Council of Chief Librarians Executive Board Meeting, October 19-20, 2017
Westin Sacramento, 4800 Riverside Blvd., Sacramento, CA

Minutes
Thursday, October 19, 2017 and
Friday, October 20, 2017

ATTENDANCE - Board Members:

Doug Achterman, Daryl Swarm [Friday only], Evelyn Lord, Leslie Tirapelle, Mary-Catherine Oxford, Will Breitbach, Carol Hutte, Van Rider, Marlene Forney, John Taylor, Susan Hines, Pearl Ly

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wiser, Brian Greene, Norman Buchwald, Dan Crump

ABSENT – Board Members:

Meghan Chen, Alicia Virtue

ATTENDANCE – Guests

Julie Bruno (ASCCC President, Thursday only), David Weiner (Biscuit Technology)

Lunch & brief activity Noon-1:00

Housekeeping

1.0   Approval of July Retreat and Meeting minutes

The July retreat and meeting minutes were approved by consensus with minor cleanup.

Adoption of agenda

The agenda was adopted by consensus.

2.0 Committee work

2.1 Library services platform RFP update

CCL will use the term Library Services Platform (LSP) instead of ILS or LMS. LMS is used by CSU, but may be confused with learning management system.

A budget for the LSP has been allocated but is not yet available to the CCC Tech Center.

Amy Carbonaro (CCC Technology Center, Butte-Glenn) has been assigned as the lead to work with us. She will help us hire a consultant to help with the RFP. She has also provided an environmental scan draft that we can use to survey CCC libraries.

Gregg shared a plan for year-one to assemble a work team, hire a consultant in January or February, develop an RFP and identify a vendor by June 30, 2018. The consultant will provide guidance on an RFP process to the workgroup. As an example of a possible process, the CCC learning management system selection process (used for Canvas) identified 25 pilot colleges that were involved in developing their RFP. We have 30 months to spend the money, but the clock won't start ticking until the money is released to the CCC Tech Center.

In addition to CCL Outlook communications, CCL may offer virtual or face-to-face Q&A sessions for CCC libraries.

CCL will request that each college to identify one contact person.

1:00-1:15

2.2 Begin committee work: Communications, Advocacy, Leadership and Professional Development 1:15-2:30

3.0: Discussion

3.1 Julie Bruno, President Academic Senate for California Community Colleges (ASCCC)

ASCCC President Julie Bruno answered questions and spoke about the current climate for the academic senate. Governance is very challenging right now. There are lots of changes in the Chancellor's Office, including many retirements. Across the state, there appears to be an ongoing lack of consultation. The ASCCC is trying to make sure they have representation in the conversations they need to be in. Guided Pathways is moving fast.

AB 705 is about multiple measures. It requires colleges to use high-school transcripts and maximize the possibility of reaching transfer level in one year.

The environment is highly politicized. The legislature is involved.

There is a new position at the Chancellor's Office: Vice Chancellor of Workforce and Digital Futures.

50% Law: There is a regulations work-group formed under the previous Chancellor Brice Harris that has been discussing the FON and the 50% Law. The work group drafted a white paper with ideas that was presented at the March BOG meeting and received a good

reception. The work group will be reconvening soon. Instruction has changed since the 50% law was implemented in 1961. The 50% law was inherited from K-12.

Julie Bruno discussed the ASCCC paper: *Standards of Practice for CCC Library Faculty and Programs*. The principles of the paper still stand, but there is room for a <u>companion paper</u> that could address changes since the paper was approved.

The group discussed an idea for a resolution for ASCCC: Include library faculty in cross-functional teams that are developing guided pathways at colleges.

CCL could author a Rostrum article that addresses the critical role of libraries on campus and the importance of libraries in guided pathways and other student success initiatives.

There is also the possibility of a white paper on the involvement of libraries in guided pathways

There could be a role for a CCL liaison with ASCCC Liaison. Liaisons can provide a written or oral report at ASCCC Executive Committee meetings. Julie will bring a proposal to the ASCCC December Executive Committee agenda.

FLOW (Flexible Learning Options for Workers) is the CCC response to the governor's request for an online college. ASCCC was the only constituent asked to appoint representatives. There are concerns that this may not be the best learning approach for the population of students identified under FLOW. Such an option could also cannibalize our colleges. A consultant from NCHEMS was hired to guide the group and there is concern that there may be predetermined recommendations. There is also discussion about suspending regulations to support the initiative.

There is a possibility for CCL to develop breakout session for the ASCCC Curriculum Institute and Accreditation Institute.

CCL could recruit a librarian to run for ASCCC executive committee.

CCL will be heavily involved in the coming months in the Library Services Platform (LSP) implementation. CCL will also be involved in providing professional development in association with the implementation, but also integration of information literacy in the curriculum. IEPI has a professional development arm. They have funded leadership efforts that transcend groups (e.g. groups like CCL and ASCCC). There could be a possibility for a partnership to provide professional development.

Cross-functional teams could help to ensure that a library voice (and other excluded voices) are heard. A suggestion for equity conversation at the start of meetings: Who is not here?

ASCCC is looking at regulations that create barriers for students. P3 (Process, Policy and Procedures) is a workgroup that is similarly looking at barriers. CCL is interested in

looking at language in the Education Code regarding library staffing. CCL could craft language with arguments.

3.2 Debrief of afternoon, including discussion with Julie Bruno

TAKE-AWAYS AND PRIORITIZATION

Each board member offered a takeaway from the discussion with ASCCC President Julie Bruno:

Connect to IEPI for professional development opportunities (best practices for integrating information literacy into the curriculum).
ACTION: Pearl will follow up with Darryl on way to move forward on this.

There is a need for updating the Education Code to strengthen libraries.

Libraries are not always in isolation. It helps to be part of different groups. We will become more effective. It feels empowering

CCL has connections with each other and with other organizations and that is part of our power.

Library advocacy can influence administrative perspectives.

Information literacy is part of many college GE and Institutional Outcomes.

There is a need for a companion piece to update the ASCCC paper:

Rostrum article on value of libraries for student success

Create a document with explicit message: libraries contribute to student success. Contextualize the document for local Guided Pathways approaches. Need to be associated with other groups like CIOs or ASCCC.

Promote librarians as researchers with technology tools.

Recruit a librarian to run for ASCCC executive committee.

Identify a CCL liaison for ASCCC.

Governor Brown's online college concept is concerning.

2:30-4:30

4:30-4:45

Agenda for Friday, October 20, 2017

Breakfast   7:30-8:30

4.0 Continue committee work   8:30-10:00

Committees met at 8:30 then came together at 9:45 to review work from the committee meetings.

Break   10:00-10:10
4.1 Report out from each committee. Identify action items for afternoon
•   Advocacy

The Advocacy Committee used its time to review the take-aways from Thursday's meeting with Julie Bruno. ASCCC has a plenary session coming up in early November and there is an opportunity for the academic senate to consider resolutions that will address some of the issues discussed on Thursday. The Committee came up with the following action items:

Resolution for ASCCC: Include library faculty in cross-functional teams that are developing guided pathways at colleges in campus-wide and state-wide student success initiatives.
ACTION: Evelyn will draft a resolution and send to Doug]

Combine two ideas: 1) CCL could author a Rostrum article on critical role of libraries on campus and 2) White Paper possibility on involvement of libraries in pathways. Committee decided to start with a Rostrum article that could possibly evolve to a white paper.]
ACTION: Doug will follow up by drafting Rostrum article.

Update Education Code to strengthen libraries.
ACTION: Advocacy Committee will craft language and share with board. [Review Title 5 sections pertaining to libraries; share with board and CCC libraries; identify areas for change—Dan and Gregg will review and come up with some recommendations for moving forward]

Information literacy is part of many college GE and Institutional Outcomes. Draft a resolution on ASCCC that urges inclusion of information literacy as an institutional outcome.
ACTION: John will draft resolution.]

An ASCCC white paper companion piece would be useful. [Notes on Resolution: whereas excellence of paper; datedness; change in CCC technology and structures; beneficial to libraries ability to support student success initiatives ; RESOLVED: senate update the TITLE OF PAPER (s) AND evaluate current environment; ask Julie for guidance on RESOLVE statement] {Include links to papers in resolution}

ACTION: Dan will draft resolution, including following up with Julie on guidance for resolve statement language.

Recruit a librarian to run for ASCCC executive committee.
ACTION: Step 1) Dan will check with Stephanie Curry; Step 2) Identify librarians who are senate presidents or in senate leadership—send email or ask Julie.

Identify a liaison for ASCCC.
ACTION: Van will do this. Dan can be backup.

•   Leadership & Professional Development

Leadership 101

Deans and Directors
     Value of Academic Libraries: Megan Oakleaf
     Pasadena Guided Pathways Work: Catherine McGuire and Sheila Latrilli
     Library's Role in OER
     Regional meeting @ Deans and Directors
        Discussion: Should it be more structured? Use it as a bonding opportunity.
        Make it task oriented. Use it for information gathering.
     Website activity
     Z-Degree?
     Strong Workforce?

Spring Workshop Ideas
     LSP (Library Services Platform) workshops – should we approach this online?
     ACTION: Get advice from Consultant we hire on best way to approach this.
     Explore further in January for broad-based community outreach.
     Canvas workshop
     OER Workshop

Leadership Scholarship: Pearl reported that a committee to review applications is in place. The call for applications will be released soon with a late January deadline.

Leslie distributed the ACRL Framework workshop materials. We may consider a follow-up for next fall.

•   Communications   10:10-11:10

David Weiner from Biscuit Technologies, the website designer, was in attendance. James unveiled the new website. Libraries can send high-resolution photos to display on the website to Brian Greene. The library features a new CCL logo (designed by David). The directory includes a clickable map and search box. Directory information from the old website has been self-reported. The new website has some information gathered from the annual data survey. In the current draft version, there are committee websites but this doesn't make sense organizationally from a user perspective and we need to rethink how we guide users to this content. There is a recommendation to change the URL to: cclibrarians.org. CCL would purchase two URLs, one with 3 C's and one with 2 C's. There would be redirects.

ACTION: Will and Evelyn will help Communications Committee review what directory information to include. Meeting Wednesday @ 1 pm.

There is a recommendation to use Basecamp for board communications instead of the ccl-board list. One idea is to create three new interactive email lists: 1) designated leaders 2) anyone who signs up 3) replacement for CCC-EAR. There is also a suggestion to merge 1 and 2 to create one list since current list is used by all librarians anyway.

ACTION: Committee will finesse recommendation based on discussion and come up with new names for email lists.

5.0 Discussion items

5.1 OER Discussion (Susan Hines, Mary-Catherine Oxford)

Susan and Mary-Catherine reported that there is an OER (Open Educational Resources) certification offered through Creative Commons that allows an individual to be a campus (and possibly regional) resource. This person also is able to assess material. ACRL is working with the University of Minnesota to create a bootcamp for librarians on OER. The bootcamp would start running as early as October 2018. Pasadena City College was accepted as an OpenStax college. Twenty new ZTC implementation grants are underway. Z-Degree materials will be hosted on the Professional Learning Network website. San Jose City College Library is maintaining links for zero-cost textbooks and offering a review process for zero-cost textbooks at the college. There is now an ACRL-CJCLS OER Task Force dedicated to community colleges working with OER. There is also an ASCCC task force on OER.

Susan and Mary-Catherine developed a list of possible CCL contributions. One suggestion is to create an OER area on the CCL website. We should use "affordable textbook" as our terminology and include definitions. Some colleges are designating low-cost courses with icons.

ACTION: Susan will create a folder in Basecamp for OER which Leslie, Susan and Mary-Catherine will populate with documents and links of interest.

ACTION: Susan will contact College of the Canyons rep to get the SIS information.

ACTION: Communications and Leadership and Professional Development Committees will coordinate to develop content and placement of OER information on the CCL website.

11:10-11:30

5.2 Budget (Gregg Atkins)   11:30-12:00

Gregg shared a budget report. Income is down, but Gregg expects that we can manage through the rest of the year without adjusting the spending plan for this year. He has found ways to save funds with hotels. Additionally, board members can save money by purchasing airline tickets well in advance of meetings.

Lunch 12:00-12:45

6.0 Reports

6.1 President's Report

1. Strategic plan updates (in packet for review and comment)
   On hold.
2. Area Rep responsibilities revision (in packet for review and comment)
   On hold.
3. Library services platform RFP

   The board reviewed and provided feedback on a job description for the RFP Consultant and the Environmental Scan survey developed by Amy Carbonaro.

4. Guided Pathways Professional Learning Opportunity

   Santa Barbara and Cabrillo librarians provided a proposal for a Guided Pathways workshop at Santa Barbara the day before a planned Unconference in April. The board recommends that we use this as our spring workshop and either use two more accessible colleges or a more traditional hotel locale. Doug will check with the librarians who made the proposal to see if they agree.

   ACTION: Doug will check with the librarians who made Guided Pathways proposal to see if they are willing to change the location and include a northern workshop.

5. Innovation Grants
   On hold.

12:45-1:15

6.15 TTAC

Gregg attended the last meeting. Everything is in flux due to changes at the State Chancellor's Office.

6.2 Academic Senate (Dan Crump)   1:15-1:25

6.3 Library and Learning Resources Programs Advisory Committee (Dan Crump, Van Rider)
        1:25-1:35

Dan reported that the group reviewed and updated the goals. Dan was elected chair.   At the last meeting they discussed suggested dates for the annual data report deadline. Title 5 requires a report on the state of libraries every year on August 1. It may be possible to change this date. They are considering changing the annual survey dates to: April 15 – October 31. Also, they want to rewrite the survey to align with IPEDS, etc. There is an idea to use the LibInsight tool (already used by IPEDS) as a statewide tool to be purchased for the CCC libraries to use.

ACTION: A group will work on developing the LibInsight idea for an agenda item at the January board meeting (John, Pearl, Gregg, Van, Dan and Leslie).

6.4 Online Education Initiative (Alicia Virtue)   1:35-1:40

No report.

6.5 Consortium Director (James Wiser)   1:40-1:50

James provided a report on consortium offers and updates.

6.6 CCL-EAR (Norman Buchwald)   1:50-2:00

Norman reported on CCL-EAR. Films on Demand is not doing closed captioning as promised. ProQuest Central has a lot of dated books.

6.7 Publications (Brian Greene)   2:00-2:10

Brian reported that he has mostly been focusing on the website in his short tenure. The passing of the torch from Johanna went well thanks to her warm and helpful assistance.

7.0 Action Items:

7.1 Rep Area Realignment

Leslie reported on feedback on questions regarding possible realignment of CCL regions.

Move Porterville to East Central Region
Move Victor Valley to Desert Region
Move Citrus to Los Angeles Region

MOTION (Will/Carol): The board approved these three moves to realign regions. APPROVED

7.2 Approval of budget

MOTION (Mary-Catherine, Pearl): Approve budget. APROVED.

2:10-2:20
2:20-2:25

8.0 Wrap up

8.1 Bulleted list for reps

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Council of Chief Librarians Board Meeting
Meeting Highlights – October 2017

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- Academic Senate for California Community Colleges (ASCCC) President Julie Bruno met with CCL Board – discussed specific resolutions under consideration and possibilities for further collaboration
- Look for library resolutions at the November ASCCC plenary sessions
- Library Services Platform RFP: Next Steps and Consultant hire; task force to continue working with CCC Technology Center
- Coming December 1: New CCL website; merge of CCL and Consortium web site that is mobile responsive, WCAG compliant, and interactive
- Coming December 1: New CCL emailing lists, including one for all California Community College librarians
- Library Management 101 – Professional Development for Dean's & Director's Meeting in March
- Brian Greene is the new Communications Manager
- CCL Regional Realignment:
  Porterville to East Central Region
  Victor Valley to Desert Region
  Citrus to Los Angeles Region
- Watch for CCL Leadership Scholarship Announcement

8.2 Debrief and   2:30-3:00

There is a recommendation to include this topic on the next agenda: Peter Hepburn is running for ALA President.
ACTION: Agenda item for January 2018 should include discussion on ALA election.

Minutes Submitted by Secretary Evelyn Lord, October 27, 2017

BUDGET REPORT
COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **DRAFT BUDGET PROPOSAL for 2017 - 2018**

INCOME	
Leadership Grant (CCCCO)	101,386.00
Membership	15,000.00
League & Misc	118,382.00
TOTAL	**234,768.00**

	2016-17 Budget Plan	**2017-18 Proposed**
Development of Statewide ILS	*5,000.00*	*10,000.00*
Funding Mechanisms for ILS	*0*	*0*
EBSCO Support	*22,000.00*	*26,500.00*
CCL-EAR Meetings	18,500.00	23,000.00
CCL-EAR Grants	3,500.00	3,500.00
Professional Development & Training	*80,000.00*	*95,000.00*
D & D Mtg	45,000.00	60,000.00
Workshops	20,000.00	20,000.00
Area Meetings	3,500.00	3,500.00
Special Leadership Proj	11,500.00	11,500.00
Info Comp Project	0	0
Policy Development	*47,500.00*	*50,000.00*
Board Retreat	17,500.00	20,000.00
Board Meetings	30,000.00	30,000.00
External CCC Group Collaboration *President's Travel*	*4,000.00*	*5,000.00*
		5,000.00
Operational Support for Leadership Activities	*44,850.00*	*53,263.00*
Exec Director Salary	10,000.00	18,000.00
Publications Stipends	3,000.00	5,000.00
Website & Outlook	5,000.00	2,500.00
Supplies & Operations	1,000.00	1,413.00
Databases	8,500.00	8,750.00
Tax Prep	750.00	850.00
Data Survey Analysis	5,000.00	5,000.00
Insurance	1,600.00	1,750.00
Misc/Other Projects	10,000.00	10,000.00
TOTAL	*203,350.00*	**234,768.00**