



Library Subcommittee Minutes: September 9, 2021

Approved LSM 21-01

Present: S. Baker, J. Chaudhuri, L. Fu, P. Kilroy, L. Nuno, M. Oropeza Fujimoto, M. Pourhomayoun, C. Rodriguez (Executive Secretary), A. Tayyeb (Chair)

**Excused
Absence:**

1. Call to Order

Chair Tayyeb convened the Zoom meeting at 10:50 a.m. Introduction of members were held and Dr. Tayyeb welcomed everyone!

2. Announcements

J. Chaudhuri announced the Open Access Week is at the end of October this year. There will be a mini conference during that week. If you are involved with any open access related activities (i.e., using any Open Education and Resources for your classes, publishing in Open Access Journals, or want to get involve in the mini conference by giving a presentation or participating in a panel discussion), let her know.

3. Intent to Raise Questions

None.

4. Approval of the Minutes of the meeting of May 13, 2021 (LSM 20-13)

It was m/s/p (Kilroy) to approve the minutes without any additions or corrections.

5. Approval of the Agenda

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

6. Update Reports

6.1 EPC Liaison – Sarah Baker

EPC discussed a recommendation from the Faculty Policy Committee (FPC) about peer observations not required for this year. The President just approved the recommendation.

AIRS wrote a memo about asynchronous courses and peer observations for those and evaluating asynchronous courses in-person, looking at one module course, not the full course. The larger policy modification was sent to the Senate from FPC. A new form was developed that is appropriate for any instruction mode.

Will an asynchronous peer observation information be circulated before faculty have to put their files together?
S. Baker will check and report back.

A draft of an updated electronic recording of classroom lectures in classroom activities policy was discussed. A working group has been formed to formalize the language policy to forward to the Senate.

6.2 ASI Liaison – TBD

None.

6.3 University Library – Dean Rodriguez

- Overview of what has happened in the Library since the last meeting, some of the campus information shared during the summer and the campus has welcomed students back to campus a few weeks ago.

June 15 – Opened physically with phased reopening with restricted access to only students and only to the first floor of the Library at 25% occupancy. Over the summer the library had a few staff who were opening and closing the building and monitoring the building.

July 1 – Opened entire building to the entire campus community of faculty, staff, and students. Had all the safety protocols in place: indoor mask requirement, reverted back to no eating/drinking in the building with the exception of water bottles. The library averaged 100 people/day at 50% occupancy.

August 23 – 75% occupancy with reconfiguration of furniture, removal of chairs with less seating available. Hours were extended. The Library went from 100 people/day to 6,000 people/day, primarily students.

Typical first week usage of the public computer was down 80%, only 20% normal usage due to students using personal devices of computer laptop, tablet taking online classes or doing things online.

- No public events/gathering planned for the Library in the Fall.
- One Campus, One Book – A graphic memoir, *The Best We Could Do* by Thi Bui, was selected. Her book has been used by many university campuses community read. Free ebook access is provided through the library website for download. Raffles for print copy of the book is going on right now. Plans to invite the author for a virtual event later this semester.
- An online event centered on Open Access Week is being developed. Jayati, Dean Rodriguez and others in the Library are involved with the event.
- Two Librarians have left within the last two months: Liaison to Arts and Letters, Paizha Stoothoff and the Scholarly Communications Librarian, Alice Kawakami.
- Facilities projects - significant planning underway for the development, creation, and renovation:
 - A. Center for Academic Success, a partnership with Undergraduate Studies, Writing Center, Tutorial Center to support our students. The Library is actively planning for a space where our students can get academic support, scheduled for 2nd floor Library South/Palmer Wing. Timeline, Fall 2022.
 - B. Center for Faculty Excellence, mentioned last year. The center will bring together CETL, ORSCA, and the Library to provide support to the faculty in teaching, scholarship and research. The center is scheduled for 4th floor and will provide additional office space for the part-time faculty lectures. Timeline, Fall 2023.

Both centers are using the same design firm in the design and layout of the two spaces.

- C. Student Technology and Innovation Center, partnership with ITS to provide technology access (e.g. computers, printers, scanners, and digitization equipment) and provide an opportunity to students to get familiar and use more emerging technologies (e.g., VR stations, large digital displays for data digitalization, 3D printer and scanners, digital recording studio, audio recording studios for podcast or music composition and recordings) in partnership with the College of Arts and Letters. We're received \$50K of Student Success Fee funds to help support the equipment technology going into this space. This may become the primary 24/7 study space replacing the Annex in SH.
 - D. Additional Spaces - Seating spaces, showcases, exhibits and a reading lounge for popular reading, graphic novels, to showcase faculty and student scholarships. Timeline completion by next Fall.
- Cal State LA is part of the 14 CSU campuses have agreed to be part of a systemwide pilot around ORCID (Open Researcher and Contributor ID). This is standard ID for researchers and scholars across the world. The pilot embarking on is to be an institutional member of ORCID that will allow us to get more metric

and analytics around those that have ORCID and those that don't. The Library and ORSCA is planning a campuswide awareness campaign about ORCID, why it's important, and why you should get ORCID. Dean Rodriguez will be presenting this at the Dean's Council in couple of weeks. Members were asked to help create awareness in the Colleges.

- The Library, partnering with ORSCA, to how to better support faculty in scholarship and research, identify grant agencies, create possible collaborators in your discipline either the CSU or State, nationally or internationally. Dean Rodriguez plans to bring this to the Dean's Council and this subcommittee for updates and demo of tools that will be looking at for input.
- The Faculty Author Reception was held last Spring online and hope to have it in-person next Spring. The first two bibliography have been completed for publications from 2017-2019 and 2020. The Library is embarking on publications for 2020-2021. This will be an annual event the Library will be working on. Other related project is more ambitious, to create a bibliography of all faculty monographs from 1947 to present. Dean Rodriguez has been working with Faculty Affairs and HR to identify all tenured faculty. 2,800 tenured faculty members have been identified since the founding of Cal State in 1947. The comprehensive list will be confirmed with the Colleges, Faculty Affairs and HR. The Library will purchase and acquire all author monographs and have them housed in Special Collections and Archives and possibly create a space in the library where on an annual basis, promote and highlight faculty scholarship.
- A delay of the print bibliography copies to faculty. The 2017-2019 has been printed, the 2019-20 is in print. Copies of the printed bibliographies will be sent out sometime this semester.
- S. Baker provided an overview of NavigateLA EAB – The Library have joined in the navigate system. Students can make an appointment with a Student Research Consultant (SRC) the same way they would with a writing or math tutor. In this way we can keep analytics about students we're helping, target marketing to specific students in certain classes to provide research help. The SRC have been trained to help other students with their research and citation questions. Target audience for this group is the 1st and 2nd year students, just getting started on their first research paper. For upper division and graduate students will be referred to Librarians for in depth help. Students enjoy working with their peers.

Two distinct services provided: answering questions in Chat and the appointment system in NavigateLA.

Navigate: Library homepage > Help > takes to all different types of help

It was recommended to promote with the Honors College as a focus group to kick off this new service or search for a target library research audience before going campuswide announcement.

- Dean Rodriguez introduced the three areas for members to decide on the importance and make recommendation for possible policy changes or proposed anew policy:
 1. Faculty Archives policy – Very few CSU libraries have a faculty archive. Move the Library forward with the general practice of other CSUs and other institutions.
 2. Student Thesis and Dissertation – Electronic submittal, the practice have been by fault all thesis & dissertations have been uploaded to ProQuest, the Library retains a copy in the institutional repository (IR) by default that copy is access is limited to only Cal State community. When a student leaves the University, they lose access to ProQuest and the Cal State LA IR, which also has a copy of their thesis and dissertation. By definition, most IR are open. Everything in there should be open access unless you decide to create an embargo for a certain amount of time that students can elect to do. We would like to recommend revisiting the practice and create a formal policy. A joint policy recommendation policy would come from the Graduate Studies Subcommittee and Library Subcommittee that ETDs by default be open in the IR.

3. Open Access policy – There is a general momentum building in the CSU libraries to advocate for open access. This policy could go to Academic Senate for adoption and approval.

Faculty need to understand what OA is and isn't. There's a need to debunk myths about OA, increase awareness, OA author fund available, publishing and peer review, Scholarly Open access journals. This might impact RTP with open access publications.

How are the contents or information communicated from this subcommittee to the Colleges? It was recommended create a series of standard communication components on the topics that need to be focus on and all members communication is in the same format at the College level and at the individual Schools and departments. The information coming from the Library is coming from the reps as the library rep within the Colleges.

How is communication disseminated where all members are on the same page and pushing out the same information?

Members expressed guidance on how to communicate content from this meeting to their respective College.

Chair Tayyeb will work with Dean Rodriguez on a draft communication template to the College Deans with an expectation that certain items for the College Deans to follow up with their Chairs.

7. **Next Meeting** – September 23, 2021

8. **Adjournment** – The meeting adjourned at 12:07 p.m.