Polk State College
Learning Resources Advisory Committee
Agenda
May 11, 2016
2:00 pm

Lakeland Location LTB 1295 Winter Haven Location OCPA 101
Meeting Facilitators: Chris Fullerton and Courtlann Thomas

I. Call to order & Roll call

In attendance: Kristen Jernigan, Michael Whann, Courtlann Thomas, Rayla Hanslemann, Victor Cosculleula, Dean April Robinson, Mackenzie Jennings, Kayla Wyman, Geoff Hoskins, Chris Fullerton, Greg Harris, Tamara Sakagawa, Cori Large, Dr. Ken Ross, Summer Hicks, Gerry Hubbs, and Jarrod Jones.

II. Review & Approval of Past Minutes

Copies of last meeting’s minutes were handed out. Motion was made to approve the minutes by Courtlann Thomas and it was seconded by Kristen Jernigan.

III. Learning Resources Website Update – Courtlann Thomas

A. Polk.edu/library Pages – Tamara Sakagawa

OCPA has been working on cleaning up the College’s website and the Library/TLCC page became a top priority because it received the highest number of hits. OCPA is working on creating How to Use videos for professors to use instead of the professors putting step-by-step how to’s in their syllabi.

June 1st is when the Beta site is supposed to go live. There will be a new landing page, but all the links are still the same. OCPA is looking for feedback from everyone. New website is supposed to go live August 9th, but that may change.

Dr. Ross and Dean Robinson will both send the Beta links out to all faculty, both full-time and adjuncts.

B. FLVC Landing Page

There are some FLVC static links that cannot be changed.

IV. Libguides: 2.0 Migration, Clean-up and Organization – Kristen Jernigan

All the librarians are working on cleaning up and converting the current, continual list of Lib Guides, into Lib Guides 2.0. All the content and URLs will be the same. There is a standard list to get started from, but other subjects can be added for classes that are not covered in the standard list. Settings will also be able to be customized.

V. Winter Haven Campus Renovation Update – Chris Fullerton
A. Timeline

Demolition has started. We’re hoping the library will be moved back January 2017.

B. Floor Plans, Furniture and Finishes

*Proposed changes:* 3 skylights, 2 entrances (like on the second floor) with a through & through hallway, 1 desk with both circulation and reference, study rooms (group and solo), orientation/computer room that students can use when orientations are not scheduled. Carpet colors are still being discussed.


C. Temporary Location

Students like the chopped up feel of the temporary location. It’s a tight fit and we discovered the hard way that we cannot have more than one class in the temporary library. There’s not enough space.

VI. New MLA Handbook

*The 8th edition of the MLA handbook is out.* 11 copies were ordered and distributed among the libraries, TLCCs, and the JDA center.

*Because the Library creates pamphlets to help students with citations, we’re looking to create a sub-committee and work with the English department on updating those pamphlets.*

VII. TLCC Reviewing Computer Software – Gerry Hubbs & Kim DeRonda

A. NetSupport School Classroom Management Software Trial

*The TLCC staff is reviewing the computer software and looking to update it so testing can be more streamlined. It would allow testing administrators to input passwords from the check in desk; lock down computers if needed; and check screens to make sure students aren’t using materials they aren’t supposed to.*

B. Past Software

*Current software doesn’t allow for the above improvements. Administrators have to go into the testing rooms to log students in via password, leaving the check in desk unoccupied.*

VIII. New Polk State ID’s TLCC Locations – Gerry Hubbs & Kim DeRonda

*Student services and both TLCC’s will be producing student IDs. This will be beneficial for evening students, because Student Services closes at 5 p.m.*

*This will also get photos into the system quicker so professors have photos on their class rosters.*

IX. Information Literacy Framework Update – Courtlann Thomas

*Two presentations were given at Professional Development Day.*

*We will be presenting at Innov8 later this year.*
X. Lakeland Collection Maintenance – Courtlann Thomas

Letter was sent to Lakeland Faculty informing them of the updating & maintenance project for the Lakeland library collection that was happening this summer.

Trying to partner with as many faculty as possible.

XI. Collection Development Policy – Chris Fullerton

Copies of the Collection Development policy were passed around. It’s been revamped, but nothing is set in stone yet. It contains the guidelines we will be going by for Collection Development.

Any feedback would be appreciated.

XII. Future Meeting Schedule & Committee Membership – Chris Fullerton

Meeting Schedule suggestions: twice a semester, once a semester, or as needed.

Membership: New member letters were sent out. The committee still lacks science representation. Dr. Ross has reached out to the Deans to aid in getting those spots filled. The two student representatives will be filled in the fall. There was some confusion on how long volunteer terms were and how one reapplied. Dr. Ross handled this.

XIII. Printer Solution

Courtlann shared a possible student printer solution at the end of the meeting. Boring Printers may be able to negotiate us out of the Modular Document Solutions contract. No word yet though.