



Palm Beach Community College
LLRC CLUSTER MEETING MINUTES

October 27, 2009

1:30 pm – 3:00 pm

Lake Worth Campus – LL303

ITEM 1. Please review your cluster's courses on the new course outlines database at <http://www.pbcc.edu/x17364.xml>. Please check the information that was submitted from your cluster.

Discussion:

- It was agreed that Doug & Connie have taught the course, so they should be the ones to evaluate the outlines of the courses.

Data/data source: (where appropriate)

- Web page with the college courses outlines: <http://www.pbcc.edu/x17364.xml>

Action:

- Doug and Connie have agreed to review the course outlines and will report their findings at the next cluster meeting.

ITEM 2. SAC's

This item was discussed by a group composed of faculty librarians and the MTIS staff. A video narrated by Professor Karen Pain was shown. This video explained the college's 5 year Quality Enhancement Plan (QEP) to improve student learning.

Some of the points made by Brian about the SACS process:

- The whole process has been streamlined since the last visit, including the library section.
- He read part of document, "The Principles of Accreditation" section 2.9 that applies to the library and media. It includes relevant questions for consideration, and a list of required documentation.
- Library facilities are an important area of concern.
- Distance learning is another important area. Diana Loreman will spearhead it, partially because she is the BAS librarian and all BAS courses will be offered online.
- Collection Development and the age of the collection will have to be assessed. The CCLA/Perrault Study, due next year, counted and evaluated all colleges library collections.
- All documentation that is required by SACS will have to be scanned and uploaded online since the visit will be a virtual one.
- One of the documentation needed is how we collaborate with other institutions. A recent example is the library services we are to offer to Nichols College, an institution in Massachusetts, which will be having a presence on our campus.

- Much of these documents have already been gathered due to being required for the process of getting the BAS programs approved.
- Estaline mentioned that statistics were going to be an important part of the documentation and that it will be mostly what we have been collecting all along.

Action:

- The LibGuide for the meeting will be available for everyone. Now it is only available for viewing by the librarians.
- Brian will bring some of those documents required by SACS to the next meeting so that everyone has a chance to look at them.
- There will be a committee in the college that will be working on the SACS process and Estaline will be the library representative. They plan to meet once a term.
- Brian asked us to take a good look at what is required of us by SACS and give any input you want about the process to the group.
- We need to assess what we are doing now so that we can make the necessary changes before the time of accreditation. The college wants to avoid any recommendations by the SACS team.

Data source consulted (where appropriate) :

- The Lib Guide created by Estaline for this cluster meeting was shown .It had information and documents about our items for discussion and it could be use for future reference.
- Karen Pain’s video about QEP.

ITEM 3. Library Mission Statement Vote

Discussion:

- Estaline said that looking back at previous minutes, the mission statement was revised but not voted on.
- She showed us through the LibGuide the original mission statement and the proposed one.
- Estaline requested that we voted on it at this meeting using the LibGuide.
- Connie mentioned that there was a grammatical error on the proposed one.
- Estaline asked us to vote on it and to write comments on the LibGuide for correction of grammatical errors.

Data source consulted (where appropriate)-:

The Cluster LibGuide with the earlier mission statement and the revised one.

Action: The cluster will vote “yes” or “no” to adapt the new mission statement through the LibGuide..

ITEM 4. Favorite Links

Discussion: It was suggested, not just to make the cluster meetings informational but also educational. Some librarians sent Estaline a favorite Web site before the meeting and each one discussed them:

- Pat- Bing – New search engine by Microsoft

- Joanne- JING- Add visuals, capture screen shots and create videos
- Doug- Photoshop .com- Uploads and organize photos
- Brian- Our library wiki that we pay to reside on a different server- includes the online program developed by Lynelle to assign study rooms
- Rob- PLoS- “open source” resources in the sciences
- Diana- TynyURL.com – Creates tiny URL’s from very long ones “that never expires”
- Estaline- You Quote It, You Note It- Tutorial on Plagiarism
- Susan- ScienceDaily- Latest science news and research for all audiences
- Connie- OAlster- a catalog of digital collections with online accessibility collected from many libraries

Data source consulted (where appropriate): Each individual Website was displayed.

Action:

Brian would like to discuss the various ways we are using the LibGuides at our next meeting.

ITEM 5. Library Surveys

Discussion:

- Estaline stated that it was time we generate another student survey.
- She added some examples of other college libraries surveys to the cluster LibGuide for us to see.
- She will organize the discussions in creating but she needs help from the other campuses.
- It will be probably be brief and one that could taken from on our library Web page.
- One of the question could be about which campus library the students use so that it could be correlated by campus.
- It will be about our general library services not one particular one.

Data source consulted (where appropriate):

Examples of library surveys to use for ideas when creating the survey.

Action:

A new library survey will be created by a committee headed by Estaline and all campus libraries will be involved. David will be looking for someone to participate from the North campus. They will work on developing an instrument first and then the methodology.

ITEM 6. Ask a Librarian

Discussion:

- Rob mentioned that PBCC was # 10 of all libraries entry points, and # 2 of all community colleges entry points
- He believes that the new Ask-A-Librarian widget on our page has increasee traffic.
- We now have a local desk that we can staff. He suggested that librarians log on to the local desk and help PBCC students whenever possible.
- E-mails have increased to the point that it is hard for a couple of people to answer all the questions. He encouraged everyone to participate in the process and emphasized he would provide training to those who need it.

Data source consulted (where appropriate)

Action:

With the new local desk and the increase in traffic, Rob encouraged everyone to log on to the local desk and to answer the e-mails questions.

ITEM 7. Other

- Connie passed out the General Education Learning Outcomes Rubric for Information Literacy to the librarians.
- Librarians at the Lake Worth campus recently revised an assessment instrument for SLS1501 to be used next semester.
- CCLA will visit Lake Worth on November 5th from 1:00pm to 4:00pm. Everyone is invited to attend. The agenda is posted on the LibGuide.

Discussion:

Data source consulted (where appropriate)

Action:

Attendance:

During Item 2 the
MTIS staff attended the
meeting.

P Alvarez
J. Cameron
D. Cornwell
L. Hogan
B. Kelley
R. Krull
M. Mansour
D. Pena
E. Rogers
S. Setterlund

Submitted by:

Pat Alvarez, Scribe

c. Academic Minutes Distribution List