**Faculty Librarians Meeting**

**Meeting Minutes**

**Date:** March 14, 2016

**Location:** Research Lab

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Present | Absent | Excused | Guest |
| Jane Bigelow – Faculty Librarian | x |  |  |  |
| Timothy Bishop – Faculty Librarian | x |  |  |  |
| Cindy Campbell – Faculty Librarian | x |  |  |  |
| Frank Dowd – Faculty Librarian | x |  |  |  |
| Arenthia Herren – Lee / Hendry-Glades Faculty Librarian | x |  |  |  |
| William Shuluk – Head Librarian | x |  |  |  |
| Anthony Valenti – Collier Faculty Librarian | x |  |  |  |
| Eileen Deluca – Asst VP Learning Resources | X |  |  |  |
| Mary Walton – Charlotte Faculty Librarian | x |  |  |  |
| Joyce VanDeusen - Staff Assistant | x |  |  |  |
| Peggy Phetteplace - Coordinator Library Circulation | x |  |  |  |

Meeting was called to order at 2:00 p.m. by Tim Bishop.

**I.** **Review CNA-6.8 Library Faculty Workloads (Eileen)**

1. Eileen DeLuca informed faculty of a new review panel which has been put together by Dr. Stewart to review the current CNA 6.8 Library Faculty workload content. Dr. Deluca is on this team and will be an advocate for possible update
2. She asked all faculty to review the current workload and provide suggestions and/or comments to be added or updated.. Some of the suggestions were:
   1. Add research and resources
   2. List core duties.
   3. List of tasks

*Each Librarian will compile a list of tasks and responsibilities with a short description to be discussed at the next Librarians meeting (April 12, 2016).*

**II. “Writing Effective Research Assignments” TLC Presentation (Arenthia)**

1. Arenthia Herren will be working on a panel for a TLC presentation about Research Assignments for Faculty to help the students successful.
2. Arenthia requested all Librarians email her with any suggestions they feel might be appropriate to add to the presentation such as citation; proper clear instructions, etc.

**III. Revision of the LIS syllabus >new Gen Ed competencies (jane)**

1. The Librarians unanimously identified **Research** as the integral General Education competency for the LIS 2004 syllabus.
2. Jane listed the identified competency on the "Faculty Worksheet for Course Outline Roman Numeral IV," and submitted it to the Assessment Department on March 2016.
3. The librarians did not identity any supplemental competencies, advocating that none were needed. Jane corrected the listing of Edison College in the General Course Information section of the LIS 2004 syllabus template, officially changing it from Edison College to College.
4. Some key due dates for implementing General Education competencies are:

\*By May 1, 2016 faculty must determine integral and supplemental competencies for all course syllabi.

\*In Summer 2016 LAC representatives will map the 8 competencies to all course syllabi, and collaborates with faculty to develop rubrics for assessing the competencies.

\*In Fall 2016 faculty must finalize revising syllabi and submit them to the Curriculum Committee for review and approval.

\*In Spring 2017 the new syllabi will go live, and LAC will collect artifacts for a pilot assessment of two to three of the primary competencies.

Meeting was adjourned by Timothy Bishop at 3:04 p.m.