



Nealley Library  
1530 W. 17<sup>th</sup> St.  
Santa Ana, CA 92706  
(714) 564-6700  
FAX (714) 564-6729

### **SANTA ANA COLLEGE MISSION STATEMENT**

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.*

## **Library Flex Week Meeting August 27, 2009, 9:00 am – 3 pm**

- 1. Administrator Updates**
- 2. 2009-2010 Librarians Meeting Schedule (NOT DISCUSSED)**
- 3. Voyager OPAC Update**
- 4. Reference Desk Update**
- 5. Adjunct Training**
- 6. Department Portfolio 2009-2010**
- 7. Program Review & 19QT**



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## **Librarians' Meeting September 10, 2009**

- 1. Librarians' Flex Meeting**
- 2. 2009-2010 Librarians Meeting Schedule**
- 3. Budget**
- 4. Department Portfolio 2009-2010 (Postponed for next meeting).**
- 5. Library Flyer**
- 6. Library Instruction (Postponed for next meeting).**
- 7. Other**



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**Librarians' Meeting  
September 24, 2009**

- 1. Approval of Sept. 10 Librarians' Meeting Summary.**
- 2. Budget Cut**
- 3. Technical Support**
- 4. Department Portfolio 2009-2010**
- 5. Library Flyer:**
- 6. Library Instruction**

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**Librarians' Meeting**  
**October 15,**  
**2009**

- 1. Guest: Mr. Loy Nashua, Associate Dean of Student Development**
- 2. Approval of Sept. 24 Librarians' Meeting Summary:** approved
- 3. Internet Use Policy**
- 4. Budget**
- 5. Reference SLOs and Assessment Draft**
- 6. Signage for Library**
- 7. CI Tracking**
- 8. Other.**



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## **Librarians' Meeting October 22, 2009**

- 1. Approval of October 15 Librarians' Meeting Summary**
- 2. Budget**
- 3. LIS 100 and 103 Courses**
- 4. Reference Schedule: Spring 2010**
- 5. Reference SLOs and Assessment Draft**
- 6. Department Portfolio Planning 2010-2011**
- 7. Other**



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## **Librarians' Meeting November 12, 2009**

- 1. Approval of October 22 Librarians' Meeting**
- 2. Budget**
- 3. LIS 100 and 103 Courses**
- 4. Revision of Reference SLOs and Survey/Assessment Tool.**
- 5. Department Portfolio Planning 2010-2011**
- 6. Program Review**
- 7. Other**



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## **Librarians' Meeting December 3, 2009**

- 1. Maria Sugrañes**
  - a. Department Portfolio Planning**
  - b. Facility Planning**
- 2. Approval of November 12 Librarians' Meeting**
- 3. Program Review**
  - a. Reference Assessment**
  - b. Workshop Assessment**
- 4. Department Portfolio Planning (DPP)**
  - a. Faculty Priorities Committee:**
  - b. DPP Progress Report, 2009-2010 & DPP 2010-2011:**
- 5. Budget**
- 6. Other**
  - a. Fall 2009 Survey Result Assessment**
  - b. LIS Courses**



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## Librarians' Meeting December 10, 2009

- 1. Approval of December 3 Librarians' Meeting**
- 2. Program Review**
- 3. Print Periodical Budget**
- 4. Department Portfolio Planning (DPP)**
- 5. CI Tracking Guest Log-in Policy and Procedure (tabled)**
- 6. Other**





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Librarians' Flex Week Meeting  
February 4, 2010, 9:00 am in L112-1

- 1. Administrator Updates**
- 2. CI Tracking Guest Log-in Policy and Procedure**
- 3. Technical Support**
- 4. Approval of December 10 Librarians' Meeting**
- 5. Program Review & 19 QT**
- 6. Department Portfolio Planning (DPP)**
- 7. Other**



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## Librarians' Meeting February 18, 2010

- 1. Approval of February 4 Librarians' Meeting**
- 2. Department Portfolio Planning**
- 3. Program Review – not discussed**
- 4. CI Tracking Guest Log-in Policy and Procedure**
- 5. Technical Support**
- 6. eIDon Article**
- 7. eBook**
- 8. Other**

**Minutes 3/4/2010 DRAFT**

**Minutes 2/18/2010**

**Summer Schedule**

**NoodleTools**

**Tech Support**

**CI Tracking**

**Print Release Station and vendacard reader problems**



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## **Librarians' Meeting March 18, 2010**

- 1. Approval of March 4 Librarians' Meeting**
- 2. Summer Schedule**
- 3. Department Portfolio Planning (DPP)**
- 4. Program Review**
- 5. Chair Election**
- 6. Other**



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## **Librarians' Meeting April 1, 2010**

- 1. Approval of March 18 Librarians' Meeting**
- 2. Fall Schedule**
- 3. Department Portfolio Planning and Program Review**
- 4. Chair Election**
- 5. Michael Nguyen, ACC Lab (2:00 pm)**
- 6. Other**



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**Librarians' Meeting Summary**  
**April 15, 2010**

- 1. Approval of April 1<sup>st</sup> Librarians' Meeting Summary**
- 2. Budget**
- 3. Reference Desk Schedule (Fall 2010):** Schedule version A will be submitted.
- 4. Library Surveys**
- 5. Overdue Fines**
- 6. ILL Policy**
- 7. Other**



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## **Librarians' Meeting May 13, 2010**

- 1. Approval of April 15<sup>th</sup> Librarians' Meeting**
- 2. Budget – Maria Sugrañes**
- 3. Basic Skills – Sandy Wood**
- 4. Chair Election**
- 5. Library Surveys**
  - a. Reference Service**
  - b. Faculty Survey**
- 6. Overdue Fines**
- 7. Other**



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## **Librarians' Meeting May 27, 2010**

- 1. All Staff Meeting**
- 2. Approval of May 13<sup>th</sup> Librarians' Meeting**
- 3. Chair Election:**
- 4. Curriculum Council Representative Election**
- 5. Academic Senate Representative Election**
- 6. Other**





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## **Library Flex Week Librarians' Meeting August 19, 2010**

- 1. Instruction Update**
- 2. Reference Update**
- 3. Technical Support Update**
- 4. Service Learning Program**
- 5. 2010-2011 Librarians' Meeting Schedule**
- 6. Policies, Procedures, Areas of Responsibility**
- 7. Others**



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## **Librarians' Meeting September 16, 2010**

- 1. Library Updates**
- 2. Reference Schedule: Spring 2011**
- 3. Faculty Priorities Committee**
- 4. Instruction Update**
- 5. Technical Support**
- 6. Policies, Procedures and Areas of Responsibility**
- 7. Other**



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## Librarians' Meeting Oct. 14, 2010

- 1. Vice President/Co-chairs Meeting Updates**
- 2. Reference Schedule: Spring 2011**
- 3. Library Standards of Conduct**
- 4. ASG Leave a Legacy Program Funds**
- 5. Faculty Priorities Committee**
- 6. Technical Support & Systems**
- 7. Policies, Procedures and Areas of Responsibility**
- 8. Other**



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## Librarians' Meeting Nov. 18, 2010

- 1. Spring 2011 Schedule**
- 2. Faculty Priorities Committee**
- 3. Print Release Station**
- 4. Foundation Grants Applications**
- 5. Library Surveys**
- 6. Systems Update**
- 7. Policies, Procedures and Areas of Responsibility** – not discussed.
- 8. Other**



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## Librarians' Meeting Dec. 2, 2010

- 1. Spring 2011 Schedule**
- 2. Orange County Library Association (OCLA)**
- 3. Reference Update**
- 4. Systems Update**
- 5. Instruction Update**
- 6. Other**



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**Librarians' Flex Week Meeting  
January 20, 2011**

- 1. Administrator Updates**
- 2. Technical Support**
- 3. Reference SLOs**
- 4. OCLA's Fundraising Endeavor**
- 5. LT Program Spring 2011**
- 6. Department Portfolio Planning (DPP) & Program Review**
- 7. Other**



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Librarians' Meeting  
February 10, 2011

1. **Library Budget**
2. **Schedules**
  - a. **Summer 2011 Reference Schedule**
  - b. **Fall 2011 Reference Schedule**
  - c. **Fall 2011 Instruction Schedule**
  - d. **Fall 2011 Class Schedule**
3. **Recruitment**
  - a. **Classified Staff:**
  - b. **Librarian:**
  - c. **Adjunct Pool**
4. **Department Portfolio Planning (DPP)**
5. **Technical Support**
6. **OCLA's Fundraising Endeavor**
7. **LT Program Spring 2011**
8. **Other**

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Librarians' Meeting  
March 10, 2011

- 1. Library Budget**
- 2. Schedules**
  - a. **Fall 2011 Reference Schedule**
  - b. **Fall 2011 Instruction Schedule**
  - c. **Fall 2011 Class Schedule**
  - d. **Department Chair**
- 3. Recruitment**
  - a. **Classified Staff:**
  - b. **Librarian & Adjunct Pool:**
- 4. Department Portfolio Planning (DPP)**
  - a. **2010/2011 Progress Report**
  - b. **2011/2012 Portfolio Draft**
- 5. Systems Update**
  - a. **Voyager Upgrade Timeline:**
  - b. **Headphones**
  - c. **Wi-Fi Upgrade**
  - d. **Web Tasks**
  - f. **Web-scale Management System Site Visit**

.
- 6. LT Program**
- 7. Other**





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## Librarians' Meeting April 21, 2011

1. **Frank Perkins** – ASG Incoming Vice President
2. **Library Budget**
3. **Schedules**
4. **Recruitment**
5. **Department Portfolio Planning**
6. **Systems Update**
7. **Other**



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## Librarians' Meeting May 12, 2011

1. Faculty Comment
2. Information Competency
3. Schedules
4. Recruitment
5. Department Portfolio Planning
6. Systems Update
7. Other



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Librarians' Meeting  
September 15, 2011

**Turner remarks/comments:**

**Assignments**

**Reference Desk Coordinator**

**Collection Development**

**Database Renewals**

**LT/LIS**

**Committee Reports**

**Book of the Year**

**Fines**

**Other**



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## Librarians' Meeting Oct. 27, 2011

- 1. Department Portfolio**
- 2. Collection Development**
- 3. Student Survey**
- 4. Librarian position**
- 5. Curriculum**
- 6. OCLA**
- 7. Library Guides**
- 8. Camtasia Project**
- 9. Leave-a-Legacy**
- 10. Adopt-a-Family**
- 11. Other**

**Minutes  
12/01/2011**

**Spring Schedule**

**Dept. Chair**

**Division Liaison Responsibilities**

**Databases**

**Homepage/SharePoint**

**Equipment List**

**Student Surveys**

**Flex meeting**

**Library Dept. Planning 2012 Draft**

**Other:**

## **Flex Meeting Minutes**

**01/19/2012**

### **Reference Announcements:**

Schedules

Reference Desk Printer

Scanner Station

Miscellaneous

### New Appointments:

One-time \$

SharePoint

Database Announcements

Academic Senate Retreat

LT news and Book of the Year

Donations

**Minutes**

**02/09/2012**

**DSPS**

**Approved Minutes of 1/19/2012.**

**Databases**

**SharePoint**

**Law Books**

**Midwest Library Service, a collection development tool**

**One time equipment/furniture money**

**Librarian's Meeting  
Minutes**

**03/08/2  
012**

- I. Updates: Staffing**
  - Curriculum**
  - Money**
- II. Circulation: Fines for faculty**
- III. Minutes of 02/09/2012 approved.**
- IV. SAC 2011-12 Book of the Year**
- V. Instructional videos**
- VI. Databases**
- VII. SLO Reference Survey**
- VIII. Announcements**



## **Librarian's Meeting Minutes**

**04/12/2012**

**Minutes of 03/08/2012**

**Committee Memberships:**

**Schedules: Summer:**

**LT Program:**

**Database Decision:**

**Announcements:**

**Workshops**

**Jury Duty:**

**Public PCs:**

**Book of the Year Activities:**

**Carl Sawyer Fund:**

## **Librarian Meeting Minutes**

**05/10/2012**

**Friends of the Library Fund**

**Carl Sawyer Trust - Library**

**Minutes of 4/12/2012**

**Leisure Reading Collection: The Reading Post**

**Reference Schedules: Summer and Fall 2012**

**Reference SLO Survey** results were shared. This item will be revisited.

*Action Item: Make this a future agenda item.*

**Announcements:**

**Auto Reference Center DB**

**Seth**

**Discovery Service**

**OCLA**

**Summer Teaching Retreat**

**Iceberg Melting workshop**

**LT Updates**

**Book of the Year**

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Librarians' Meeting  
September 20, 2012

1. Areas of Responsibilities
2. Schedules
3. Department Portfolio Planning
4. Library Technology Program Update – Yolanda Garcia
5. Instruction Update – Luis Pedroza
6. Reference/Collection Development Update – Mary Ellen Bobp
7. Electronic Resources/Web Update – Stacy Russo
8. Systems Update – Nell Yang
9. Other
10. All Staff Information Meeting

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**LIBRARIANS' MEETING – FALL 2012  
November 1, 2012**

**MEETING SUMMARY**

**1. Schedules**

- Spring 2013 Reference Schedule
- Spring 2013 Instruction Schedule

**2. Faculty Priorities Committee**

**3. Student Workers**

**4. CD classification**

**5. Program Review**

**6. Integrated Library Systems & Discovery Services.**

**7. Others**



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January 20, 2011**

- 1. Administrator Updates**
- 2. Technical Support**
- 3. Reference SLOs**
- 4. OCLA's Fundraising Endeavor**
- 5. LT Program Spring 2011**
- 6. Department Portfolio Planning (DPP) & Program Review**
- 7. Other**

# **Part Time & Full Time Librarians' Meeting**

## **January 24, 2013**

### **Santa Ana College Mission Statement**

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- 1. Library Updates**
- 2. Schedules**
- 3. Technical Support**
- 4. LT Program Spring 2013**
- 5. Department Portfolio Planning (DPP) & Program Review**
- 6. Other**

**Librarians' Meeting  
January 24, 2013**

- 1. Areas of Responsibilities**
- 2. CCL Deans' & Directors' Spring Meeting**
- 3. Program Review**
- 4. Library Displays – Stacy Russo**
- 5. Others**

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**LIBRARIANS' MEETING – SPRING 2013**  
**February 14, 2013, 2:00 – 4:30 pm in L112-1**

**MEETING SUMMARY (draft)**

- 1. Approval of Minutes**
- 2. Library Updates**
- 3. Schedules**
- 4. Reference/Technical Support Incidents**
  - **Blackboard and browsers**
  - **Printing**
  - **Scanner and PDF documents**
  - **Acrobat XI Professional/scanner for Program Review/accreditation**
  - **Smart phone Internet access**
  - **Technology Inventory**
- 5. LT Program Spring 2013**
- 6. CCL**
- 7. Department Portfolio Planning (DPP) & Program Review**
- 8. Others**



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## **LIBRARIANS' MEETING – SPRING 2013** **March 14, 2013, 2:00 – 4:15 pm in L112-1**

### **MEETING AGENDA**

- 1. Approval of Minutes**
- 2. Schedules**
  - **Spring 2013 Reference Schedule**
  - **Summer 2013 Reference Schedule**
- 3. Electronic Services**
  - **EBSCO Renewal**
  - **LibGuides**
  - **Student Art Display**
- 4. Reference/Technical Support Incidents**
  - **CD and Audio (#1 - #34)**
  - **Print Release Stations & Flash Drive Printing**
  - **Inserting Page Numbers in Word Documents**
- 5. Systems Update**
  - **Technology Inventory – *tabled, due to SACTAC cancellation***
  - **OCLC WorldShare Management Services (WMS)**
    - a. **Training and Planning (Spring 2013)**
    - b. **Implementation (Summer 2013)**
    - c. **Edward Luna's Cataloging Account**
- 6. CCL**
  - **Deans' & Directors' Spring Meeting (Thursday-Friday, March 21-22, 2013)**
- 7. Department Portfolio Planning (DPP) & Program Review**
  - **Reference Survey**
  - **Instruction Survey**
  - **Faculty Survey**
  - **Librarian Positions**
  - **Collection Development/Division Liaison – *tabled, due to time***
  - **Accreditation**
- 8. Others**
  - **Printing in the Library – *tabled, due to time***
  - **Library Policies and Students – *tabled, due to time***
  - **Book of the Year**

### **Santa Ana College Mission Statement**

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.*

## **LIBRARIANS' MEETING – SPRING 2013**

**April 22, 2013, 2:00 – 4:15 pm in L112-1**

### **MEETING AGENDA**

- 1. Approval of Minutes**
- 2. Library Updates**
  - Librarian Position
  - Library Offices
  - Collection Development/Division Liaison
  - Area of Responsibilities
  - Database Renewal
- 3. Schedules**
  - Summer 2013 Reference Schedule
  - Fall 2013 Reference Schedule
- 4. Accreditation**
- 5. OCLC WorldShare Management Services (WMS)**
  - Training Schedule
- 6. Conferences**
  - Deans' & Directors' Spring Meeting, 2013 (Thursday-Friday, March 21-22, 2013)
  - California Conference on Library Instruction, 2013
- 7. Department Portfolio Planning (DPP) & Program Review**
  - Reference Survey
  - Instruction Survey
  - Faculty Survey
- 8. Others**
  - Printing in the Library
  - Library Policies and Students
  - Book of the Year
  - CI Sign-In Form

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**LIBRARIANS' MEETING – SPRING 2013  
May 9, 2013, 2:00 – 3:50 pm in L112-1**

**MEETING AGENDA**

- 1. Approval of Minutes**
- 2. Library Updates**
  - Librarian Position
  - Library Office L-116-1
  - Librarian PC
  - Librarian Desk
- 3. Schedules**
  - Summer 2013 Reference Schedule
  - Fall 2013 Reference Schedule
- 4. Accreditation**
- 5. Department Portfolio Planning (DPP) & Program Review**
  - Goals & Activities 2013-2014
  - Reference Survey
  - Instruction Survey
  - Faculty Survey
  - 19QT
- 6. Book of the Year Events**
- 7. Senator Election**
- 8. Systems Update**
  - OCLC WorldShare Management Services (WMS)
  - Public Catalog Training Event
- 9. Others**