I. Call to order

_In attendance: Chris Fullerton, Cori Large, Mackenzie Jennings, CR Junkins, Summer Hicks, Courtlann Thomas, Sherri Siler, Bonny Hardesty, Cynthia Freitag, Carol Martinson, Victor Cosculluela, Greg Harris,_

_English Department did submit a memo to the Committee chairs to be discussed during the meeting. All points are covered in other areas of the agenda._

II. Review of minutes

_Minutes were not brought to meeting, so this could not be done._

III. Learning Resources Website – Courtlann Thomas

a) Website vs Guides (Informational/Subject/Assignment)

_Lib Guides are one scrolling page, alpha by course, which is confusing for students since they don’t know who their professors are or what their course prefixes are._

_Subject Guides are being considered to aid in student research. These will be alphabetical._

b) Student/Faculty Input

_Card sort activity: how the results informed us on how the students use the website and use it._

_Students are using the catalog as though it is Google, typing “I need a topic for my research paper” as a search statement._

c) Timeline

_Currently working on separating the Library and TLCC pages._
Hoping to have the basics of it up and running by Fall 2016 term.

IV. Winter Haven Campus Library Renovation – Chris Fullerton

a) The Move Schedule

We’re going to be closed the week before Spring Break, March 14-18, 2016.

There will be a temporary Librarian set up on the WLR 2nd breezeway, with laptops. No formal schedule yet.

b) Services

Students can call the Lakeland for service as well.

Messages will be going out on PAL.

Down there:

We’re taking half of the collection, 35 desktops, both laptop carts, and most of the study carols. Most of Reference and Periodicals are packed up.

Faculty can request DVDs to be sent up to the TLCC for in-classroom use, so they don’t have to walk all the way down to WCJ. DVDs will not be checked out to the Faculty until they pick it up in the TLCC.

c) Signage and Promotion

Flyers and posters are going up everywhere to announce the move and showing where we’re going.

Signs pointing in the direction of where the Library will be temporarily.

Sidewalk stickers, like in Lakeland, will be applied to aid in directions.

V. What’s New?

a) Library Public Services

WH: We’re moving!

LK: Virtual Center of Excellence! Librarians are sharing documents with each other via SharePoint. Librarians are created lesson plans for orientations that way if one librarian schedules the orientation, but someone else is teaching it, all the information is in one place.
Faculty Qualtrix and Student Satisfaction survey will be going to all that have instructional sessions.

b) Library Technical Services

There will be a lull in ordering and processing of new books due to the move. Winter Haven probably won’t have new books going out as quickly as Lakeland, simply due to space issues. We’re trying to determine whether we’re just going to buy books and hold them or go ahead and process them and get them out on the shelves.

c) Testing

Still giving officer, EMT, and TEAS exams. We are growing in terms of testing. There is the possibility of doing the Teacher Certification Exams.

d) Tutoring

Nothing new on either campus.

e) Technology

MLA and APA citation games have been created for students to learn on.

f) Other:

Professor asking about Films On Demand being available for students. Yes, it is available on our Database list, students just log in with their Student IDs.

English Department requests that the MLA website link be removed from the website. It is now a Buy the Book link, not a resource link.

Please let us know if you hear students expressing confusion about where the library is or what’s going on so we can fill the communication holes.

VI. Next Meeting & Adjournment