ITEM 1. Pillars of Instructional Excellence (P.I.E.): To help faculty developers plan and schedule professional development activities for the Center for Teaching and Learning Excellence, please review the Pillars of Instructional Excellence (P.I.E) and then identify one Pillar with the most growth potential for the cluster. Consider the growth potential for both full-time and adjunct faculty. Once the Pillar is identified add any explanation or support the cluster believes would help developers plan and schedule professional development activities districtwide. Submit by email to Jennifer Hudson (hudsonj@palmbeachstate.edu)

Discussion: Cluster Chair, Professor Allen introduced the discussions. Librarians were interested in several pillars with assessment receiving the most votes by a slight margin.

Source: Pillars of Instructional Excellence (P.I.E.): https://www.palmbeachstate.edu/PIE/

ITEM 2: Library Fines (General group): Professor Fiallos-Finstad expressed interest in how “higher fines are handled at each campus,

Discussion: Mr. Krull reported that changes to the library fees in the District Board of Trustees Fee Schedule are due to the Comptroller’s office by April 15th for submission to the Board at their June meeting. Recommended changes were discussed, including $5/day for late iPads, $5/day for late video games, and removing semester loan e-Readers. Belle Glade lets e-readers circulate for longer time periods. Issues with Aleph calculating certain fines incorrectly were discussed. Professor Fiallos-Finstad requested to review Aleph fine settings for certain material types. The two-dollar processing fee for lost materials was discussed.

Source: None

Action: Discussion for fines and any changes will continue if more information is required.

ITEM 3. LibGuides (Professor Tuisku)

Discussion: Created a Libguide in response to a need in the Career Center, emerging from creation of Pathways. Professor Tuisku demonstrated this LibGuide for other attendees. Professor Tuisku also discussed the creation of the Assessment LibGuide based upon Florida State College at Jacksonville’s Assessment LibGuide https://guides.fscj.edu/Assessment identified by Mr. Krull. LibGuide will be supportive during the SAACS accreditation process. Professor Tuisku demonstrated the new Library
Assessment LibGuide. Asked that if you are interested in adding something to the guide created for Lake Worth that you send Professor Tuisku the information directly. Recommended that if you are interested in creating one on your campus, you do so through your Library director.

Source: Unavailable
Action: None

ITEM 4. Assessment Committee (Janet)

Discussion: Members of the committee (Professor Naughton, Professor McKeal, Professor Saracino, Professor Tuisku, Professor Fiallos-Finstad, and Professor Spencer) met online last semester and decided to continue using the Library Instruction Assessment ILAAP 2018-2019 to assess Library instruction. There are currently two assessments, respectively on ENC 1101 and 1102. The committee will meet after the semester ends and after receiving data from IRE. The committee anticipates looking at various questions this summer.

Source: None
Action: None

ITEM 5. Cluster Chair/Cluster Scribe

Discussion: The position of Cluster Scribe has opened up with Cluster Chair, Professor Allen Stepping down and Professor McKeal moving forward as Cluster Chair. Professor Naughton nominated by Connie Tuisku as Scribe.

Action: Janet Naughton voted in as Scribe.

ITEM 6. Campus Updates

Belle Glade: (Professor Fiallos-Finstad) We are still short-staffed and are seeking to add two permanent part-time positions at Loxahatchee. At Belle Glade we do not have a director’s position. We are looking to add another permanent part-time position here.

We are trying to spend our budget-still in the process of furnishing the room to the south of the library and awaiting on facilities to make these changes.
We have added additional Break-Out kits to Lox. And finally had one check-out of the Oculus Go Glasses.

We have a new GSA Club and have sponsored several events under the umbrella of Women’s History/Hidden Figures. Attendance has been in the 20s as an average count.
Dr. Vallejo has retired, and LaTonya McNeal has taken the reins at BG. Steven Joyner is going to Loxahatchee.

Trying to resolve fines at the end of the semester, so we do not have a drag. Reference questions are up for sessions that are longer >20 minutes.

Boca Raton: (Professor O’Brien) Has just returned from leave, so no report.
Lake Worth Campus: Mr. Krull detailed some of the challenges faced by the library after losing a faculty librarian position. He thanked librarians and staff for their dedication and hard work this academic year. There has been a noticeable increase in student appointments. Library instruction for ENC1101 and ENC1102 has increased in response to Professor Saracino’s outreach to Communications. Raychell Harris was congratulated for winning the Florida Library Association’s Paraprofessional of the Year award.

Palm Beach Gardens: (Mr. Pena): Was asked by IT if there was any interest at PBG in loaning laptops for off-campus use and said yes. Other campuses reported they had also been approached by IT.

Discussion ensued and the consensus was that we are willing to experiment with this if IT is okay with it and they supply sufficient numbers of laptops.

Also, PBG library is getting involved with a Humanities and Social Sciences Day which is being organized by PBG Associate Dean Linda Lebile.

Attendance: Ken Myers Jill Saracino Lisa Hogan
Robbie Allen Rob Krull Janet Naughton Connie Tuisku
Alyse McKeal David Pena Halimeh Shatara Tom O’Brien
Kristin Lemire Terry Hirsbrunner Raychell Harris Alia Spencer
Kelly Keith Iris Fiallos-Finstad Nora Homan Michael Melicia
Amanda Chick Heather Judge Michael Bailey

Respectfully Submitted by:

Professor Alyse McKeal, Scribe

c. Minutes Distribution List