I. Call to Order

II. Roll Call
   a. In attendance: Chris Fullerton, Cori Large, Summer Hicks, Victor Cosculluela, Mackenzie Jennings, Sherry Siler, April Robinson, Courtlann Thomas, Kristen Jernigan, Carol Martinson, Bonny Hardesty, and Cynthia Freitag.

III. Introduction of Members
   a. All members went around and introduced themselves and stated their title and department.

IV. Overview of the Committee
   a. Description and Purpose of the Learning Resources Advisory Committee
      i. Chris Fullerton went over the purpose, mission, and goals of this committee, referencing the Letter of Purpose in the handout packet. This committee will focus on all of Learning Resources, not just the Library, as some assumed. Getting a quick overview of what we do. After that, we will look at areas that folks would like to work on.

   b. General TLCC Overview: Facility, Services, Resources
      i. Existing Policies, Procedures, and Documents
         ii. Tutoring and testing procedures are being compiled and will be distributed at the October meeting. These documents will clarify how we recruit, vet, and train the tutors.

         iii. The Testing Centers: the testing we facilitate is our testing, other college testing, certification testing (SOCE & NREMT), and different stuff at Lakeland campus (Pearson View Computer Certification). Testing guidelines for the Lakeland TLCC are in the packet; Summer Hicks is compiling hers into a single doc, which will be shared on the OneDrive. Winter Haven’s testing guidelines are similar to Lakeland.

         iv. There was mention of all the resources Math professors have put together. Unfortunately, there are not being shared even among colleague. Professors need to work together to compile all the extra resources they’ve created for their students, and this all needs to be shared with the tutors. Students don’t know where to start, and end up not being able to use the tutors affectively. Possibly building Lib Guides on this stuff as well, and worksheets would be able to be printed from there.

           1. Bonny will work with Kim and Bernard about the math worksheets.
v. Students needing to connect with the tutors; tutor speed dating; students already feel disheartened, and if the connection isn’t made, it can make the student feel even worse. Tutors not recognizing that there is more than one way to explain or solve a problem.

1. Tutor SOAR session?

c. General Library Overview: Facility, Services, Resources
   i. Existing Policies, Procedures, and Documents
   ii. Collection Development (CD) Policy
      1. A few years back, we looked at what other libraries had written policy-wise for collection development. The table in the CD policy is a guideline, but not set in stone. Each book is looked at and considered, instead of clearing everything out. We added in a weeding cart check list [This document will be added to the OneDrive]. CD is not just about getting rid of things, but more about acquiring things. How much money do we spend and on what? Should we divvy up the budget by percentages and assign to subject areas. Sharon Lokken our Acquisition Librarian does a fantastic job of keeping our collection as up to date as possible and when books are pulled really looking at them and seeing if it’s something we should keep in spite of the guidelines, etc.

2. Nursing dept. has been fantastic about working with us on that because of their accreditation requirements. We would like to have more departments would with us like this.

3. Courtlann Thomas emphasized to the professors that if they are thinking about adding something new to their curriculum, comes and talk to us so we can make sure we have the necessary resources to support the subject area. Front-end prepared-ness is important so that we can better serve our students.

iii. CD addendum
   1. The addendum is a summary of all the notes and stickers the librarians use to make books are important, historical, faculty authored, etc. This document is available on the OneDrive.

d. Proposed Ideas of Additions, Changes, Location and Dissemination of Information
   i. The post its: orange & blue. Orange is for things you feel should be promoted better. Blue is for things you feel need changing.

   ii. How often do we want to meet? 1st thing: go through all the paperwork.

   iii. Clarify the Withdrawal Slip.
      1. Mackenzie Jennings asked for clarification of the Withdrawal slips. Cori Large explained that there would be one slip per book that explained why that particular book was being withdrawn. This should help cut down on weeding anxiety and you’ll get an answer if there is no librarian around to ask.

      2. What books constituted Trivial?: the books that were gotten just to fill the shelves.

   iv. SACS guidelines for the library
1. The SACS guidelines are very vague, comes down to Has Sufficient Resources, this is interpreted as being compared to other colleges and universities of our size.

V. New Business
a. Hot Topics in the Learning Resources Areas
   i. Online Instruction
      1. Online instruction: is taking off, and the Library and TLCC are doing their best to meet the demand. It is developing as it is going along. Experimenting with tutoring online, in addition to SmartThinking.
   ii. Assessment (Info Literacy, Gen Ed Outcomes, Critical Thinking, FYE)
   iii. Renovation Plans
      1. Renovation of the WLR 3rd floor is slated to start January 2016. The library will be moving temporarily to where Criminal Justice was in the gym. The estimated date of return to the 3rd floor is August 2016.

b. Committee Survey of Future Topics for Discuss
   i. SACS Compliance report on what is expected of libraries and the academic support services.
   ii. Compile a Q & A via the oneDrive and P-Drive
   iii. Go through the docs;
   iv. More info on the tutors;
   v. Ideas for improvement, though we ask that it be kept in mind that if something is changed it ripples to the branch campuses.

c. Schedule for Follow Up and Next Meeting
   i. The next meeting will be in October. The scheduling survey Doodle will be used to determine the best time.

d. General FYI
   i. Banned Books Week will be celebrated in the Libraries on both campuses, Sept 27-Oct3
   ii. Come and “get booked” with our mug shot backdrop
   iii. Collect a FREADOM button
   iv. Kristin will send Chris/Cori/Kayla the announcement flyers to stuff mailboxes with

VI. Adjournment