

**CUESTA COLLEGE LIBRARY, LEARNING RESOURCES AND INSTRUCTIONAL TECHNOLOGY
FACULTY/STAFF MEETING MINUTES
2/12/2018**

L. Allen
 K. Bontenbal
 D. Chausse
 D. Cleave

D. Fourie
 L. Foshee
 J. Gonsalves
 S. Haupt

E. Jagger
 T. Lau
 C. Love
 Lee McCrea

P. Moloney
 V. Rabourn
 Laura Schwoerer
 Jenna Severson

M. Speidel
 C. Wilshusen
 J. Jonsson
 S. Hoffman
 M. Cronan

MEETING: February 12, 2018 10:00am SLO Room 3134; NCC Room N3213		Facilitator - Carina Love Recorder – Mallory Cronan
WHAT	WHO	ACTION TAKEN
Chair Update – Welcoming Susan	Carina	Carina congratulated Jessica Gonsalves and Cynthia Wilshusen for recently becoming Board-approved tenured faculty members. Carina also introduced Susan Hoffman, who has been with the Tech Services part-time, and is now a full-time Tech Services staff member.
Tech Services Report – Website	Leslie/Don	Leslie has a work order in for the laptops to be updated to the most current software. There will be 20 laptops from Student Success when IT makes them available. Kevin updated the website with additions including the laptops and calculators. Don has made available the tech services webpage including information and updates about policies, procedures, and the latest displays. Leslie will add the chromebook set up information to the site. Please reach out to Don and Leslie for any further information/questions regarding this site (the page is only accessible to faculty and staff).
Little Library Project	Don	Don worked with the Friends of the Library on the “Little Library” project. The Little Library will be added to the Botanical Gardens at the park across from Cuesta. We have recently received the Little Library and will be working on the installation process.

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BOTY Update	Denise	Tickets have been made available for the BOTY Event and half of the tickets have already sold. There has been a lot of interest from the Autism Community. A BOTY libguide was created with extended video clips and information about the author (this can be found under English or Library).
NCC Update	Jessica	One of the CSS (College Success Studies) faculty had created and assignment for her class for the Library orientation. Jessica is working with her to on how to collaborate her assignment and the Library workbook. Donna Bower from ESL is interested in ordering ESL readers and Jessica will be meeting with her regarding this.
Ordering Supplies	Mallory	Mallory will be ordering supplies from Staples Advantage every Monday (the items should arrive by Tuesday or Wednesday of the same week). Please email her with any items you wish to have added onto the list or that you realize are running low in the supply closet. Mallory will also do supply-closet checks on Friday to see if there's anything noticeable to be added to the list for orders.
Chromebooks		There is a Libguide for the chromebook set up which includes information on setting up the chromebooks, logging in, setting up wifi, and options for teaching orientations using chromebooks. Sharon is looking at how other college are using chromebooks to get ideas that may benefit our process. Faculty agreed that it is important to use the survey to see what is successful and what is not for orientations. Jessica is going to create a 10 minutes exercise and Jennifer will add the survey Laurie's information sheet to the chromebook libguide. We will discuss again at the end of the semester.
LIBT Program Course Requirements	Carina	The group discussed revamping the course requirements for those who seek to attain a LIBT Certificate. There is a

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		significantly different in elective qualifications between the LIBT Certificate (9 elective units needed) and the Associates (4 electives units needed). Carina is going to meet up with a smaller group to discuss the different options for this this update.
LIBT Brochures	Carina	The LIBT brochures will need to be updated once the new LIBT Program Course Requirements are decided.
Other	Carina	Cuesta Library and the Public Library are in a partnership for “California Listens” – Which are three minute audio vignettes in a story-telling format about peoples’ lives. There will be a recruiting process for 8 people here and 8 people at the Public Library who wish to participate in the California Listens project. There will be a webform added to the Site that people can use to sign up.