

LLC Meeting Agenda

Quarter: Fall Year: 2024 | Location: Community Colleges of Spokane

Dates: October 23 and 24

[Meeting Location Addresses, Maps, Parking Permit Information](#)

Day 1 Meeting Information & Zoom Link

Time: 9:00am - 3:45pm

Meeting Room: [Spokane Community College](#), Library Building 16, Room 185 (Learning Resource Center) – [see building MAP](#)

Zoom Link: <https://us02web.zoom.us/j/83153256401>

Wifi: GuestNet

username: CCS_Guest@CCS

password: Mast3rOfPupp3ts

Meals: Breakfast, Lunch

8:30 a.m. Arrival (30)

- Please Sign-in on the Attendance Form: [LLC attendance form](#)
- Please add your to [LLC](#) College Updates
- Meeting Guidelines determined by our [Bylaws](#)
- Add your [SHOUT OUTS](#)
- Grab some light breakfast and coffee

9:00 a.m. (30) CALL TO ORDER

- Establish Quorum: [Quorum established/Not established](#)
- College leadership welcome
- Land Acknowledgement - Moment of Silence -
 - [How to Make a Land Acknowledgement](#)
 - [Land and Labor Acknowledgements](#) (courtesy of LLC)
- Overview of Today's Agenda

- Announcements
 - Housekeeping items (food orders, after-meeting plans, etc.)

9:30 a.m. Extended Around-the Table (45)

- Introductions of new folks
- For everyone, questions to consider and speak to*:
 - What's the most exciting thing you're working on?
 - What brings you joy right now?
 - What is the thing (or things) most within your "wheelhouse" or expertise?

*Your responses *can* be work-related, but they don't *have* to be!

10:15 a.m. Break (15)

10:30 a.m. Clarifying our Work Plan (15)

10:45 a.m. Welcome to Spokane Community Colleges; Vice President of Instruction, Jaclyn Jacot (15)

11:00 a.m. LLC Work Plan (25)

Two breakout groups:

- AI Policy (online attendees)
Deliverable:
- Title II and CC library compliance (in person attendees)
Deliverables:
 1. Develop a model procurement policy to provide standard language to vendors for use at individual colleges; to put the onus on them to deliver accessible resources
 2. Model language/adapting Clark College, communicating w database vendors (partnerships)

Table to Winter meeting whole LLC discussion:
–Supporting the work of our faculty librarians/CLAWS

11:35 a.m. Let's Learn with Carleigh Hill from WACTCLC (23)

Slides  LLC Fall 2024

12:00 Lunch (60)

1:00 p.m. State Board & WSL Q&A/Share Outs (45)

☐ SBCTC update - Fall 2024

1:45 p.m. Morning Work Group Share Outs (15)

From the AI Policy and Title II groups that met virtually and in-person, respectively:

- AI Policy – We are not sure there is a need for a specific AI Policy at this time. Many issues, such as academic integrity or intellectual property, are addressed in those respective policy statements and would be redundant in any AI/technology specific policy. We're suggesting a functional approach to policy as opposed to policy addressing specific technology. Perhaps the deliverable is a review of current policy or sample syllabi statements. We get a sense there might be a greater need for teaching and learning at this time? Perhaps sharable canvas modules or lessons?

We recognize that many of our tools have embedded AI and have for years. Colleges are addressing the AI issue at various levels with some college presidents initiating programs and some colleges are evolving an approach from front line employees. For example, Edmonds president supported the development of an AI Learning Hub for the wider Snohomish County community to learn about the tools. As has occurred at other campuses Edmonds developed sample Syllabi statements, campus learning sessions, and an AI learning module was incorporated in the college first year experience course.

We know other councils have AI interest- or working groups, eg, eLC. LLC liaisons might look for common areas of interest and synergies for future collaboration.

LLC members in this work group: Karen Diller; Claire Murata; Leslie Potter-Henderson; Dawn Hawley; and Howard Fuller.

- Title II
 - Two deliverables:
 - Develop a model procurement policy to provide standard language to vendors for use at individual colleges; to put the onus on them to deliver accessible resources
 -

2:00 p.m. Continued Conversation on the Library Role in Accreditation (45)

- What are our experiences so far with accreditation?
- How would we like to see ourselves evaluated?

- What artifacts and narratives should we provide?

2:45 p.m. Break (15)

3:05 p.m. Council and Commission Reports (10)

■ [Articulation and Transfer Council \(ATC\)](#)

Official Representative: Erin Smith, Spokane Colleges

- Next meeting is beginning of Nov.

■ [Baccalaureate Leadership Council \(BLC\)](#)

Official Representatives:

Dawn Lowe-Wincentsen, Executive Director of Learning Resources, Shoreline Community College

- Building working groups for the upcoming year
- Moved to align meetings with WEC
- Doing research on a quality framework; presentation on this

■ [Council for Accessible Technology Oversight \(CATO\)](#)

Official Representative:

Jeannie Henkle, Director of Library and Learning Support Services; Wenatchee Valley College

■ [Council for Basic Skills \(CBS\)](#)

Official Representative: Vacant

■ EdTech Advisory Group (ETAG)

Official Representatives:

Howard Fuller, Library Director, Whatcom Community College

Dawn Hawley, Director of Library Services & eLearning; Bellingham Technical College

Leslie Potter-Henderson, Director, Library & Media Services; Yakima Valley College

■ [eLearning Council \(ELC\)](#)

Official Representative:

Dawn Hawley, Director of Library Services & eLearning; Bellingham Technical College

- [Instruction Commission \(IC\)](#)

Official Representative:

Gerie Ventura

- Ideally, Gerie would like to be able to summarize what we talked about at this meeting

- [Information Technology Commission \(ITC\)](#)

Official Representative:

Leslie Potter-Henderson, Director, Library & Media Services; Yakima Valley College

- Carleigh Hill attends as she's able

+ Carleigh Hill, Library Consortium Services Manager, WACTCLC**

- [Library Council of Washington](#)

Official Representative:

Lynn Kanne, Dean, LEED; Seattle Central College

- Seeking new LLC rep for this! Lynn's tenure ended with the last meeting. State Librarian selects the

- [Statewide Database Licensing](#) project, Washington State Library
Carleigh Hill, Library Consortium Services Manager, WACTCLC**

**Not an LLC member

3:15 Supporting LCTA as a Council (30)

- Guest Lyall Rudenskjold, Highline College, representative of LCTA

3:45pm Wrap Up and Housekeeping for Tomorrow (15 Mins)

4:00 p.m. Adjourn for the day!

OPTIONAL 5:30pm Dinner reservation:

Saranac Public House

10 minute drive from the SCC campus

21 West Main Ave
Spokane, WA 99201
(509) 473-9455

Day 2 Meeting Information & Zoom Link

Time: 9:00 a.m. - 1:00 p.m.

Meeting Room: [Spokane Falls Community College](#), Building 2 Library Room 211

Zoom Link: <https://us02web.zoom.us/j/83153256401>

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9:12 a.m. LLC Business Items (69)

- [Website move](#)
- [Treasurer's update](#)
- Bylaws review team recruitment
- Future meetings
 - dates and hosting
 - action items
- 9:40am Open agenda items

10:21 a.m. Break (15)**10:36 a.m. eRate and Community College Libraries (24)**

- LLC chair-elect Cle Roseboro takes us through how community college libraries can take advantage of the [eRate program](#)

11:00 am Project EMMA (60)

- Guest John Unsworth, Dean of Libraries at the University of Virginia (UVa) joins us to talk about [Project EMMA](#) (Educational Materials Made Accessible)
- We'll learn more about how we can participate and contribute to this project!

12:00 Working Lunch (60)

- Follow-up on “parking lot” items

1:00 p.m. Wrap Up and Adjourn!

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Parking Lot :**To-Dos:**

- Codify our Work Plan (Exec Team will draft)
- Julie A. will pull sample language from Orbis Cascade
- Have a special meeting at mid-year about Title II to work on our 2 deliverables
- AI guest speakers (in minutes?) on agenda for winter meeting?
- Repository of CC library accreditation reports