

**Palomar College Library and Information Technology
Advisory Board Meeting
Minutes
March 9, 2021**

Attendees:

B. Autin, A. Doyle Bauer, S. Cassetti, J. Cater, M. Cuibus, A. Cunningham, R. Doi, K. Farrell, M. Forney, L. Franson, A. Kalish, B. Kellogg, K. Gannett, C. Gutierrez, E. Jones, C. Koss, R. Lynn, T. Martin, L. Morrow, D. Morse, M. Ohnstad, N. Roe, H. Steinman-Bakken, J. Stone, M. Takagi, M. Templo-Capule, R. Tozer, T. Weintraub, B. Zou, L. Zuckerman

The meeting was called to order at 10:05 a.m. A. Doyle Bauer, A. Cunningham, and M. Ohnstad were the co-chairs.

Minutes:

- The minutes from the previous Advisory Board meeting were approved.

Announcements:

- Palomar College Library has become a part of the Division of Languages & Literature. The new Dean F. Chauderlot proposed the new name of the Division of Languages & Literature & Library. There are also two new academic department assistants, C. Maue and M. Meza.
- Palomar College campus is still closed. Some classes will return for Fall Semester 2021.
- Palomar College Library's reopening date is not confirmed. The campus and library staff are working on the plans.
- Palomar College had some financial progress, however had reduced student enrollment due to the COVID-19.
- Student Practice Interviews will be on April 30. This event will be in lieu of the annual field trip which will not happen due to the COVID-19. The event will give the students practice by being interviewed and promises to give to them valuable feedback. The students will learn to prepare for both in person and video conference interviews. Interviewer and observer role volunteers will be needed to help with the interviews.

Agenda:

For Student Practice Interviews for Library Positions:

1) What often goes wrong for applicants during the initial/paper screening process (resumes, cover letters)? And how can applicants avoid it?

- The cover letters should be included with the resumes and should be concise.
- The resumes should match key terminology of the job descriptions.
- Applicants should include all relevant work experience, for example, customer service experience.
- Human Resources (HR) may not include all qualified applicants. The hiring committee should review all applications in case HR had inadvertently screened out qualified ones. For example, HR screened out applicants with the Master of Library and Information Science (MLS) degrees but not the Library Technology certificates.

2) What often goes wrong for the applicants during the interviews? What advice on how to avoid these problems?

- Applicants should print the job description for the interview. They should know certain keywords and terminology.
- Applicants will need to discuss their contribution to diversity, equity, and inclusion.
- Applicants must make certain that technology will be set up correctly.
- Applicants must speak more in depth about work experience. Then the interviewers have a better picture.

3) What advice would one give to an applicant who does not have experience for an entry position at a library?

- Applicants should tie all work experiences with requirements of the library positions.
- Applicants' humble attitudes to new experiences & duties are important.
- Applicants need to have the skills to complete the position. For example, the applicants must know how to research and how to find the answers.
- Applicants should have mentors for the interview process. The mentors can give to them helpful feedback.
- Applicants should elaborate on technical skills or other experiences that highlight abilities.

- Applicants should be respectful. They should present themselves well and not arrive to interviews like one “just finished weeding the garden.”
- Applicants should have knowledge of the institution to which they applied to be prepared for the interview. The applicants should review college catalogs, websites, etc.

4) What particular challenges do applicants face when applying for public and technical service jobs?

- Applicants should know how to help in multiple areas in technical services (acquisitions, cataloging, serials).
- Applicants may have different interview formats, video conference, phone, and/or in person interviews.
- Applicants should find out the cloud based software that libraries use and research websites for pertinent information.
- Applicants should explain the skills from another system. For example, if one had no experience with Ex Libris, although had some experience with another system.
- Applicants should become substitutes to have some relevant experience and then interview for permanent library positions.

Library and Information Technology Program Updates:

LT 100. Introduction to Libraries and Information Services – Fall Semester – Forney

- LT 100 used lessons from Ryan Dowd’s tutorial [Homelessness Library Academy](#).
- Mr. Dowd is a national expert on the issue and the author of *The Librarian's Guide to Homelessness*.
- Mr. Dowd allows faculty from library programs to access to the homelessness library academy tutorials free of charge.
- Students were challenged to explore reviewing the Palomar [Library Solidarity Statement](#) and [LIT Solidarity Statement](#).
- Instruction content and several discussions focused on 2020 real world library challenges: equity, racial justice, and service delivery during a pandemic.
- More students than in previous semesters, half of the students, wrote their research papers about these topics.
- The course fulfills the college’s multi-culturalism requirement.

LT 105. Research Skills & Informed Learning – Summer Semester- Cunningham

LT 115. Library Operational Skills/Public Services – Fall Semester – Cunningham

- LT 105 is a 3 unit 8 week class in the summer that is a new class about information learning. The summer is a good time for the students to start the program, especially if they are unable to start in the spring semester.
- LT 115 is about public services. The access services proposal assignment is to improve services for underserved patrons.
- Both classes have no cost course materials.

LT 110. Library Operational Skills/Technical Services – Spring Semester – Zou

- The class has hands on experience so the students can use their acquired knowledge to find library positions.
- A revision for collection development section is that the students use choice reviews for collection development assignments.
- Open Source had technical errors. Therefore the students needed to have the due date extended for their assignments.
- There will be an assessment for the course and program review, including the student learning outcomes.

LT 120. Information Sources and Services/Reference – Fall Semester – Morrow

LT 130. Library Media and Technology – Spring Semester – Morrow (Cunningham presented)

- Palomar College requires 42 students per course, per semester. Therefore the courses may be cancelled if 85% fill rate will not be achieved. The minimum number equals 35 students per course. Most recent enrollments: LT 120, 38 & LT 130, 26.
- The consequences of the low enrollment are that the program will be on 2 year rotation, courses will no longer be offered, and the program will lose more students as the courses are cancelled and postponed. The rotation is based on the accreditation expectations for the efficiency of the entire college.
- There will be a new option to improve the low enrollments: California Virtual Campus–Online Education Initiative (CVC-OEI). The California Community Colleges (CCC) will become home colleges and optional teaching colleges. The students would have generic student identification numbers throughout the CCC. Then the students may enroll in classes at other colleges. A Palomar College student may take classes at Saddleback College, for example, without having to enroll in the course at Saddleback College. This new interesting initiative will be beneficial for the colleges and the students.
- LT program will be able to offer LT courses through the CVC-OEI which will require successful completion of Peer Online Course Review Process (POCR). Both LT 120 and LT 130 have been approved.
- Palomar students would be accepted. Other students would be accepted if class spaces will be available. Therefore there will be a possibility for program growth.

LT 140. Library Services for Children and Young Adults – Spring Semester – Doyle Bauer

- The course has a new instructor for spring semester.
- The course books are zero cost.

LIT Internships – Doyle Bauer

- LIT students may earn 1-4 semester units for library internships.
- LIT Faculty member serves as LIT student internship advisor.
- LIT students have continued both onsite and remote internships since March 2020.
- Prof. Weintraub is the contact for the LIT student internships.

Discussion:

- Ohnstad wondered what happened with the internships since the campus closure due to the pandemic and if the students had online internships. Doyle Bauer explained that there have been some remote and onsite internships, although the internship program has not been robust. Cunningham added if the advisory board members would like to start internship programs at the local libraries, then the college students would be available to intern due to the demand for the library internships.

Emerging Issues:

- Doyle Bauer stated that Perkins funding has been used in the past for instructional technologies and subscriptions. The librarians may also apply for funding to cover the expenses of the annual field trip next year.
- Ohnstad explained that Mira Costa College Library has been loaning laptops and mobile hotspots to students for the semester and started to loan the equipment in March 2020. The laptops were taken from the labs and distributed to the students. The CARES Act funds allowed for purchasing more laptops and mobile hotspots. For example, 45 laptops and 40 hotspots were first available, and with the CARES funding the numbers increased to 180 laptops and 280 hotspots. The staff mailed the books, DVDs, laptops, and hotspots to the students. There were 400 student requests for the technology equipment for spring semester. Doyle Bauer asked if Mira Costa faculty, students, and staff will return to campus in the fall. Ohnstad stated that they will work remotely through the summer and no decisions have been made for fall semester. They started working on the library reopening plan. There will be a few classes, dance and nursing, on campus for fall semester.
- Doyle Bauer stated that the Palomar College Library has a library reopening committee. Palomar College will also have a few classes on campus for fall semester. The entire campus reopening has not been confirmed.
- Zuckerman informed of the San Diego County Library. The staff have been helping with the COVID-19 vaccination and testing stations. The Vista Branch has had many visitors in the parking lot using the free Internet access.
- Doyle Bauer stated that the Palomar Days will be held to promote the departments on campus. The Outreach staff has worked with the different departments to showcase the college to the local high school students. The Library staff will participate to market the library program. There are dual enrollment classes offered through the college with the local high schools which also give the high school students a chance to enroll in the college classes.
- Steinman-Bakken commented that the San Diego Law Library has the challenge of how to maintain all of the remote resources when the library reopens.

New Chair Election:

- Ohnstad was nominated as the chair for the next year. Steinman-Bakken was nominated as the vice chair.

Next Meeting:

- The next meeting will be on March 8, 2022.

Adjournment:

- The meeting was adjourned at 12:03 p.m.