



**Library and Information Technology Advisory Committee**  
**March 12, 2019**

***MEETING MINUTES***

**Room:** LRC-116

**Time:** 11:30 a.m. – 1:30 p.m.

**Chair:** Michelle Ohnstad

**Recorder:** Kellis Neidiffer

**Attendees:** Sara Cassetti, Judy Cater, Irina Clark, Judith Downie, Alex Doyle Bauer, John Espiritu, Katy Farrell, Marlene Forney, Pauline Lance, Natalie Lopez, Pearl Ly, Rebecca Lynn, Debra Morse, Denise Robertson, Paula Rucinski, Rita Smith, Marie Templo-Capule, Daniel Wanta, Tamara Weintraub, and Benhui Zou

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**I. Welcome/Introductions**

Marlene Forney, Chair of the Library Department, welcomed everyone to the 2018/2019 Advisory Committee Meeting and turned the meeting over to the Committee Chair, Michelle Ohnstad. Michelle is the Manager of Library Operations at Mira Costa College and this is her third year of being Committee Chair. To open the meeting, Michelle asked everyone to introduce themselves.

**II. Approval of Minutes**

The LIT Advisory Committee Meeting minutes of 2017/2018 were sent out by e-mail prior to the meeting with 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. They were approved with one abstention.

**III. Review LIT Program Changes**

Inside the packets that were given out at the beginning of the meeting, there was a summary that will replace documentation previously published about the program. The program overview which was also in the packet lists changes that have been approved by the Curriculum Committee and the Faculty Senate. The biggest change is that LT 125, a one unit course last offered in fall 2018, will be discontinued.

April Cunningham worked with various faculty members to develop LT 105 Research and Informed Learning which is a three unit course. The English component has been removed because many students come into the program having done prior work and already have proficient English skills. Students are better served with a three unit class because it addresses the framework from Association of College and Research Libraries (ACRL). LT 105 will be offered for the first time in fall of 2019. Students who began their LIT Certificate path prior to the discontinuation of LT 125, will need to make arrangements for acquiring the Information Literacy knowledge taught in that course. Possible options are to have students complete Palomar's Dashboard module, Credo Information Literacy modules, or the Learning Lingo Information Literacy tutorial. Once it is known how many of these students exist, decisions can be made about the best accommodation. Some of them may want to take LT 105 for the exposure to the new ACRL framework. The LT 105 course outline of record (included in the packet) summarizes what students will be taught in the new course. We will add the course listing to the webpage for fall 2019. Students were informed of the LT 125/LT 105 change at the program wide orientations held in fall 2018 and spring 2019.

In 2017/2018, Katy Farrell worked with the Academic Technology Resource Center (ATRC) on a pilot inputting all student learning outcomes (SLO) into Canvas (the Learning Management System for all courses). This was to allow for mapping of course

assignment to SLOs. As of fall 2018, all Instructors can now identify the SLO met by a specific assignment.

#### **IV. Guided Pathways Academic Maps for LIT**

The Guided Pathways Academic Maps created for the LIT Program were included in the packet received by attendees. Marlene explained that Guided Pathways is a statewide initiative to structure student learning in order to improve academic completion rates. The college required all Instruction departments and programs to complete academic maps by February 2019. Our program mapped out the certificate program and also a structure on how to earn an Associate Degree in a two year cycle.

The college suggested departments create maps that allow for stacking certificates. This means students can earn a certificate in more than one discipline thereby enhancing the value of their coursework. The maps were created using the Cognito Forms application as implemented by the Curriculum and Guided Pathways teams.

Three printouts in the packets detail the academic maps for the Library and Information Technology Program. One includes information for all courses needed to earn our certificate in two semesters. The maps contain: our program outcomes, the skills students develop, student resources (like eligibility to apply for the Agnes Hammond Scholarship), and information about Co-operative Education. The maps only refer to the new course LT 105. Since four courses are offered in the fall and three in the spring, CSIT is recommended for the second semester.

The four LIT instructors who completed the Guided Pathways maps for our program also created two additional maps allowing students to stack their LIT coursework with other curriculum preparations. Those two year maps allow them to earn additional certificates that will enhance their library job opportunities. The first one is the Social Media Certificate. The second one is Web Development. Both are good compliments to the library program.

Dean Ly stated that the Guided Pathways maps are a work in progress. The goal is to have all the majors and degree programs fully mapped and available on the website. A date for posting these has not been determined. Counseling faculty are going through them to make sure the requirements are correct. Dean Ly applauded the Library Department because they have already been letting the students know what classes they should take and in what sequence.

The college is addressing the second portion of the Guided Pathways initiative by working to develop Meta Majors. The goal for Meta Majors is to provide a structure whereby students can better select courses to earn certificates or degrees more quickly. Because we are a Career and Technical Education program, we must use labor market information created by our region's Centers of Excellence (a California Community College technical assistance provider). This requirement will impact future course and program development.

Dean Ly talked about some other initiatives coming from the state that will impact the community colleges. A big one is a change in the funding formula. Instead of funding being based on the number of students attending classes at census (usually the third week of classes), it will be based on a student centered funding model - enrollment, program completion, and the demographics of our students.

Marlene would like to do some more promotion of the LIT Program. During the college's winter break, there was a link from the Library web page to the LIT promotional web page and video. This led to more hits for that page than were ever previously recorded. The program is always open to ways to enhance, improve, and engage the students by

using surveys periodically. We want to know if the content of the classes meets their expectations or what are things they see for the future based on course content.

**V. LSSC Changes**

Palomar's LIT program is certified by ALA's LSSC (Library Support Services Certificate). When students complete their certificate in our program, they are eligible to apply for the ALA endorsement certificate which gives them national flexibility. There is a fee (\$350) for this process and students must submit their transcripts showing that they completed all the coursework and graduated from the program. Our program was up for review two years ago. Since there have been changes in the curriculum and changes in the personnel planning for all the new structures, we are in the process of catching up. Linda, April, Benhui, and Katy's courses have been reviewed and changes have been reported to ALA/LSSC. They are now being implemented. Per suggestions from last year's Advisory Committee, Reader's Advisory and Collection Development are some competencies that have been added. Competencies that were completed have been noted on the report as well.

It was suggested that possibly Agnes Hammond Scholarship awards can be used to help students pay for an ALA/LSSC certificate application. Other suggestions include creating a new scholarship to help students pay for the LSSC certificate processing fee or membership to library organizations e.g. ALA. Doing so would help students to network professionally and give them access to job listings. Marlene would need to explore this and possibly revamp the scholarship application to include membership fees. The scholarship application was originally broadly written so that it encompasses a wide range of student needs. A more detailed scholarship flyer can be added to the website next spring. Marlene will report the scholarship winners to the Advisory Committee members when the minutes are sent out.

**VI. Next Meeting**

The group voted to continue to hold the Advisory Committee Meeting in spring. The next meeting will be in early March 2020 at the Rancho Bernardo Center with a tour of that library.

**VII. Election of Chair for 2019/2020**

Michelle Ohnstad was nominated to be chair for the fourth year in a row. With unanimous applause, it was so moved and she gladly accepted.

**VIII. Adjournment**

The meeting was adjourned at 1:15 p.m.

**IX. Addendum**

Tours of the new San Marcos library building were given before and after the meeting.