



Library Subcommittee Minutes: November 12, 2020

Approved LSM 20-05

Present: Y. Feng, P. Kilroy, A. Jones, M. Oropeza Fujimoto (Chair), E. Porter, M. Pourhomayoun, C. Rodriguez (Executive Secretary), A. Villa, H. Yu

Absent: A. Tayyeb

Guests: T. Ford-Baxter, J. Masunaga

1. Call to Order

Chair Oropeza Fujimoto convened the meeting at 10:52 a.m. (via Zoom).

2. Announcements

Holly Yu announced the campus has not returned Library's carry forward money. Those money that was allocated to pay for most of the database vendors. There are about 35 databases we needed to pay by July but we are unable to because the campus swept the carry forward fund. She has been negotiating with many database vendors explaining our situation and asked them to keep our access available, not interrupted. Unfortunately, it been four months and our payments are overdue. Two business databases have started to shut down their services. They are marked on the database A-Z list by the database name in bold red colored font noting that it's temporarily unable due to budget constraint. She is expecting more database vendors will be shutting down their services and interruption of access.

This could be a discussion topic for the next meeting, how are we going to deal with campus, Academic Affairs about getting our money back.

3. Intent to Raise Questions

None.

4. Approval of the Minutes of the meeting of October 22, 2020 (LSM 20-04)

It was m/s/p (Porter) to approve.

5. Approval of the Agenda

It was m/s/p (Porter) to approve.

6. Update Reports

6.1 EPC Liaison –Albert Jones

EPC completed drafting a policy on course grade and begun the conversation on the final examination policy.

6.2 ASI Liaison – Anaid Villa

ASI Fiscal Policy conducted a student survey and received 1,200 responses from students to find the greatest needs are. She shared some comments about Library resources. 2.1% of survey responded that Library Resources was most important place to put in funding, of that, 509 indicated that it was very important. The comments will be shared with the members.

6.3 University Library – Dean Rodriguez

Dean Rodriguez provided updated report of the following:

- Luis J. Rodriguez, OCOB Author Visit, November 17, 3-5pm.
- The Library has been compiling T and TT faculty author works creating a bibliography and it will be shared later in the semester. The summary of 2017/18, 2018/19 has about 1,100 citations, 54 monographs authored by faculty, 100 chapters in monographs, 800 scholarly journals, 600 publications and conference proceedings, 5 contribution to poetry, 15 dance recitals and art exhibits, 20 manuals and case studies

publication. All T&TT, FERP, Emeritus, and adjunct faculty will be included in the bibliography this 2019/20 AY. Please help encourage your department and colleagues to contribute. The goal is to have the bibliography completed in May with a possible virtual celebration in spring. A copy will be mailed to every author listed in the bibliography. We will be highlighting faculty in the bibliography that chose to publish in open access journals.

- Self-paced Canvas workshop for IRIS – Members were encouraged to register and sign up for a couple of the four workshops. The IRIS team have been invited to the last meeting to get our feedback.
- The safety site assessment having the Library staff return to campus to process request to mail physical materials to campus community may happen in 4-6 weeks. Once the mailing of the materials processes and workflows finalized services can extend to include borrowing materials from other CSU campuses and other libraries across the world.
- Loss of access to databases – Dean Rodriguez is working with the Provost's Office to try to increase the awareness of the impact to the budget reduction to the collection, the decisions regarding what resources we will have to renew this year and also the impact of our collection to the physical materials. The Library will not be purchasing additional physical materials this year.

7. Library Collection Development Policy (LS 20-02) – 11:30 a.m. Time Certain with Tiffanie Ford-Baxter, Jennifer Masunaga, and Holly Yu

The Library Collections Strategies Group gave a presentation the budget allocation model, specific to a one-time purchases (e.g. books and ebooks) and the new Collection Development policy. The new policy is implemented to help the Library better manage decision, anticipate budget reductions, and also how best to go forward with strategies building the collections.

8. Next Meeting – Thursday, December 10, 2020

9. Adjournment – It was m/s/p (Yu) to adjourn at 12:02 p.m.