Polk State College
Learning Resources Advisory Committee

Agenda
February 2, 2017
2:00pm

Lakeland Location: LTB 1295  Winter Haven Location: OCPA 101
Meeting Facilitators: Christina Fullerton & Courtlann Thomas

Members in Attendance: Mike Malone, Kim DeRonda, Sally Fitzgerald, Orathai Northern, Courtlann Thomas, Becky Pugh, Beth Pendry, Gerry Hubbs, Chris Fullerton, Kayla Wyman, Tina Hanson

I.  Review and approval of minutes
All members were sent December’s meeting minutes. Motion was made to approve minutes by Chris Fullerton

II.  Fall Term Report is in process (Chris/Courtlann)
Chris and Courtlann are putting together a Fall Term report of statistics (gate counts, instructional sessions, tutoring sessions, testing, purchased books, etc.) This report will be sent out to faculty and staff when it’s completed.

III. Sierra/Encore Duet Update (Chris/Courtlann)
Library Management Software is in the process of being updated.
   a. Training – Less staff during the month of April due to training
   b. Changes users will see – New user interface – Searching page will be updated and become more user friendly. Updates can be found at the FALSC website https://libraries.flvc.org/about-sierra-encore-duet.

IV. TLCC Who’s Next update (Gerry/Kim)
The software is used to track students coming in the TLCCs & Libraries for whatever services they may need (Tutoring, Computer Use, and Reference Questions in the library)
   a. Some hiccups in Lakeland – TLCC staff is still learning the new software. The first full semester using the software was this past fall and unfortunately some of the tutoring stats were not accurate. The TLCCs have been in contact with Who’s Next Technical Support and after running tests they believe the issue has been resolved. There is still data from the Fall term that can be used for statistics but going forward there should be solid statistics in terms of when students are coming in, how frequently they are coming in, and what they are coming in for.
   b. Melvin is working with Athletics – In the past, athletic teams were using sign in/out sheets on clipboards within the TLCCs and Libraries to track study hours. Melvin is working with Athletics to create a Who’s Next sign on for them so they can more efficiently track study hall hours.
   Faculty can also request statistical reports for their classes if they’d like.
V. LR INNOV8 Projects
Everyone is working on different projects:

a. Gerry/Kim’s Project – Online Tutoring with Polk State tutors – Smarthinking is expensive and a lot of hours are being used. Gerry & Kim are wanting to use Polk State tutors and are working on the best way to do that. They have run into a few hiccups but it seems to be progressing, next step is to find faculty members that would be interested in helping with the project. They would like to run a pilot once the platform is in place.

b. Jarrod’s Project – Flipped classroom model to do library instruction – Jarrod did not attend the meeting.

c. Kristen’s Project – Modularizing some of the instruction for her embedded librarian piece – Kristen will have a control group and experimental group to do pre & post test to see if there are any learning games as a result of tests. Kristen did not attend the meeting.

d. Rayla’s Project – Kits/Curriculum Map/Active Learning pieces of ENC 1101 & ENC1102 - There are different interactive learning activities that the student’s engage in, and they do not want to brainstorm search terms or synonyms in ENC 1101 classes and do it again when they come back in ENC 1102. A lot of the feedback from students is that they just “did this” last term.

e. Chris’s Project – Area for students in the Winter Haven Library that will be similar to the faculty’s TLIC (multimedia room). It will be called the SLIC room – Students have complained in the past about not having a place to create video or recording projects. There is currently an empty room within the Winter Haven Library to create the SLIC room. Chris will be working with Nathan to obtain SPD funds to get the equipment for the room (camera, green screen, audio, and software) Since the room will be within the WH library, staff in the library will be trained on how to use the equipment to help assist student’s with their projects. Faculty received a survey in the fall of technologies they ask their student’s to use, if they required or encouraged them to do projects, and what they thought their students would need in the future. There will be a follow up survey sent to students asking those same questions to see what the interests/needs are.

VI. Print System Update (Chris/Courtlann)
The new printing system is debit/credit card driven instead of cash. If a student still has the “copy card” the WH TLCC, LK Library & LK TLCC still have the old card readers and can give vouchers for the amount of money on the card, up to $5. Once the card readers are taken away, there will no longer be a way to verify the amounts on the card (not sure when this will be). The printing software is much more sophisticated.

There are several different ways for the students to print now:

- They can download the PrintMe mobile app and upload files from their phones.
- Students can plug in their USB and print directly from the kiosk.
- Students can log into their Google, Dropbox or OneDrive account and print directly from the kiosk.
- If a student is at home or on their own laptop, they need to go to www.printme.com, put in their email address (this will send the student their document ID # as well as a barcode of their ID # that they can scan at the kiosk.) and upload their file to the cloud. They will then receive a document ID #. The job stays within the cloud for 24 hours. The student then goes to the kiosk, pays and puts in their document ID #.
  - From the kiosk they can decide different printing options (black & white, color, amount of copies, front & back printing, etc.)
- Print on the computers within the libraries & TLCCs
There are plans to have kiosks and printers outside of the Libraries & TLCCs so that students could print after hours if needed but staff will not be available if any issues arise.

There have been some issues with the printing, for instance, PDFs and larger documents seem to process slowly.

VII. **Private Tutoring** (Courtlann)
There have been several tutors come into the LK Library and ask if there was a space for private tutoring. The LK policy is if they are looking for a space to privately tutor they need to go to the Provost office to request an open classroom or a different space/location on campus (student center, upstairs by the SALO office). The library does not provide space for private tutoring simply because there is not enough room in the library for this service.

VIII. **FYE Update** (Chris/Courtlann)
This is still the first year of the FYE courses. There may be a revamp of the curriculum over the summer but so far it has gone smoothly. Courtlann mentioned that the instructional sessions in the library have doubled due to the FYE courses. There were some days that all four LK librarians were preforming instructional sessions at the same time.

IX. **IL and Gen Ed Review** (Chris/Courtlann)
Right now, we are not accessing information literacy at all and it is one of our Gen Ed outcomes. SACS will return in 2020 and there needs to be several iterations on how we’ve improved. Sails was used in the past to test information literacy but it was geared more towards four year colleges. Information literacy does get associated with English courses because students are learning the writing and citation skills but information literacy goes above and beyond that. They would like to have as much involvement with faculty in as many different disciplines as possible. If you would like to volunteer to assist, please send an email to Chris Fullerton or Courtlann Thomas.

X. **LK Facility Changes** (Courtlann)
Now that Winter Haven Library has a brand new space and furniture, the Lakeland library received Winter Haven’s old circulation desk and it looks great! The Lakeland TLCC received some of Winter Haven’s old study carrels.

XI. **Winter Haven VHS Project** (Chris)
Cori Large (one of Winter Haven’s reference librarians) has taken on the project of sorting through the VHS collection. She will be checking each title to see if the library has them available on DVD, Films on Demand, etc. Cori will be in contact with Professors that have requested some of the VHS tapes and ask if the titles are still being used and if they need to purchase a replacement DVD/similar DVD. Digitized VHS tapes will be kept.

XII. **Winter Haven Facility Changes – Letter to Faculty** (Chris)
A Letter to Faculty will be sent out to everyone soon. The letter contains things that have changed, the new instruction area (students are encouraged to use the computers when there are no classes), 3 small group study rooms, writing tutor room, SLIC coming soon (see Chris’s Innov8 project above), staff office spaces and collection development.
The Lakeland library recently cleaned up their collection. Now that the Winter Haven library has been renovated they would also like to start cleaning up their collection. Winter Haven will replicate the same procedures as Lakeland. Faculty involvement will be needed for the collection clean up. Please contact Chris if you would like to volunteer.

Ribbon cutting ceremony for the Winter Haven library will be February 28th at 3PM.

The next meeting will be held in April. Courtlann will send out a doodle for the best days and times.