September 2, 2020

Library Senate Committee Meeting

Hostos Community College

Virtual Meeting through Zoom

Start Time: 3:34

End Time: 4:28

Present: Rodney Blair, Aaron Botwick, Madeline Ford, Eddy Garcia, Iris Mercado, Van Chanh Phan, Linda Miles, Simona Prives, Lauren Wolf

Absent: Eugena Griffin, Thomas Mencher,

1. INTRODUCTIONS
	1. Prof. Phan proposed accepting the agenda, and the agenda was accepted
	2. Prof. Miles greeted everyone and expressed happiness to meet new members
2. ELECTIONS
	1. Prof. Miles outlined the role of the committee chair: responsibilities include scheduling meetings, calling meetings, writing agendas, coordinating the efforts of the committee, completing an end-of-year report for the Senate, and representing the committee on a committee of senate chairs, which meets once or twice a semester with the Senate President and Vice-President
		1. Prof. Griffin, via proxy, nominated both herself and Prof. Miles as co-chairs; both accepted
		2. Prof. Phan and Prof. Wolf seconded the nominations
		3. A vote was called; all voted in favor
	2. Prof. Miles outlined the role of the recording secretary: responsibilities include taking minutes, typing up the minutes, sharing them with co-chairs to produce a draft, and distributing that draft for committee approval. If the recording secretary is unable to attend a meeting, a volunteer takes the minutes. Once approved, agendas and minutes are submitted to the Senate President and then posted online in perpetuity
		1. Prof. Wolf nominated Prof. Botwick, who accepted
		2. A vote was called; all voted in favor
3. OLD BUSINESS
	1. Prof. Miles is shared the 2019-2020 year-end report and asked for any comments or questions. There were none.
	2. Prof. Miles clarified the role of this committee: we are liaisons between our departments and the library, communication tools for members of our departments who may need something from the library. We are one-half of a partnership, as the library also has liaisons to each discipline. She directed members to the Faculty Toolkit page of the library website, which includes the list of liaisons by discipline. Members meet once a semester with the liaisons to their department and give a brief, 3-4 sentence report at the following committee meeting
	3. Prof. Miles discussed the faculty outreach initiative that came out of a partnership between the library and the animation program, which produced short animations on the value of OER for students. OER librarians interviewed students and animation majors animated them. We, in turn, will record 30-45 second informational videos, which will not only help faculty familiarize themselves with library services but will give animation students experience in meeting the needs of a client
		1. Prof. Wolf asked if we could make these videos for students, too. Prof. Miles replied that we could make half for students and half for faculty, but the original project was designed to inform faculty
	4. Prof. Miles discussed the student feedback initiative, where we will post whiteboards with markers at strategic points on campus and ask specific questions of students. For example, “What do you use the library for?” or “What’s your favorite place in the library to study?” This project is on-hold during the COVID emergency.
4. NEW BUSINESS
	1. Prof. Miles discussed the library scanning project that helps provide textbook readings for students during COVID-19. Prof. Miles will follow up by email with detailed instructions to send to faculty, but essentially the library will scan chapters of *required* textbooks that professors can then post on their LMS. This only applies to textbooks already held in the library’s Reserves collection
	2. Prof. Miles said that the committee generally meets once a month and that it is best to schedule early to ensure members can attend. She will send out a Doodle poll

Respectfully submitted by Aaron Botwick