



COUNCIL OF CHIEF LIBRARIANS CALIFORNIA COMMUNITY COLLEGES

MINUTES – Board Meeting, January 31, 2013 & February 1, 2013
Ontario, CA

NOTE: The Board met for the third time with a facilitator on Thursday, January 31 to finalize work on development of a long-term vision statement, goals and action plan. The agenda for that work is attached (see Attachment 1). The work of that day is attached (see Attachment 2) and will be presented at the March Deans & Directors Meeting.

PRESENT: Gregg Atkins, Marie Mestas, Meghan Chen, Dan Crump, Lisa Foley, Tim Karas, Andy Kivel, John Koetzner, Matt Magnusson, Jim Matthews, Kenley Neufeld, Sarah Raley, Choonhee Rhim, Taylor Ruhl, Jean Smith, Mark Stengel.

ABSENT: Johanna Bowen

1.0 Housekeeping

1.1 Welcome – President Neufeld welcomed Board members and called the meeting to order at 9:00am.

1.2 Adoption of the Agenda – The Agenda was approved (Moved by Mark Stengel, seconded by John Koetzner, and passed by unanimous vote).

1.3 Approval of the Minutes of October 11, 2012 – The Minutes were approved with corrections (Meghan Chen not in attendance, corrected spelling of Marie Mestas) (Moved by Mark Stengel, seconded by John Koetzner, and passed by unanimous vote; Meghan Chen abstained).

2.0 Reports

2.2 CCL-EAR (Jean Smith) – see Attachment 3.

3.0 Discussion Items

3.1 Student Engagement Survey (Kenley Neufeld) – President Neufeld reported that LeBaron

Woodyard has chosen to modify the survey data collection process. In brief:

- each campus will be asked to provide a statistically valid sample with valid email addresses; librarians will be the point persons on each campus, and will work with the CIO and IR to provide the sample
- goal is to obtain a 38% response (= 95% confidence rate)
- CCCCCO will distribute to students; survey will use Survey Gizmo
- selected students will first get an introductory email, then receive survey
- slated to be deployed in Spring 2013
- CCL will also send out Woodyard's notice to librarians
- for colleges with no IR person, CCL can provide a list of researchers
- results will be statewide and by individual college

The Board agreed (moved by John Koetzner, seconded by Meghan Chen, and passed with unanimous vote) to cover the cost of survey analysis. Char Booth will be contacted to see if she is willing.

The Board agreed (moved by Mark Stengel, seconded by Meghan Chen, and passed with unanimous vote) to provide four (4) \$250.00 prizes (selected randomly).

The Board requested that Dan Crump contact LeBaron Woodyard to discuss LLRPAC involvement and review.

3.0 Discussion Items, cont'd.

3.2 Annual Data Survey – At the request of LeBaron Woodyard, CCCCO, President Neufeld led the members through a review of the Annual Data Survey questions, and a number of changes, revisions and additions were identified (*see Attachment 4*). These will be recommended for approval by the LLRPAC and the CCCCO.

President Neufeld reported that 6 colleges are left on the not-yet-submitted list, and will be contacted by the CCCCO. The next survey (2012-13) will be sent out in May and due on 8/31/13.

3.3 Deans & Directors Meeting – President Neufeld led Board members through a step-by-step review of the agenda & speakers for the annual Deans & Directors meeting (*see Attachment 5*).

The Board identified 8 roundtable topics for discussion, each to be moderated by a Board member:

- WMS – K. Neufeld
- Accreditation – J. Matthews
- Small college staff issues – L. Foley
- Staff losses/impact –
- Change management – M. Chen
- Library leadership –
- New deans & directors – A. Kivel
- eLibrary – J. Koetznner

2.0 Reports, cont'd.

2.1 President (Kenley Neufeld) – *see Attachment 6*.

2.3 Consortium (Sarah Raley) – *see Attachment 7*.

2.2 Publications (Johanna Bowen) – no report.

2.3 Academic Senate for California Community Colleges (Dan Crump) – *see Attachment 8*.

2.4 Library Learning Resources Programs Advisory Committee (Dan Crump) – no report.

2.5 Financial report (Gregg Atkins) – *see Attachment 9*.

2.6 Membership report (Gregg Atkins) – Executive Director Gregg Atkins reported that 95 colleges had paid 2012-13 memberships to date.

2.7 Regional reports

3.0 Discussion Items, cont'd.

3.5 Schedule May and July Board Meetings (Kenley Neufeld) – President Neufeld noted that

- the election of a new CCL President needed to be held at the March 21, 2013 meeting;
- regional candidates wishing to be considered such notify him and the Executive Director via email; new President begins term at start of July retreat meeting
- recommended that the Board schedule an additional meeting in May to elect Board members and develop the retreat plan
- Board members agreed to meet in **Burbank on Thursday, May 9, 10:30am-3:30pm**
- Board agreed on summer retreat dates of July 18-19, 2013 in San Francisco

3.4 Professional Development TF (Tim Karas) – Tim Karas served as the library community's representative to the Professional Development TF (which was created to work on a couple of the Student Success recommendations). He reviewed the work of the TF and the recommendations which were being sent on into the consultation process (*see Attachment 10*).

3.6 Embedded Librarian ideas – Tabled to next meeting

CCL Board Meeting

January 31, 2012, 11:00 – 5:30
Doubletree Ontario Airport

11:00 – 11:10 Overview: Development of the Draft Strategic Plan
Kenley will review key outcomes from October retreat, the process of refining the draft goals and strategies, and the components of the action plan

11:10 – 12:00 Discussion: Review Feedback from the Field
We will review comments received from CCL members regarding the draft goals and strategies and refine items as needed

12:00 – 12:30 Lunch

12:30 – 2:00 Discussion: Develop Action Steps for Goal A
We'll determine which action steps CCL will take in 2013-14, identify internal benchmarks that will guide how those action steps will be taken, and external outcomes that can be used to determine whether goals were met

2:00 – 3:30 Discussion: Develop Action Steps for Goal B
We'll determine which action steps CCL will take in 2013-14, identify internal benchmarks that will guide how those action steps will be taken, and external outcomes that can be used to determine whether goals were met

3:30 – 3:45 Break

3:45 – 5:15 Discussion: Develop Action Steps for Goal C
We'll determine which action steps CCL will take in 2013-14, identify internal benchmarks that will guide how those action steps will be taken, and external outcomes that can be used to determine whether goals were met

5:15-5:30 Discussion: Next Steps

We'll determine what else is needed to finalize the plan, how tasks will be divided among CCL board members, and how action steps will be developed in future years.

Agenda

11:00-11:10 Welcome

11:10-12:00 Discussion: Review Feedback from the Field

12:00-12:30 Lunch

12:30-2:00 Discussion: Develop Action Steps for

Goal A

2:00-3:30 Discussion: Develop Action Steps for Goal B

3:30-3:45 Break

3:45-5:15 Discussion: Develop Action Steps for Goal B

5:15-5:30 Discussion: Next Steps



COUNCIL OF CHIEF LIBRARIANS RETREAT

January 31, 2013

Meeting Goal

Develop an action plan for 2013-14, based on the strategic plan

Action Plan Components

Action	Benchmark	Outcome
A1: Develop common rubrics, benchmarks, and instruments for measuring student mastery of information literacy	- Tools are developed in concert with ASCCC - Instruments are shared through CCL listserv and ASCCC trainings	20% of CCCs have adopted the common rubric by 6/30/14
B1: Create professional development opportunities that share effective practices among libraries for tying together instruction and library resources	- Host 3 webinars 50 people participate in the webinars	95% of evaluation responses agree or strongly agree that the webinars provided useful tools
C2: Establish a mentoring model that helps librarians to better manage libraries, engage with college leadership, and present data on the value of libraries	- Create the model, including staffing and funding structure - Submit proposals to funders	Funding secured for mentorship program

Rules of the Road

- Don't bite off more than you can chew
- Identify what you want to accomplish with each activity
- Think about how you can reasonably evaluate impact

Action Plan Development

- determine which of the draft actions to undertake
- identify any other actions to take
- develop benchmarks
- determine outcomes

Next Steps

- What else is needed to finalize the plan?
- How will tasks be divided among CCL board members?
- How will you update the plan each year?

Council of Chief Librarians | 2013-14 Action Plan

Action	Benchmark	Outcome
Goal A: Strengthen the capacity of California community college libraries to support student success through the attainment of information literacy		
<i>Strategy A1: Develop consistent mechanisms for teaching and measuring information literacy</i>		
Identify common rubrics, benchmarks, and instruments for measuring student mastery of information literacy	- Engage other stakeholders including ACCJC, ASCCC, CIOs, the CCCCO, and other segments to identify and modify existing tools - Secure CCL member endorsement for a discrete set of tools	Key stakeholders are supportive of the new tools
Create a statewide open access course that teaches information literacy and begin development of an information literacy assessment exam	- Partner with EBSCO to develop content for the course - Engage key stakeholders about the course and exam to build support for these resources - Establish key components of an information literacy assessment exam that students can take after they take the course	- Content for a draft course and exam are finalized - Key stakeholders are supportive of the new tools
<i>Strategy A2: Document the role of libraries and librarians in strengthening student learning outcomes on information literacy</i>		
Aggregate and disseminate data on how libraries and librarians are supporting institutional student learning outcomes on information literacy	Amend the annual data survey to include a question on whether libraries are supporting information literacy with a drop-down list to indicate specific strategies that they are using	CCL has data on how libraries support information literacy
<i>Strategy A3: Develop and promote approaches that embed library resources and services within the curriculum</i>		
No action this year		
Goal B: Leverage access to information and technology tools to support student learning		
<i>Strategy B1: Provide information resources and tools that can help students and faculty navigate the information available to them</i>		
Create professional development opportunities that share effective practices among libraries for tying together instruction and library resources	Host 2 regional workshops and a session at the annual deans and directors meeting on tying together instruction and library resources that are attended by 80 colleges	In a workshop evaluation, 95% of evaluation responses agree or strongly agree that the sessions provided useful tools

Action	Benchmark	Outcome
IF TIME IS AVAILABLE Develop recommendations for information and technology tools that meet common college needs	- Identify major types of information and technology tools or processes - Compile recommendations within these categories - Post recommendations on the website and blast CCL list on a quarterly basis to remind members the resource is there	25% click through rate after resources are posted the first time or 10% increase in web hits once promoted 10% click through rate on subsequent alerts
<i>Strategy B2: Identify technology that can be used to effectively advance student learning</i>		
Promote access to new technologies that provide credible information resources	- Add a blog to the CCL website - Post CCL's PDF newsletter as a blog post	25% click through rate after resources are posted or 10% increase in web hits once promoted
Communicate and respond to new challenges for libraries such as textbooks, copyright issues, and privatization of information	- Recruit members to post one thought piece per semester on information challenges on the blog and post this content to the listserv - As policy issues arise on the listserv and in other parts of the US, develop statements on these issues on behalf of CCL and disseminate them to the Chancellors Office and other statewide entities	- Members submit 3 posts after statements or thought pieces are released - Groups or agencies targeted by the statements acknowledge the issues raised by CCL
Provide leadership to address new opportunities, particularly as libraries move from managing equipment and physical collections to electronic resources and cloud-based technology	- Survey the field regarding the costs and age of the existing ILS models - Evaluate possible cloud-based ILS options, including costs and savings, and develop a recommendation for the CCCCO - Coordinate with the CCCCO regarding funding and the development of an RFP for a statewide ILS	The CCCCO adopts CCL's recommends for a statewide ILS
<i>Strategy B3: Strengthen coordination among libraries to leverage economies of scale</i>		
Broker relationships with vendors to ensure that college information resources support institutional priorities and are	- Provide a review of 5 current and newly available products and features - Attend 5 conferences and	10% click through rate after resources are posted or 10% increase in web hits once promoted

Action	Benchmark	Outcome
appropriately tailored for community colleges	- Interact with vendors - Advocate for 10 products appropriate to community colleges	Members submit 3 posts after reviews are posted
Goal C: Promote libraries as dynamic spaces where students congregate to creatively engage with their peers, information, and instruction		
Strategy C1: Develop library design guidelines and tools to create welcoming and collaborative spaces		
No actions this year		
Strategy C2: Support libraries and librarians in providing a high level of engagement and customer service for the college community		
IF TIME IS AVAILABLE	- Encourage members to coordinate regionally to provide customer service training - Compile customer service resources - Post resources to blog space and listerv	25% click through rate after resources are posted or 10% increase in web hits once promoted
Establish a mentoring model that helps library leaders to better manage libraries, engage with college leadership, and present data on the value of libraries	- Hold a special meal for new librarians at the deans and directors meeting - IF TIME IS AVAILABLE: CCL board members will identify new librarians in their region and secure a CCL member to support them - Engage new librarians regarding what types of training would be valuable and in what format - Create a one-page introduction to CCL that goes out with the membership invoice	50% of new librarians receive support - CCL understands what support would be of value to new librarians - CCL has a 10% increase in dues payments and 90 people attending the deans and directors meeting
C3: Articulate the value of libraries in fostering student completion and institutional accountability		
Revise data collection instruments on libraries to reflect their evolving role and their impact on students	- Develop recommendations for how to amend the annual data survey - Present recommendations to LLRPAC regarding changes to the annual data survey - Assist the CCCCO to conduct the annual data survey	100% of colleges participate in the annual data survey 80% of colleges participate in the student engagement survey - CCL has new resources to inform community college

Action		• IF TIME IS AVAILABLE: Find other state or national projects working on completion and accountability and partner with them (such as ACRL)
Benchmark	the student engagement survey	
Outcome	planning and accreditation	

Council of Chief Librarians | 2014-15 Action Plan

2014-15	Action	Benchmark	Outcome
Goal A: Strengthen the capacity of California community college libraries to support student success through the attainment of information literacy			
<i>Strategy A1: Develop consistent mechanisms for teaching and measuring information literacy</i>			
	Disseminate common rubrics, benchmarks, and instruments for measuring student mastery of information literacy	• Share the tools with ACCJC, ASCCC, CIOs, and other stakeholders • Hold 2 regional workshops and a session at the deans and directors meeting on the tools that are attended by 80 colleges	• ACCJC has adopted the tools • ASCCC has adopted a resolution on the tools • 35% of CCCs have adopted the common rubric by December 2014
	Test a statewide open access course that teaches information literacy and develop an information literacy assessment exam	• Test the course and exam with several pilot colleges • Partner with the CCCCO and other stakeholders to plan implementation of the information literacy exam statewide	• The course and exam have been field tested and modified • CCLC has a plan for deploying the course and exam
<i>Strategy A2: Document the role of libraries and librarians in strengthening information literacy student learning outcomes</i>			
	Disseminate data on how libraries and librarians are supporting institutional student learning outcomes on information literacy	• Prepare analysis on how libraries are supporting information literacy • Disseminate analysis	<i>TBD once activities are determined</i>
	Create a communication and advocacy guide on how libraries can support information literacy	• Create the guide based on the information literacy rubric • Mail and email the guide to all members, post to blog • Hold 2 regional workshops on using the guide that are attended by 50	• In a workshop evaluation, 95% of agree or strongly agree that the sessions provided useful tools • 50% of members report using the communication guide on a follow-up

2014-15	Action	Benchmark	Outcome
Strategy A3: Develop and promote approaches that embed library resources and services within the curriculum			
Create models for building information literacy exercises into commonly-offered courses and offer professional development to faculty on partnering with librarians, supporting critical thinking, and building independent learning in library-based assignments • Gather examples from the field, partnering with CCL and SCIL • Develop a targeted resource listing that is tailored to specific departments, CIDs, and transfer degree curricula • Develop a strategy for engaging faculty on being competent in information competencies • Present the resource listing at professional development activities hosted by faculty and CIOs that reach 40 people • In an online resource evaluation, 95% of users agree or strongly agree that the resource listing is useful • In a workshop evaluation, 95% of evaluation responses agree or strongly agree that the sessions provided useful tools • 50% of colleges report using the resource listing in a follow-up survey			
Goal B: Leverage access to information and technology tools to support student learning			
Strategy B1: Provide information resources and tools that can help students and faculty navigate the information available to them NOTE: THIS WORK MAY BE DONE IN 2013-14 Develop recommendations for which information and technology tools meet common college needs • Identify major types of information and technology tools or processes • Compile recommendations within these categories • Post recommendations on the website and blast CCL list on a quarterly basis to remind them the resource is there • 25% click through rate after resources are posted the first time or 10% increase in web hits once promoted • 10% click through rate on subsequent alerts			
Strategy B2: Identify technology that can be used to effectively advance student learning Promote access to new technologies that provide • Based on results from the student • 25% click through rate after resources			

2014-15	Action	credible information resources	• develop sample and blog posts to market statewide products provided by CCL to students • Develop a sample handout on statewide products provided by CCL that could be shared with faculty • Post resources to the website as a blog entry with a share button and send to the list • Offer an overview of the new tools at the deans and directors meeting	• Members submit 3 posts after statements or thought pieces are released • Groups or agencies targeted by the statements acknowledge the issues raised by CCL	
2014-15	Action	resources	• develop sample engagement survey, Twitter, Facebook, and blog posts to market statewide products provided by CCL to students • Develop a sample handout on statewide products provided by CCL that could be shared with faculty • Post resources to the website as a blog entry with a share button and send to the list • Offer an overview of the new tools at the deans and directors meeting	• Members submit 3 posts after statements or thought pieces are released • Groups or agencies targeted by the statements acknowledge the issues raised by CCL	• Recruit members to post one thought piece per semester on information challenges on the blog and post to the listserv • As policy issues arise on the listserv and in other parts of the US, develop statements on these issues on behalf of CCL and disseminate them to the Chancellors Office and other statewide entities
Strategy B3: Strengthen coordination among libraries to leverage economies of scale					
• Provide a review of 5 current and newly available products and features • Attend 5 conferences with • 10% click through rate after resources are posted or increases in web hits once promoted • Members submit 3					
• Provide a review of 5 current and newly available products and features • Attend 5 conferences with • 10% click through rate after resources are posted or increases in web hits once promoted • Members submit 3					

2014-15	Action	Benchmark	Outcome
	for community colleges	Advocate for 10 vendors to CCs products appropriate	posts after reviews are posted
Goal C: Promote libraries as dynamic spaces where students congregate to creatively engage with their peers, information, and instruction			
Strategy C1: Develop library design guidelines and tools to create welcoming and collaborative spaces			
	Update existing library design standards and guidelines and develop a tool that can be used to inform the physical design of libraries	- Engage the CCCCO on whether to update facilities guidelines - Develop a working group to update standards, taking into account what other segments have done - Vet draft standards with the fields - Introduce new standards to the consultation process - Once finalized, hold a workshops on the new standards	Details TBD
	Identify and promote low and no-cost solutions for library space design and redesign	Details TBD	
	Create a process for evaluating usability of existing library designs	Details TBD	
Strategy C2: Support libraries and librarians in providing a high level of engagement and customer service for the college community			
NOTE: THIS WORK MAY BE DONE IN 2013-14	Disseminate training opportunities for librarians and library staff on customer service and provide workshops on customer service	- Compile resources - Invite members to coordinate for regional provision of this type of training - Post resources to blog space and listerv - Develop training to address needs identified by the field	25% click through rate after resources are posted or 10% increase in web hits once promoted
	Establish a mentoring	Hold a special meal	50% of new

2014-15	Action	model that helps library leaders to better manage libraries, engage with college leadership, and present data on the value of libraries	• for new librarians at the deans and directors meeting • directors meeting CCL board members will identify new librarians in their region and secure a CCL member to support them • Reach out to other entities that provide leadership training (such as ACCCA, CIOs, RP, or public libraries) and learn more about the types of training they are providing • Hold a special meal for new librarians at the deans and directors meeting and alert the members about them • Create an interactive exercise at the deans and directors meeting to identify topics people want to know more about and who has these skillsets within CCL members, then post answers on the listserv and blog • Potentially partner with other entities to provide leadership training (such as ACCCA or public libraries) and develop a librarian-specific component • Potentially develop a half-day session for new librarians at the deans and directors meeting	librarians receive support <i>Other items TBD</i>	Outcome
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2014-15	Action	Benchmark	Outcome
C3: Articulate the value of libraries in fostering student completion and institutional accountability			
	Disseminate data collection on libraries that documents their evolving role and impact on students	• Develop an analysis of the annual data and student engagement surveys • Conduct 2 regional workshops and a session at the deans and directors meeting on the results of the annual data survey that are attended by 80 colleges • Present on the annual data and student engagement surveys to the CIOs, ASCCC, RP Group, and ALA that are attended by 50 people • Find other state or national projects working on completion and accountability and partner with them (such as ACRL)	• In a workshop evaluation, 95% of agree or strongly agree that the sessions provided useful tools • CCL has new resources to inform CCC planning and accreditation

Council of Chief Librarians | California Community Colleges

Board Agenda
Friday, February 1, 2012 | 9:00am - 12:00pm
Ontario Airport Doubletree

1.0	Housekeeping	
	1.1	Welcome
	1.2	Adoption of the Agenda
2.0	Reports	
	2.1	President
	2.2	■ CCCCO ■ TTAC ■ Elections in May CCL-EAR
3.0	2.3	Consortium
	2.4	Publications (Outlook, Directory, and Web)
	2.5	Academic Senate for California Community Colleges
	2.6	Library Learning Resources Program Advisory Committee
	2.7	Financial Report
	2.7	Membership Report
	2.9	Regional Reports
	Discussion Items	
	3.1	Student Engagement Survey
	3.2	Annual Data Survey
4.0	3.3	Deans and Directors Meeting
	3.4	■ Round Table Volunteers
	3.4	Professional Development Task Force
	3.5	Schedule May and July Board Meetings
	4.1	Action Items

CCL-EAR REPORT TO CCL EXECUTIVE BOARD

January 31, 2013

Reviews/previews completed Fall 2012: OVID, GVL, Springer, BIP, Vogue Archive
Reviews pending: VAST academic videos from Alexander Street, ebook package comparison, streaming
video comparison

Vendor questionnaire revised and updated

Ebook collection issues

- Ads
- Purchase option
- Include everything, not just subscribed/purchased
- Ask library to purchase
- Costs – offer or not**
- Purchase or subscribe – different review criteria?
- PDA model (JSTOR 30 views, you buy)
- Survey of members?
- Minimum number of colleges for offer

Vendor presentations for Spring meeting:

- Ebsco/Wilson archival collections
- Proquest archival databases
- eBarry rep to meet with committee

**JSTOR 150-190 books for \$6000; Palgrave 9000 books for \$9000; Springer 29,000 books for \$15,000

Jean Smith, Chair

CCL-EAR

Questions for Vendors

PRODUCT REVIEWS CCL-EAR COMMITTEE

Updated 12/2012

INFORMATION PRODUCT

- What types of content are available in the product? (e.g., articles, monographs, primary sources, video, audio)
- Is the product suitable for most or all community colleges or only for specialized disciplines?

- Title/content lists: Are title lists easily accessed? How are resources counted? Are journals with title changes counted more than once? Are full-text titles counted only for current content? How often are title lists updated?
- How many titles are embargoed? Are embargo dates accurately reflected in the title lists?

- Does content accumulate or is there a rolling file window preventing access to previously available materials?
- Is there overlap in content between this and other products by the same vendor?

- How many or what percentage of titles are in complete full-text? Does the product show results for resources that are not available in full-text? If so, does it direct users to purchase or recommend purchase of the desired information? Can this feature be disabled?
- Are newer versions updated in the product or must they be purchased separately?

- How much of the content is open source? (e.g., from ERIC, Project Gutenberg, DOAJ, etc.)

SEARCH INTERFACE

- Does the product have an administrator module? If so, what features are available? How much customization is supported?
- Does the product allow downloading? Emailing? Printing? Check-outs?

- Is there a citation function? What citation styles are offered? Is citation data compatible with a third-party citation program, e.g., EasyBib, RefWorks, etc.?
- Are there any advertisements on the interface?

- Does printing work from both the browser and the vendor interface?

- Are links to local holdings available? (e.g., Serials Solutions, SFX, Open URL, etc.)
- Does the product have persistent links to content?

- Is the full-text of the articles searchable, e.g., native PDF vs. image file PDF? Are there indexed, controlled subject headings?
- Is there multiple language support in the interface? Is there a translation tool for the resources? Is audio available?

USER SUPPORT

- Is documentation required for successful use of product? Where is it?
- Is online help for users available? Is it context sensitive? How are help requests placed and answered?
- What types of user training are available? Fee or free?
- What types of technical support are available? (e.g. telephone, email, live chat, hours available)
- How does the vendor alert subscribers to changes in the product?
- Is there a vendor or product listserve or user group?

- Are statistics available, and how can they be obtained(e.g., via admin module by customer, or upon request to vendor? Are the statistics Counter Compliant? How far back are statistics archived? Can you provide screen shots of the reports and administration module?

AVAILABILITY/ACCESSIBILITY OF SERVICE

- Is the product ADA/Section 508 compliant? If not, are there plans to become compliant, and if so, what is the timeframe for compliance? Is there a "text-only" version? Is it compatible with screen readers? Do videos have closed captioning, do they have transcripts, or none?
- Does product work well in all browsers including IE, Firefox, Chrome, Safari or Linux-based browsers? Are all versions of browsers supported?
- What are other technical requirements for access and use of the product (e.g., operating systems, memory, connection speed, headphones, specific monitor resolution, software, etc.)? What are the limitations to access and configuration?
- Is remote access available and, if so, what forms of authentication are supported? (e.g., IP, referring URL, username and password, etc.)
- Is the product available on small or mobile media devices such as Smart phones or tablets? Does access on mobile devices require a special app?
- Does product integrate well with standard course management systems (e.g. Blackboard, Moodle, etc.)?

- What subscription or purchase models are offered? e.g., single user, shared, multi-user, unlimited?
- Does the definition of "authorized users" include full and part-time faculty, students, and staff affiliated with the subscribing library as well as walk-in users?
- Is Digital Rights Management in place (DRM)? If so, what are the limits on the resource?
- Is patron-driven acquisition in place? Can it be turned off or on?
- Is there a hosting fee in addition to the purchase or subscription cost? If the product is cancelled, is access available to earlier content to which the library subscribed?
- Does the vendor allow interlibrary loan of subscription content?
- Are MARC records available? If so, fee or free? How does user obtain the MARC records? Can vendor provide sample MARC records?
- Where can the license agreement be accessed?

LICENSING

Annual Data Survey

2010-2011 & 2011-12 Questions Review –

List of Revisions, Deletions, Changes, Additions

#11 -- delete

#12 – delete TTIP and PFE/AACC (from print books);
add Basic Skills and Perkins to all categories

Section 4 / #20 - keep TTIP, and add Basic Skills and Perkins throughout
section

E-books narrative: remove "such as net library and books 24x7"

Print periodicals & microfilm - keep

Keep #22; add a section which captures streaming media services

Personnel

#30 -- modify that it says "check all that apply" "what additional compensation ..."
#39 -- will be reviewed for relevance by LLRPAC – is this even a valid question?
#51 -- add "periodicals"

#53 -- Split the question into two parts

Do you participate in ILL with any institution: yes or no
If yes, —

Add a question: do you have a patron driven acquisition (PDA)?
If yes: Either from a intermediate service such as Proquest or a vendor?
How many ways?

#64 – add "on-site" reference service

Between #65-68: add "Do you provide a 24x7 online reference service.
How many hours per week do you contribute to online reference service?

Add a question: Is your library open when classes are not in session?

Add a question: Does your library have a librarian on duty every hour the library
is open?

ATTACHMENT 5
(2 PAGES)

**Council of Chief Librarians, California Community Colleges
Deans and Directors Meeting and Workshop
March 21-22, 2013
Sacramento Sheraton**

Thursday

8:30am-11:30pm – CCL Executive Board Meeting

12:00pm-1:00pm - Lunch

1:00pm-2:30pm - "User Experience Design for Library Websites" – Aaron Schmidt
What's good about your library website? What could be improved? What's the purpose of a library website, anyway? In this session Schmidt will help sort out these questions by sharing best practices and discussing essential user research techniques that you can use to focus your website on the needs of library users.

2:30-3:30 Keynote - Dr. Peter McDonald, Dean of Library Services at CSU Fresno
What's the state of affairs in CSU libraries in general? What is the CSU approach to information literacy requirements? What is your expectations from CCC students? What is our relationship with COLD.

3:30pm-4:00pm - Brice Harris, Chancellor, California Community Colleges

4:00pm-5:30pm - Round Table Discussions and Report Back

- Technology: eLibrary strategies (John Koetzner)
- Change Management (Meghan Chen)
- Library Leadership (Taylor Ruhl)
- OCLC WorldCat Local and Worldshare Management (Kenley Neufeld)
- Accreditation (Jim Matthews)
- Small College Staffing (Lisa Foley)
- New Deans & Directors (Andy Kivel)
- Consortium (Sarah Raley)

5:30 – Dinner (on your own)

Friday

8:00am-9:00am - Breakfast

9:00am-10:15am - Business Meeting

- Council of Chief Librarians - Kenley Neufeld, President
- Chancellor's Office - Vice-Chancellor Patrick Perry
- Chancellor's Office - LeBaron Woodyard, Dean of Instructional Services
- Academic Senate - Dan Crump

10:30am-11:15am - Presentation "Assessment in Action" - April Cunningham, Saddleback

11:15am-12:00pm Keynote Speaker, K.G. Schneider
University Librarian at Holy Names University in Oakland

12:00pm Lunch

PRESIDENT'S REPORT 2/1/2013

Report to CIO group:

- Discussed CCL's strategic plan work in progress
- CIO suggested CCL liaison to the trustees group for our Goal C Adult Continuing Ed (see governors' report)
- ASCCC - SB 1440 mandates on CID
- Open textbook
- MOOCs - do we want more credit by exam?
- Applying for a basic skills grant
- Curriculum Institute will be in Anaheim, CA, and workshops CTE "doing what matters to the economy" effort - leverage all funding sources (state, private). CCCCO will decide the top ten priorities for regions to give input. Focusing \$16 million to this effort.

Vice-Chancellor Barry Russell's Report to CIOs:

- \$16.9 million for online system to increase access (statewide LMS); the idea is to enable students to decrease time-to-completion.
- Credit by exam - no data who's doing it and what's the process
- Apportionment by completion (possibly a five-year phase-in)
- WASC been asked to break up into three entities
- TMC goals by end of January should be sent to CCCCO (AA-T); a total of 22 including Philosophy and Spanish.
- Basic Skills - working on a grant with ASCCC; does not expect the funding to roll year after year.
- TBA still an audit issue for some campuses

TTAC meeting next week -

Should we turn on downloadable option to old netlibrary ebooks shared collection; EBSCO will not fix this not for at least another 6 months. We could set a 2 day check out time. Colleges have the option to check out books they have purchased on their own but not ours. If a college turns on that option, it is unclear to students whether a book could be downloaded. Board voted to turn on this option for the previous netlibrary shared collections.

Library Publishing Toolkit would like us to post to the listserve asking librarians to contribute. Board asks that I post something on their behalf pointing the librarians to the contact information.

Our products follow the spirit of Section 508 compliance. Librarians. McGraw Hill ADA Section 508 statement is: purchased the service. This affects the transparency of pricing that is so attractive to the from the vendor. Pricing will be based on FTE and number of colleges who have for new orders. Librarians will need to request pricing and I will need to request pricing McGraw Hill – double digit increase for spring – also will not give us a formula to post

new contract this year. As vendors are hearing that community colleges are starting to receive more money as a result of Prop 30, some are suggesting large increases. CQ Press (Sage) is requiring a

I'm getting a quote on moving the order database to interactive on the web. I don't yet know the cost but the database is getting old and we need to do something to make the order process smoother.

I attended ALA midwinter: met with several vendors about ebook options. ProQuest recently acquired EBL – they would like to present to the CCL-EAR committee on options for their new interface and possible collections.

CCL EXEC Meeting – January report
Sarah Raley, Consortium Director

STATEMENT FOR DECEMBER, 2012

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	1,500.00	12,900.00
Consortium	55,000.00	0	29,052.77
Interest	40.00	.70	4.20
Miscellaneous	0	349.50	349.50
CCLC PassThru	0	0	0
TOTAL	68,540.00	1850.20	42,306.47

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Executive Board Retreat	13,000.00	0	8,277.01
Executive Board Meetings	15,000.00	0	7,734.82
President's Travel	6,000.00	0	998.41
Exec. Director Stipend	10,000.00	833.00	4,998.00
Workshops	0	0	0
Annual Meeting	0	0	0
Area Meetings	500.00	0	0
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	0
Website	2,500.00	0	302.75
Supplies/Operations	540.00	0	1,326.21
CCL-EAR Committee	5,000.00	0	0
Databases (Countrywatch)	8,500.00	0	7,369.50
Miscellaneous	500.00	0	0
Tax Preparation	500.00	0	650.00
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
TOTAL	68,540.00	833.00	31,656.70

ACCOUNT BALANCES	SEPT 2012
Savings Beginning Balance	16,642.83
Income	.70
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,643.53
Savings Ending Balance	16,643.53
Checking Beginning Balance	110,442.86
Income	1,849.50
Transfer to Savings	0
Transfer from Savings	0
Expenditure	833.00
Checking Ending Balance	111,459.36
TOTAL	128,102.89

• **GRANTS INCOME AND EXPENDITURE REPORT**
2012-13

STATEMENT FOR DECEMBER, 2012

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	150,000	0	0
TOTAL	150,000	0	0

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Online Resources Acquisition / CCL-EAR	25,000.00	0	2,558.83
New Funding Mechanisms	5,000.00	0	0
Discounted Pricing	0	0	0
Online Vendor Relations & Tech Support	35,000.00	0	0
Professional Development & Training	66,000.00	12,365.64	17,278.39
Policy Development	25,000.00	0	12,991.79
Overhead	15,000.00	0	0
TOTAL	171,000.00	12,365.64	32,829.01

ACCOUNT BALANCES	DEC 2012
Beginning Balance	199,722.15
Income	0
Expenditure	12,365.64
Ending Balance	187,356.51
TOTAL	187,356.51

ATTACHMENT 10 (2 PAGES)

the right to revise as appropriate. The final recommendations would then be taken to Consultation for the formal policy review adoption cycle. The Board of Governors would receive the recommendations after they are reviewed by Consultation.

Timeline for Proposed Recommendations

The dates below are subject to change:

- January 10 – Subcommittees meets
- January 14, 17, and 18 PDC meets in 3 small groups to facilitate better interaction among members
- January 25 – PDC meets as a whole and finalize recommendations
- January 26 through March 8 – PDC members discuss with their constituent groups and provide feedback
- March 11 through 15 – PDC meets to finalize recommendations (date to be determined)
- March 18 - Report with recommendations go to Chancellor and Executive Staff
- April 18 - - - Report with recommendations go to Consultation
- May 6 - Report with recommendations go to the BOG 1st Reading
- July 8 - Report with recommendations go to the BOG 2nd Reading

Proposed Recommendations to the Professional Development Committee

The following are the proposed recommendations being submitted to the Professional Development Committee for discussion and resolution.

- Recommendation #1 – Adopt a California Community College Professional Development Vision Statement
- Recommendation #2 - Change the name of the CCC Flexible Calendar Program to the CCC Professional Development Program
- Recommendation #3 – Require all colleges in the CCC System to participate in the CCC Professional Development Program for a minimum of 5 mandatory days
- Recommendation #4 – Include all employees in the CCC Professional Development Program
- Recommendation #5 – Establish a CCC Professional Development Fund to support local colleges in the planning, coordination and implementation of professional development activities.
- Recommendation #6 – Establish a system-wide Professional Development Advisory Committee to work in conjunction with the Chancellor's Office in providing leadership for professional development in the CCC System.
- Recommendation #7 – Establish a strong leadership role for professional development in the Chancellor's Office
- Recommendation #8 – Establish a professional development virtual resource center through the Chancellor's Office that will enable colleges to access high quality resources easily and cost efficiently.

This is a report on the professional development recommendations that were developed, reviewed, and approved by a select thirty (30) member committee established by the Chancellor of the California Community Colleges (CCC) System. The Professional Development Committee's charter was to develop ideas and strategies to "revitalize and re-envision" professional development in the CCC System. This document summarizes and explains the committee's process and its recommendations. This report is being submitted to the Chancellor's Office for consideration in the formal policy development process.

Recommendations to "Revitalize and Re-envision" Professional Development in the California Community Colleges

Report on the California Community Colleges Student Success Initiative Professional Development Committee Recommendations

March 2013

