



# Library and Information Technology Advisory Committee November 7, 2017

## *MEETING MINUTES*

**Room:** AA-140

**Time:** 11:30 a.m. – 1:30 p.m.

**Chair:** Michelle Ohnstad

**Recorder:** Kellis Neidiffer

**Attendees:** Sara Cassetti, Irina Clark, April Cunningham, Judith Downie, Alex Doyle Bauer, Katy Farrell, Marlene Forney, Lisa Franson, Katherine Gannett, Kristopher Jorgensen, Betty Kellogg, Natalie Lopez, Melissa Molek, Linda Morrow, Debra Morse, Carolyn Norman, Vicki Ranes, Denise Robertson, Paula Rucinski, Justin Smiley, Leann Voss, Daniel Wanta, Tamara Weintraub, Benhui Zou, and Laura Zuckerman

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### **I. Welcome/Introductions**

Marlene Forney, Chair of the Library Department, introduced Justin Smiley, Acting Dean of the Social and Behavioral Sciences Division. Marlene played a video of President Blake's *Where's the Comet* tour of the new library on the San Marcos campus. This is where the Advisory Committee will be meeting next year, hopefully. The planned opening is for the fall 2018 semester. A link to President Blake's video appeared on the Advisory Committee email invitation.

Palomar will be opening two new library centers in the summer. The South Center Library is in the Rancho Bernardo area and the North Center Library in the Fallbrook area.

Marlene introduced Michelle Ohnstad, LIT Advisory Committee Chair. She is the Operations Coordinator at Mira Costa College Library. Michelle has been at Mira Costa for almost 3 years. Prior to that she was a high school librarian at a prep school for 12 years. Michelle asked everyone in attendance to introduce themselves.

### **II. Approval of Minutes**

The LIT Advisory Committee meeting minutes of 2016 were sent out by e-mail prior to the meeting. There was a call for any corrections or additions. There were no corrections or additions. A motion was made to approve the minutes and it was seconded.

### **III. Five Minutes of LIT News**

Marlene talked about the results of the survey that was sent out to the Advisory Committee members ahead of time. Only about one third of the members responded to the questions. It would still be very helpful if more members are able to complete the survey. The Advisory Committee has been in existence since the LIT Program began in 1970.

Last year it was mentioned that the LIT program had applied for Strong Workforce funding to help strengthen and grow the program. In March, the program was awarded funding to work on two projects. One of the projects is a promotional video interviewing eight alumni of the program, two members of the advisory committee, and two instructors. Each interview was one hour long. The end product will be a video produced by Palomar College TV that is two to three minutes in length. The goal of the video is to give the viewer a sense of the program and to promote it. The program is portable – You can work in libraries all across the country. The program is sound – We have well qualified instructors; we work with an advisory committee; and we look at

American Library Association (ALA) standards for what a technician should know as well as state standards and any local information that is available. The profession is meaningful – Library Technicians provide access to physical and virtual materials; they provide services to special populations (children, teens, seniors, and all other categories); and they provide program resources open to the general public – like meeting rooms. The profession involves a variety of technology, creativity, and artistry. The goal of the video is to reach a market that wouldn't think about libraries as a profession by placing the video on Facebook, and by placing it in commercial jobsites. Because our program is completely online, it can appeal to people nationally. [The completed videos were released in December 2017 and are available at our promotional LIT website <https://www2.palomar.edu/pages/lit.>]

The second project is to have a speaker event here in the fall of 2018. One criteria for receiving funding from Strong Workforce is that enrollment must increase.

#### **IV. Review LIT Survey Results**

Marlene will send out LIT survey results in a report.

#### **V. Explore – Course Development**

Marlene broke the members up into five small groups.

Group 1 - Programming and Social Media led by Linda Morrow

Group 2 – Outreach led by April Cunningham and Natalie Lopez

Group 3 – Readers Advisory led by Benhui Zou and Alexandra Doyle Bauer

Group 4 – Internships led by Tamara Weintraub

Group 5 – Strong Workforce Speakers Event led by Marlene Forney

Justin Smiley summarized the small group discussion on Internships and the opportunities that are provided for students as well as the different types of libraries in which they may intern – public, private, and special. Marlene mentioned that Tamara has been working with the internship program for six years. She is able to directly follow through with the intern supervisors at the facilities. Tamara indicated that through this small group discussion, she may have gained a few more sites. She discussed the importance of the internship training opportunity as well as the practical experience opportunity for students. Tamara discussed the responsibility of the employer participating in the program as well as the responsibilities of the students and why they are sent into the internship - for the training and the education. The students are also prepared for the restrictions they might encounter and extra steps necessary (fingerprinting, employment scrutiny) in order to work in many places now.

In the discussion group for Programming and Social Media it was quickly resolved that programming is such a big deal that it may need to be a separate class from social media. Younger students may have grown up with social media but there are ethical and legal issues as well as working with a group who may control content. ALA says that technicians and librarians should have these skills. They should know how to operate professionally using these resources to promote libraries. These courses may not be offered every academic year, but they should be available for students to cycle through. It was suggested that technicians need mentors. They need to see programs and participate in programs to see if it works for them. Programming is core.

It was mentioned that programming and social media can work together in one class if social media is promoted through programming. Since social media is always changing, posting material is necessary to keep the interest up. Promoting material and content for social media can be learned through programming. Most people are familiar with Facebook and Instagram but they need guidelines on how to use them in a professional setting (ethics and rules).

April spoke for the Outreach Committee. Librarians and Techs are both interested in this topic being offered as a “Not for Credit” model. It has the potential to bring people together, whether or not they have taken LIT classes. Outreach can be a good type of class to offer for professional growth and continuing education. Cold calling another organization to ask if they would be willing to build a partnership was discussed as well as in-reach to other departments within one’s own organization.

Benhui spoke about the Reader’s Advisory group. Using the 2012 Library Support Staff Certification (LSSC) competency set for reader’s advisory, the group identified key skills technicians need to have. The discussion centered on technicians becoming more competent with databases and on-line tools like NoveList. Technicians can be trained to help users identify their reading interests then use tools such as NoveList to find resources that match those interests.

Michelle spoke about the Strong Workforce Speakers Event that the LIT Program would like to put on in August 2018 before the semester begins. This would give students who are interested in the program a chance to hear about the program and still be able to enroll in LIT classes in the fall semester. The speaker event would consist of a panel of library techs from all walks of life and all areas of the country. Strong Workforce funding provides a stipend for the speakers that can also help with travel expenses. The discussion focused on outreach for the event to different types of libraries and to people who have been employed as library techs. There may be some breakout sessions that allow local employers to talk about potential job opportunities and about workforce development in general. Palomar faculty will be there to talk about classes they teach. Attendees will be able to interact with speakers, faculty, and community members. The event should be held on a Saturday from 9 a.m. to Noon or 1 p.m. with a light breakfast and lunch. It would be nice if the event could be streamed. Networking for speakers and event outreach can be done at the chancellor’s level, the state level, with other community colleges, other libraries, the Special Library Association (SLA), ALA, and different subchapters. The most important thing is to settle on a date and then make an outline of what the speakers’ event will entail. From there it can be marketed.

It was mentioned that the students need to have their interview skills ready in case they have the chance to meet with an employer at the event who is interested in hiring.

**VI. Explore-Delivery Options and Venues for New Course Offerings**

There will be an on-going discussion taking place for the Strong Workforce group. This is a huge event to plan. Marlene will set up some discussion boards so that anyone who would like to help plan can join in on the on-going planning conversation.

**VII. Summary of Day’s Explorations**

This agenda item was discussed as part of Item V.

**VIII. Election of Chair for 2018**

Michelle Ohnstad volunteered to be chair for the third year in a row. With unanimous applause, it was so moved and seconded. Michelle is excited about having the next meeting in the new library space. She hopes that there will be time for a tour of the facility either before or after the meeting.

**IX. Next Meeting**

The next meeting will be in early November of 2018.

**X. Adjournment**

Marlene mentioned that today’s lunch was provided courtesy of the Dean of Career and Technical Education, Margie Fritch, and the Vice President of Instruction, Jack Kahn (previously the Dean of our Division). Table decorations were courtesy of Melissa Molek. The meeting adjourned at 1:37 p.m.