LRC COMMITTEE

**MINUTES FOR APRIL 5, 2013**

**12:00 P.M., PRESIDENT’S BOARD ROOM**

Present: Linda Fletcher, Crystal Harbert, Arlene Kuca, John Reho, Pat Stroud (presiding)

Absent: Sara Hupp, Missy Wenner

Excused: Dr. Vicki Riley, Delilah Ryan

I. Welcome and approval of minutes from February 1, 2013 meeting: Crystal made a motion to approve the minutes from the February 1, 2013 meeting. Arlene seconded the motion. Passage was unanimous.

II. Director’s Report:

1. Accreditation: Pat reported that she participated in five meetings with the Higher Learning Commission team members. The LRC Staff met with two of the team members. Pat stated that it was a good session. Results from the visit have not yet been received.
2. Community Access Procedure: Pat reported that the motion that was made by the LRC Committee concerning the new Community Access Procedure was taken to the President’s Cabinet by Dr. Riley. No action was taken. Pat stated that she is to let them know if any issues or incidents occur. We have lost a lot of our community patrons because of the new rules. Wheeling has been affected the most. Pat reported that patrons have voiced their complaints about the one hour limit to library staff. Additionally, community patrons can no longer log on to the wireless network with a laptop.
3. Black History Month: Pat reported that the campus libraries set up bulletin board and book displays for Black History Month. Candy was also given out to students during the month.
4. Budget: Pat reported that there hasn’t been a Budget Committee meeting in a while, but that the OTPS budget has been submitted. She stated that the request she submitted was the same as last year’s without any increase. The budget has not yet been approved. It is possible that there could be a 7.5% cut. Pat stated that this large of a cut would be difficult, but that there is some room to make a cut. The budget should be approved by the end of the month.
5. Summer Hours: Pat reported that a special meeting of the President’s Council was held to discuss summer hours. It was decided that staff will work four longer days (Mon-Thurs) so that the buildings can be closed on Fridays. It is estimated that this will save $25,000. Pat stated that some faculty felt that not having Friday hours may be a problem for students who need to test. Peggy Carmichael stated that the buildings will not be open on Fridays and adjustments will have to be made. Pat reported that a final decision about what the Monday through Thursday operating hours will be has not yet been made. Currently there is a plan for the New Martinsville LRC to be open 8:00 a.m. to 5:00 p.m. to accommodate Janet Corbitt who lives an hour and fifteen minutes from campus. Janet will be taking an hour annual leave every morning. Any week with a holiday in it will revert back to regular hours.
6. Discarded A-V Equipment: Pat reported that Steve Lippiello asked the LRCs to compile lists of their unused and outdated equipment on each campus. He then placed an ad in the local papers that the equipment was available for bid and set up two viewing days, March 8 and March 15th, by appointment only. Only one person viewed the equipment, and there were no outside bids. Pat stated that this was not advertised to WVNCC employees, but a maintenance person in New Martinsville bid $50 on the equipment from that campus. He won the bid and was able to purchase the equipment. The Wheeling and Weirton campuses must now wait for the state to come and pick up the leftover equipment. Pat stated that she feels more staff would have bid on the equipment if they had known about it.
7. Computer Testing: Pat reported that in March it was discovered that students who are logged onto their accounts when testing can save testing documents to their profiles and then access them again after logging off and back on. She stated that it had been our understanding from the IT Department that the documents would not stay in the student’s account once they log off. So to remedy the problem the LRC staff are now logging the testing computers on with a generic account. The staff can then access the saved documents when the student is finished testing and delete them.
8. Inter-Library Loans: Pat reported that the company that owns the system that we use to order Inter-Library Loans is upgrading to a totally new system. Staff will be training on the new system over the summer. The old system will be going away at the end of 2013.
9. Web Page: Pat stated that she has created a separate web page for distance education students. She reviewed what the page contains. It is housed under Library Information and the Help page on the Library web site.
10. Donated Textbook Program: Pat was recently called to a meeting with Christina Sullivan and Shannon Payton concerning starting a donated textbook program. The textbooks will be donated to the LRC and placed on Course Reserve. They will not be cataloged into the Library’s collection. Additionally, Pat asked for a list of current nursing textbooks that could be purchased with Perkins funds. These textbooks will also be placed on Course Reserve for student use. Pat asked the faculty to send her any book titles to purchase that would be useful for students.

III. National Library Week 2013 – WVNCC 150 Favorite Books: Pat informed the committee that National Library Week is April 14-20. She distributed a preliminary list of the 150 Favorite Book titles. The complete list will be distributed during Library Week. Pat stated that there was a good response to the favorite book titles promotion and that she received more than the 150. She asked for input about what to do with the additional titles. The consensus was to just add the extra titles to the list. Pat announced that April 16 is Library Worker Day, and that the libraries will be giving out cookies on Wednesday, April 17 along with candy all week long.

IV. LRC Section of First Year Seminar: Pat is on the committee that will be developing the First Year Seminar – ORNT 090. The learning outcomes for the course have been split into eight modules: Library and Information Literacy, Web-Based Services, Effective Learning, Stress and Professionalism, Goals and Planning, Financial Aid and Financial Management, Student Success and Completion, and Northern 101. Pat stated that the seminar will be a requirement for graduation. It will be offered as an intersession class starting in September, and also an eight week class and a full semester section. The campus counselors will be teaching some of the modules. Pat and Janet Corbitt will be teaching the Library sections. Pat reviewed what topics will be covered in the library section. She stated that there is a lot of information to get across to students.

V. Assessment Project – Preliminary Results: Pat reported that she and Janet Corbitt are reviewing class syllabi from last fall semester looking for research/library project assignments. She stated that they are finding out some interesting things. Some instructors stick to the course guides, some do not. Some instructors require writing such as journaling or discussion questions, but no research. Some instructors are heavy into research while others in the same area are not requiring any. She stated that they hope to find out if the instructors requiring research are being supported enough by the library.

VI. Other

1. Next Meeting: Pat stated that this was the last meeting of the semester. The next meeting will be scheduled for some time in the fall.

The meeting was adjourned at 1:00 p.m.

Submitted by,

Linda Fletcher