

LLC Meeting Agenda**

Winter 2024 | online via Zoom

**agenda may change automatically as needed

Thursday, March 14, 2024

Online Meeting Information/Link

Provider: Zoom

Link: <https://us02web.zoom.us/j/89959550410>

Meeting ID: 899 5955 0410

Please Sign-in

- [LLC Meeting Attendance](#)

Meeting Goals:

1. Welcome new LLC members
2. Finalize the 2023-2025 LLC work plan goals, aligned with the IC work plan
3. Get the [Library Contact list](#) updated for the LLC Treasurer

PRE-MEETING email notice (GERIE)

- Can't make the meeting? [Please add your campus update.](#)
- AND update your [Library Contact List](#) information.
- Review the [Standing Reports](#)
 - + Crosswalk: see 12:55pm draft library rubric agenda item
 - + Instruction Commission report from Greg Bem
 - + Library contact list (please verify your school information)
 - + SBCTC update
 - + WACTCLC treasurer
 - + WSL report from Mike Buschman
- Review [Fall 2023 LLC meeting draft minutes for approval at 1:30pm](#)
- Reminder: [LLC web page](#) has future meeting dates, links to past meetings

AGENDA

Reminder: All times and topics are subject to change (before your very eyes).

11:30 AM (30) SET UP, SIGN-IN

- Please Sign-in
 - [LLC Meeting Attendance](#)
- Please add your “[Around the LLC Table Updates](#)”
- Meeting Guidelines determined by LLC [Bylaws](#)

12:00 PM (15) CALL TO ORDER [start recording]

- Establish Quorum 21/34
- Establish Quorum (*remove one*)
 - **Quorum established**
 - **Quorum not established**

Total attendance: 21
- Acknowledgements & Statements
 - [Land and Labor Acknowledgements](#) (Gerie/LLC)
- Overview of Today's Agenda
- Announcements:

eLC has an Open Educational Resources (OER) workgroup that is looking for LLC members to collaborate. Email gventura@highline.edu if interested.

Happy birthday, Greg Bem!

[Celebrate Pi Day today!](#) Are you eating pie right now?

- Welcome to new LLC members!

12:10 PM Ice Breaker Question (45) around the table

Full name, Title, School

Please share a library-related question or problem (Ideas: Accreditation, IPEDS, Managing Staff, Budget Cuts, Library Space)

12:50 PM Report: Draft Library rubric (two sheets) for Baccalaureate Programs

(Christie, Howard, Greg, Jacquelyn, Julie) Email cflynn@pierce.ctc.edu with feedback. Draft going to the Baccalaureate Leadership Council ([BLC](#)) next month.

Old library rubric [library-rubric-for-bas-degrees.pdf \(sbctc.edu\)](#)

Link to existing baccalaureate programs and bachelor's approval process
[Current Bachelor's Degree Programs | SBCTC](#)

Link to new rubric (focus on sheet two) [NWCCU Libr Stand's CrosswalkforLLC.xlsx - Google Sheets](#)

Send feedback on the DRAFT Baccalaureate Library Rubric to cflynn@pierce.ctc.edu by 3/22/24

1:09 PM 15 minute BREAK [pause recording]

1:25 PM (5) Approve draft Fall Quarter Meeting Minutes

1:28 PM (5) Report on progress with the LibKey project (Carleigh Hill)

1:40 PM Refining the 2023-2025 LLC Work Plan activities together (30)

Upon reflecting on the Work Plan conversation at the Fall LLC meeting and discussions with the LLC Executive Team, it appears that LLC members have a diversity of interests:

- ***Information Literacy and Artificial Intelligence*** (IL and AI)
- ***Accessibility and equity in resource access*** (electronic databases)
- ***Building community in LLC***, like CLAMS in days gone by, building connections
(shore up structures for librarians to collaborate across the state)
- ***Equity, Diversity, and Inclusion (EDI) Training*** & a Continued LLC Learning Plan

- These are the 4 themes that we see. Are these ok or should we pare our work plan down to one or two topics?
(Timeframe: March 2024 - June 2025)
- We're looking for topics that we have a shared commitment to work on, together.
- There needs to be a collective consensus.

Guiding principles: keep it focused, look at impact

1. Choose the small group Zoom breakout room that interests you/aligns with your work.
2. [For 30 minutes, discuss one of these 3 work plan goals. Refer to this worksheet. The notetaker should type into it.](#)
 - **Information Literacy and Artificial Intelligence** (IL and AI)
 - **Accessibility and equity in resource access** (electronic databases)
 - **Building community in LLC**, (like CLAMS in the past), building connections. Shore up structures for our librarians to collaborate across the state

3. Small Group Discussion prompts:

(Timeframe: March 2024 - June 2025)

- What activities will you work on for this goal?
- Are those activities doable?
- What are the deliverables for your group?
- Is the group work focused?
- Imagine/Dream: Can SBCTC or WACTCLC assist? How?
- How will this work be assessed?
- Is the topic and the activities [connected to the IC work plan](#)?
- What is the impact on our individual workload?
- What is the impact on our campuses?

2:10 PM (30) Small groups report out

(Please take a break as needed)

2:40 PM (10) Discussion: IPEDS has announced “the planned elimination of the Academic Libraries (AL) survey beginning in the 2025-26 administration”. The public comment period is currently open until May 3, 2024.

2:50 PM (10) Jamboard meeting feedback:
what worked/didn't work in this meeting?

Look at the Fall Meeting Parking Lot. Which topics shall we discuss at the Spring LLC meeting?

3:00 PM Adjourn for the day [stop recording]

Upcoming Meetings

Quarter	Dates	Location	Notes
Winter 2024	March 14	Virtual	We haven't updated our Bylaws since 2018. Is it time?
Spring 2024	May 9 & 10	Yakima Valley College/Hybrid	Slate of 2024/2025 officers presented; election
Summer 2024	July 31 - August 1	Grays Harbor College/Hybrid	Joint meeting with eLC
Fall 2024	TBA		2023: week 7
Winter 2025	TBA		Week 10
Spring 2025	TBA		Week 6

SPRING MEETING PARKING LOT

What data do we agree to collect

ACTION ITEMS

Recent LLC Work Groups:

- Equity, Diversity, and Inclusion (They provided professional development at meetings last year. We read readings and discussed them.)
- Information Literacy
- Open Educational Resources

FALL 2023 MEETING PARKING LOT

1. Explore the topic of a Living Wage for the LAPP series (Daniel T.)
2. Have a published standard for the definition of an FTE (Carleigh)
3. Revisit the State of Information Literacy in the system
4. Connect with the LTCA
5. ~~BLC Rubric Workgroup (Christie, Julie N., Jacquelyn, Cle, Greg, Howard) to update rubric and report out during Spring 2024 Meeting? Done 03/14/24~~
6. Add discussion regarding common library accreditation standards to future meeting? Maybe tie in library assessment? Invite a guest speaker from NWCCU?

ACTION ITEMS

Spring meeting: discuss VPATs for 1 hour

Form groups

Figure out workplan and timeline for the group

Use the listserv

SURVEY

Send out a summary of the 3 areas to all librarians

Quick sign up form to invite

Send out the goals and gather interest

ICEBREAKER/LIBRARY QUESTIONS AND PROBLEMS

*Relationship b/w public and academic library? Influx of community usersXXX

CHANGES

Keeping morale up/g
Improving the vibe of the L
Building

~~IPEDS elimination?~~ XX will discuss in this meeting today 03.14.24

TECHNOLOGY

*IT that doesn't understand database support/need for patience
Laptops purchased w covid-era money, no replenishment plan
*Facilities/patience (deferred maintenance)
*Breaking down barriers/lending laptops/adding an appeals process (LWT): no holds on student registration

JUGGLING TASKS/MANY HATS

How staffing with low staffing
Unable to fill open positions
Too many things
Not enough budget

ACCREDITATION

*Accreditation year 6 written report due next year;
*Policies and procedures for accreditation LC/

*Changes in L leadership models: shift

UDL/library design changes

*Moving for 2 years
*Looking at space changes

- *How to amplify our voices in the system (Michael Brown)

- *Rewriting documentation to be explicitly anti-racist

VALUE of LIBRARIANS/LIBRARY WORK

Invisible work

- *Ways to promote the value of librarianship/embed L in pathways

- *Measuring instruction (the value of being embedded, how we measure those things, librarians working hard, lifting up that work)