



ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

COMMUNITY AND JUNIOR COLLEGE LIBRARIES SECTION

ALA Midwinter Conference—San Diego

Executive Committee Meeting II

Holiday Inn on the Bay – West Coast BR

January 12, 2004 • 8:30 a.m.

DRAFT March 22, 2004

ATTENDANCE: Marianne C. Rough, Section Chair; Mary Carr, Section Vice Chair/Chair-Elect, NCLR Chair; Paula Asch, Awards Committee Chair; Lora Mirza, Secretary; Carolyn F. Norman, Research and Publications Committee Chair; Ann Campion Riley, Library Resources Review Committee Chair; Mary Ann Sheble, Membership and Communications; Pauline Lynch Shostack, Technology Committee Chair, Cary Sowell, Guest; Hugh Stocks, Guest.

CALL TO ORDER AND WELCOME

CJCLS Section Chair Marianne Rough called the meeting to order at 8:45 a.m. Because several in attendance needed to leave early to catch planes, the meeting began with committee reports.

COMMITTEE REPORTS

Membership/Communications Committee—Mary Ann Sheble of Oakland Community College reported informally for the group, as the committee chair was not present. All were in consensus about the need to build visibility. Suggestions included the following: (1) Place CJCLS literature in the ACRL booth at ALA conferences; (2) Have new copies of the revised brochure printed for distribution; (3) Tap current membership to see about interest in reaching others at the state association level and at other regional and state meetings of community colleges; (4) Request ALA to provide a list of potential CJCLS members from data given on ALA membership forms. The group also discussed a membership drive emphasizing statistics on enrollment in community colleges nationwide, the unique features of community colleges, and the need to share this unique knowledge with others. CJCLS could seek out new members at CJCLS programs through flyers or by providing information on the back of evaluation forms.

Marianne observed that blurbs about joining CJCLS could be sent to listservs. The blurbs could begin, “If you’re not a member of CJCLS, please consider joining.” Second, links could be offered to tutorials being shown at the summer conference if provided in advance. This would build interest in the program beforehand and also provide information after the conference on the CJCLS page. Carolyn Norman suggested looking for ways of meeting outside the conference, through audio conferencing and web casting, among others.

Mary Ann Sheble next shared some brainstorming ideas from the Membership and Communications Committee regarding ideas for future programs. A program for ACRL in Minneapolis could address building basic skills through library services and resources. For instance, a program about building basic skills for adults could include collection development, instruction, tutorials, technology, evaluation, and working with faculty. A program for the next ALA summer conference could address library services and resources for non-native English speakers.

Carolyn reported that the Research and Publications Committee was looking at a publication on ESL information competency including ESL instruction and a conference presentation. CJCLS membership in Chicago said this was of interest. Attendees discussed various services in several states, such as library service for migrant workers in Florida. Carolyn suggested finding a way to say that we are building basic skills.

Awards Committee—Paula Asch, Awards Committee Chair, gave the committee report. Megan Bielefeld, ACRL Awards Program Coordinator, who had visited the Awards Committee, asked the group to submit forms explaining how we promoted the awards such as the leadership awards. To follow appropriate procedure, names of award recipients cannot be announced by CJCLS until after their names appear on the ACRL website. At that point Paula can contact recipients; next, she can post their names on the CJCLS listserv. Information about the award winners may also be distributed at the annual membership meetings. The Awards Committee may discuss by email the wording of award criteria to be given to applicants. Marianne suggested that Paula check with Megan Bielefeld at ACRL for approval of any changes.

Technology Committee—Pauline Lynch Shostack, Technology Committee Chair, reported that the Technology Committee had discussed content on the Technology Committee section of the CJCLS site as well as guidelines for CJCLS pages. Some pages are outdated and may be removed or updated; discussions by the committee will continue by email. Mary observed that our new webmaster Kenley Neufeld of Fresno City College has put the protocol in place. Marianne reminded attendees that the CJCLS website has migrated to the ACRL website. Pauline reported that we are continuing to add western and southern community college library links to the CJCLS site. A message will be sent to the CJCLS listserv suggesting that members help out, especially in western and southern states, by providing correct links to community college libraries not currently posted.

AGENDA

The arrival of additional members and guests led to a review of the agenda. Several chairs had asked to speak the previous day; others reported needing to leave early today to catch planes. Reflecting adjustments for these requests, the order for today's committee reports now reads as follows: Membership/Communications, Awards, Technology; next, unfinished business and ex officio officer reports; third, resumption of committee reports: Conference Planning, Research and Publications, Library Resources Review, followed by the NCLR Report. All approved the amended agenda.

UNFINISHED BUSINESS

Marianne announced that membership is up 2.48%; we're stable. Mary raised the question of how many librarians from community, junior, technical, and two-year technical institutions are out there; the National Center for Education Statistics indicates there are about 1500 institutions in these categories. Cary suggested turning in requests as soon as they are received from members interested in working on CJCS committees; March 30 is the official deadline. A note will go out on the CJCLS listserv inviting more members of the group to become active. By committee service, CJCLS members can develop experience and grow into leaders within CJCLS.

EX OFFICIO OFFICER REPORTS

Archivist –The archivist was not present. There was no report.

Newsletter Editor – Due to an emergency situation, Susan Maltese, editor, who had planned to attend, could not be present. She will let individuals know when she needs materials for deadlines. Ann mentioned that volunteer forms in the October 2003 *C&RL News* could perhaps be scanned in for the newsletter.

Webmaster – Due to a joyous family event, Webmaster Kelly Neufeld was not able to attend. Attendees noted, with appreciation, that Kelly is making prompt changes and updates on the CJCLS site.

Other Announcements:

Nominating Committee– Chair Cynthia Steinhoff said she would send the report; Marianne will contact her.

Planning and Procedures Committee— Chairs Susan Maltese and Imogene Book could not be present; they will send the report to Marianne.

COMMITTEE REPORTS

Conference Planning

ALA Annual Conference 2004 - Orlando —Marianne Rough reported on the conference program and local events. *Program*: Marianne has lined up the speakers, who represent high school, community college, four-year college, and university/research university libraries. All show tutorials and talk about their bibliographic instruction programs. Marianne observed that we are emphasizing students and how librarians will serve them. She seeks a broad appeal for the program, which is currently entitled “Bridging the Gap.” *Friday night event*: A location is still being sought. *Tour*: Marianne announced that Brevard Community College is hosting this year’s tour. She has toured the library, a beautiful facility shared with the Solar Energy Center and the University of Central Florida, and located near the Kennedy Space Center. This is a change in site from another college library previously considered. Information will be forthcoming in the CJCLS newsletter.

ALA Annual Conference 2005 - Chicago—Mary Carr will check with Susan Maltese for ideas about planning the library tour and about local arrangements. Some of the program will be due May 1, 2004; ALA will give more credence to programs following the theme. A program being put together for the ACRL Conference in Minneapolis by Mary Carr and Julie Toderò could be tweaked for the Chicago program afterwards. This planning discussion led to specific suggestions by the attendees regarding the Chicago program. Ann mentioned librarian and classroom faculty partnerships. Carolyn spoke of building basic skills. Mary mentioned advocacy media training. Regarding procedures, the group noted that guest speakers are supposed to register. Also, speakers with an MLS degree cannot be paid with program money. Mary will check with Mary Jane Petrowski regarding these areas.

Research and Publications Committee—Carolyn Norman, Research and Publications Committee Chair, distributed copies of the Research and Publications Committee Report to attendees. The committee met monthly by conference call to work on two projects. The first, *CJCLS Guide #5: Information Competency Web Pages*, is not yet ready for publication; the committee will be discussing various points with the authors in late January. The second, *Resource Guide for Books for Community College Libraries*, is further detailed in the printed report. Following the resignation of the project lead due to a position change, a draft template for previous work was developed. Carolyn’s report, dated January 12, 2004, states that “the intent of this template is to provide an ongoing framework to assist in the identification of the wealth and diversity of information resources available for each discipline. The document is to identify first level resources.” From *Building Construction*, covered in the first document, other members will develop *Heating, Air Conditioning and Refrigeration (HVAC)*, a subset of building construction. For continuity, the committee members would like to continue on the committee until the *Resource Guide* project is completed; Carolyn will send this information forward to Mary Carr, incoming

CJCLS Chair. Of further note, the committee is tabling work on the ESL Project. Carolyn also reported that the Research and Publications Committee invited the Bibliographic Instruction Committee to join them for a joint meeting. The two committees shared their work to date and began brainstorming together.

Mary Carr, joined by all present, thanked Carolyn for all the project work that is being accomplished by this committee.

Library Resources Review Committee— Ann Campion Riley, Library Resources Review Committee Chair, announced that *Choice* will have two new community college reviewers. The phrase “suitable for community colleges” will no longer be used in *Choice* reviews. The Library Resources Review Committee would like to update web pages and also add a section about career programs.

NCLR REPORT: Mary Carr, National Council for Learning Resources Chair, reported that NCLR is getting a lot of attention at the American Association of Community Colleges. Julie Todero, NCLR representative to AACC, recommends that we put on a technology conference on the Commission on Academic, Student and Community Development. Mary spoke of the importance of students and services in a remote learning environment. Commissioners have only one-year appointments. The commissions are now looking at the passage of a statement on the importance of learning resources and student services for remote learners. AACC Board member Pat Stanley, President of Frederick Community College in Frederick, Maryland, joined the NCLR-CJCLS discussion group on Saturday. She visited with the membership. She will be instrumental in getting the statement passed when it reaches the AACC Board.

This led to discussion about AACC and the librarians serving on it. Mary said that she and Julie are like the collected memory of AACC, and the new membership is dependent on them. Mary Ann Settlemyre, AACC Director of Meetings and Council Relations, does the conference. Now we ask for a slot right after the keynote speaker. After talk about reciprocal corporate partnerships, we’ll talk about your library. A program on best practices for support services could be reworked with slightly different topics.

Mary also reported that she and N. J. Wolf had attended a Leadership Council. Council attendees discussed the need to get more people to come to AACC. This led to the subject of the need for more CJCLS members on NCLR; with more members, we could set up preconferences.

Mary emphasized that the culture of AACC is changing. Librarians can be active members; not all librarians have to be presidents. Cary is on the committee marketing the ACRL Excellence in Academic Libraries Award. Mary asked for the names of librarians working at good libraries that she can contact. Nominations are kept for three years. Cary may ask to be on the summer agenda to encourage others to apply. Mary emphasized the need to present one’s library well, as last year’s winner Rita Jones did. Rita also involved her staff at the City College of San Francisco in the process of preparing the application.

ADJOURNMENT

Cary Sowell moved to adjourn; Ann Campion Riley seconded the motion. The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Lora Mirza
CJCLS Secretary

March 22, 2004