

**LRC COMMITTEE
MINUTES FOR NOVEMBER 6, 2017
2:00PM – Room 203 B**

Present: Donna Hans, Crystal Harbert, Dr. Jill Loveless, Mary Ann Merz, John Reho, Pat Stroud – presiding.

Absent: Debra Fitzgerald, Eden Plogger

I. Welcome and approval of minutes from February 3, 2017

The meeting began at 2:04 PM with John Reho participating by phone from Weirton. Pat Stroud welcomed the members of the LRC Committee for 2017-2018. This is the first meeting that is not held on a Friday. For years the Committee met on the first Friday of the month right before the faculty assembly meeting. This year we will try to meet on a Monday at 2:00PM. Ms. Stroud asked for a quick review of the minutes from the last meeting, February 3, 2017. The minutes were approved with Donna Hans giving the first approval and John Reho the second.

II. Library Director's Report

A. Staff – Ms. Stroud described the issues that occurred with library staff since the last LRC Committee meeting.

Last April Ms. Stroud broke her right wrist at work and was off several weeks and was not able to drive to Wheeling for several months.

Elaine Wood the new Library Associate in Wheeling (January 2017) resigned her position and left on June 22nd.

Dr. Jill Loveless, Vice President of Academic Affairs, became the LRC supervisor in June.

Jenny Stoltey was hired as the new Library Associate in Wheeling on September 5th.

The LRC has two work-study students, Amanda Rogers in Wheeling, and Joanne Chapple in NM.

B. Budget – Ms. Stroud passed out a handout showing the budget and budget lines that she had developed for FY 18 and also containing the actual budget and lines that she received from the Business Office. A discussion was held on the differences allotted to each line item, but since the budget total was greater than the one that Ms. Stroud submitted, it was felt that this could be worked out on the next budget round.

C. Library Hours - Ms. Stroud expressed a concern about the current library hours at the Wheeling LRC. After 5:00 (when the Tutoring area shuts down), no one else is on the second floor of the B&O Building except my library employee Megan Calabrese. There are very few classes in the building and the Math Lab no longer has students to use it. This is a major safety issue with just Megan on the floor. The statistics for the semester so far from the end of August through the end of October shows that she waited on only 26 people during that time. There may have been a few more in the library, but not many. Megan states that after 5:30 there is no one around. Dr.

Loveless commented on the fact that most classes have been moved to the EC Building and that she would bring the hours issue up at the next Cabinet meeting.

III. Library Assessment Report

Ms. Stroud passed out for review the LRC Co-Curricular Assessment Plan that the LRC staff has developed to tackle the assessment of the LRC services. The HLC report heavily criticized the fact that organizations outside of the classroom were not completing any assessment in their areas. The staff put together a document of three goals.

A. Assist students to be self-directed learners. In this section the SLO states that students will be able to successfully access different college computer and printing areas from the LRC computers with help from the LRC Staff. In order to determine student success, LRC staff created a new Daily Statistics Sheet on which the staff member would detail what function they helped the student to be successful with. These areas include Microsoft Office software, portal and computer log in, email, Blackboard, printing, copying, and any other computer questions asked by our students, faculty, and community. Each function would be listed and counted monthly.

John Reho and Crystal Harbert were interested in knowing if their online classes have been mentioned in these reports as having problems. Ms. Stroud stated that specific problems in Blackboard are coming out – especially in how the students have to turn in their assignments online, but she was not sure if specific instructors are being noted. Dr. Loveless felt that the project would be a big help in determining what the problems were and that they needed to be addressed.

Another issue is with the printer/copier and computers in the LRCs. IT needs to really troubleshoot the problems the students have in printing and copying. Sometimes it leads to very frustrated students.

B. The second goal and the third go together. Goal II is to facilitate students to be basic academic library users. The third was to guide students to use resources ethically when completing written and oral assignments. These goals included using library databases in their research assignments, use good quality resources, and to provide proper citations using MLA or APA when needed. Lee Ann Blair, Darcy Ferrell, and Pat Stroud have been asking for faculty help in completing this assessment. LRC staff can assist with the teaching of library resources but the results have to come from student research assignments, especially from the Works Cited pages to see how and if our resources are being used and used properly. Faculty have been asked at meetings and by email to assist the library in this assessment. Thirteen faculty have said they would participate and one assignment has been given to Ms. Stroud. These assignments will be graded by a rubric created by library staff. The LRC hopes that the faculty will follow through.

Committee members felt the LRC did a good job on the goals for the assessment.

IV. Library Databases

Ms. Stroud passed out a list of LRC databases for the committee to review. She described the handout and the databases. She informed the committee that this description of the databases

by company is already up on the LRC Web Page and will be soon in the Portal (IT has to put the link in). Ms. Stroud described the WVLC (West Virginia Library Commission) role in the Consortium that was put together by the Community Colleges. The databases that have been added and discontinued were discussed along with the possible future of four more databases that will be discontinued next year. She would like any input on the databases from faculty, especially on the ones to be discontinued. Dr. Loveless stated that one of the problems the LRC faces, is that many of the faculty do not know what the databases are, or the areas that they cover. Ms. Stroud agreed that she was really caught unaware that this problem was widespread. She stated that she would have to meet one-on-one with faculty or program directors and that she is available to come to any class.

V. What do you or your students need from the library – today or in the future?

Ms. Stroud initiated a discussion on what are the future needs of students. How can the LRC help them succeed? 3D printers, media centers, book clubs, and more outreach to the community and parents of students was mentioned. Ms. Stroud mentioned that several years ago college rules were created to keep the community out. Dr. Loveless says that time is over and we should consider any type of outreach.

VI. Other

Ms. Stroud mentioned that the staff is working on trying to have a strategy and action that would fit into the strategic plan. So far, no luck in determining how we can fit in with either retention or student success.

With no further business, a motion to adjourn was given by Dr. Jill Loveless and a second was given by Crystal Harbert.

The meeting ended at 2:56PM.

Respectfully submitted,
Patricia Stroud
Library Director