of training for evaluators

MOTION: Fund travel for Julie Bruno to attend July retreat. (APPROVED)

MOTION: Fund travel/food for Meghan and Doug to meet with Meridith Randall. (APPROVED)

The Chancellor’s Office has requested ideas for the strategic plan. CCL board identified these issues.

CCL Submission for Chancellor’s Survey on Strategic Plan

Information literacy is a key to student success.

Libraries provide equitable access to resources and professional support.

The 50% law hinders the ability of colleges to move forward.

Libraries and librarians should be explicit partners in CCC initiatives.

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ACTION: Incoming CCL President Achterman will submit the list to the Chancellor.

4.0 Other Action Items

- 4.1 Elect new board members:
Renew Evelyn for two years for SF-East Bay
Leslie Tirapelli for LA region
John Taylor for Southcoast
Susan Hines for Southwest Bay

**MOTION: Approve all of the above appointments (Paula /Van)
APPROVED**

Paula Paggi will not be returning to the CCL Board next year. CCL Board members expressed their appreciation of her work and good company during her service on the board.

Deb Moore for Southcoast (CCL-EAR)

**RECOMMENDATION to appoint Deb Moore from CCL-EAR:
APPROVED**

- 4.2 Calendar meetings

**Board Meeting: Thursday-Friday, October 19-20 (North)
Schedule remaining dates at the July retreat after assessment**

- 4.3 Create bulleted list of meeting highlights

1. ILS update - May revise info, need to wait until budget is signed before CCL Board moves forward
2. Will inform CCCCO strategic plan for libraries and student success initiatives
3. Database RFP Team - Meghan will write a letter to all members, James will forward to EBSCO, ProQuest, and Gale.

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4. Communications Manager job posting - will add to website and CCL-Libraries + CCL-EAR listservs
5. CountryWatch update

5.0 Adjournment

The meeting adjourned at 3:00 pm

Upcoming Meetings

- Monday-Tuesday, July 17-18 San Diego Courtyard Marriott on Broadway