DATE:
FROM: Holly Yu, Chair, Library Sub-Committee
TO: Veena Prabhu, Academic Senate Chair
CC: Mai Tran, Carlos Rodriguez, R. Roquemore, J. Lazo-Uy
SUBJECT: Annual Senate Committee Report

Policies/Items completed during 2017-18
Please cover the policies and/or issues that were addressed by the committee during the academic year.

- The Library Sub-Committee proposed policy modification of the Sub-Committee. The modification attempts to update and clean up some of the policy language to align with the current practices related to the University Library. On April 18, 2018, LS members voted to approve the policy modification and the modification (attached) was forwarded to EPC. The following outlines the specific changes:
  - Lines 7-8: This change reflect the wide range of scholarly resources that the Library currently subscribes to, provides to the campus community, and the changing mode of access to these resources.
  - Line 19: Add undergraduate student to membership for inclusion of all student levels.
  - Line 31: This change replaces quarters with semesters
  - Line 35: This change replaces quarters with semesters

- In April 2018 EPC charged the Library Sub-Committee to respond to the following questions out of concerns about the quality of instruction for online and hybrid courses. Below are the EPC questions and the Library Sub-Committee responses:
  - Where will faculty find resources on fair use (copyright) guidelines for educators? There is a library Copyright and Fair Use guide available online. You can access the guide via the Services – For Faculty link on the Library web. For direct access, go to http://www.calstatela.edu/library/services-faculty
  - Who would be the appropriate admin or position to provide review upon request of faculty for information on fair use to see if it meets compliance? Library faculty member Michael Germano is the point person to provide guidance to campus faculty on copyright and fair use related topics and questions. Specifically, Mr. Germano can assist faculty in assessing risks associated with infringing on copyright. We have setup an email account (fairuse@calstatela.edu) for faculty to send questions. Faculty members can elect to send their copyright and fair use related questions to their respective library liaison librarians or send questions directly to the fair use email address.
  - How are faculty prepared to teach online who have never taught before? Where do faculty obtain training if they would like to teach online? The Library plans to conduct scheduled copyright and fair use overview workshops early Fall semester. We’ll be soon sending out questionnaire to faculty to gather information on the needs and topics of such workshops, and will design these workshop sessions based on the results of the need assessment. In addition, the Chancellor’s Office is planning to provide CSU system-wide faculty education on copyright and fair use.
Ongoing Policies/Items
Please include those policies and/or issues, which the committee is still working on and will need to be continued to the next academic year.

- The Sub-Committee proposed policy modification was forwarded to EPC in May. It is pending for approval.
- The Sub-Committee reviewed The Report on Fiscal Issues Related to the Library Budget and Electronic Resources. The Report was jointly written by the Fiscal Policy Committee and the Sub-Committee to the Provost. The April 2017 report provided an overview of 15 years of funding of general fund and illustrate to the campus the budget challenges for electronic resource subscriptions the Library has faced. The library general fund was reduced by 32% in 2009-2010 fiscal year and has remained relatively flat since. The cost of e-resources, annual subscriptions with the cost increases from publishers, and the campus increase in FTES resulted cost increases, CSU system-wide allocation formula changes, and the CSU system-wide provision reductions are all contributing factors of these challenges. Specifically, the support from the Chancellor’s Office has been gradually decreasing. The CO has withdrew 10% of subsidies to major databases, dropped Electronic Core Collection (ECC), and increased the percentage in database fees based on FTES. The Library is forced to cover these costs if we want to continue to offer these resources. The topic of the Library fiscal challenges will be an ongoing discussion item.

Future Policies/Items and Recommendations
Please include those policies and/or issues, which the committee would like to recommend for the following academic year.

- The proposed future policies/items will be discussed and prioritized at the first meeting in the fall semester 2018.

Feedback and Recommendations
Please include feedback from committee members about any aspects of the committee that needs to be addressed and any recommendations they may have to further improve the effectiveness of the committee.

- Meeting attendance has consistently been a concern. It can be helpful if the Senate issues committee meeting attendance requirement.
- Membership of the committee presents a challenge as well. It is very often the sub-committee doesn’t have its full membership at the beginning of each academic year, and this situation can continue throughout almost the entire year. We need to work to line up alternates when a member withdraws from the Sub-Committee for various reasons, and for the time being, we need to speed up the process of identifying alternates.