Attending: Jeremy Bullian, Chair; Jacquelyn Cress, Alicia Ellison, Wendy Foley, Vic Harke, Jeneice Sorrentino

Guests: Jackie del Val, Andrea Dufault, Adrian McCray, Karen Griffin and Sophia Kowalski

Meeting Minutes: The Minutes from 3/16/12 were amended to read that “Ybor will have new PCs next year and all the remaining older PCs at every campus will be replaced, dependent upon funding.”

Ongoing Computer Issues:

(Adrian McCray): OIT has now identified the errors in the previous image. They have fine-tuned settings and can now deploy an imperfect image. However, the PCs are stable - they won't crash and maintain consistent functionality of the hardware. Andrea and Jackie are working on dealing with the CCLA software apps. Adrian asked if the libraries wanted an immediate release of the imperfect, but stable, product.

(Andrea Dufault) - We now have a stable product. She and Jackie are currently working on five issues using four images--one for each PC model. Andrea recommends waiting to roll out the new images until the product is correct. She has added a menu bar in Internet Explorer (IE) and included Firefox (FF). She is trying to lock down the internet security options in Firefox. Also, Auto login (into the CCLA databases and e-books) may not work for both IE and FF.

Roll out schedule (Andrea Dufault): Effective Monday, 4/23, Andrea and Jackie will start imaging the computers at YB. They will wait approximately a week to make sure that there are no unforeseen problems. The next in order depends on whether Adrian McCray and Chet Huntley to determine if OIT can shut down one row at a time as opposed to shutting down all the computers at once in the reimaging process. If they can, and the YBOR computers are fine, then Andrea and Jackie will start on the Brandon computers on Monday, 4/30. If all PCs need to be shut down, Andrea and Jackie will work on Brandon computers during the break. Dale Mabry will either be started on 4/30 or during the break, depending on the ability to shut down only one row of computers at a time. Brandon and Dale Mabry are the next libraries because they will pilot pay4print. Plant City, SouthShore and MacDill computers also will be reimaged.

Circulation computers will have a new login.

DLTS Update (Jackie del Val): As she was testing computer images, Jackie discovered a problem with the functionality of several Gale databases and notified CCLA. Orders/budgets are fine.

Administrative Update (Karen Griffin): Please review the short Master Plan. Karen showed Kristin Heathcock’s information literacy YouTube video at the student success committee meeting.

Patron Driven Acquisition: Wendy went over the patron driven acquisition report she had earlier e-mailed to the Cluster. The Cluster agreed that we should continue exploring the concept in the fall term. The Cluster suggested that perhaps Jackie del Val might work on exploring options this summer.

Old Business (Alicia Ellison): Barry Hubbard is unable to do new library tour videos for us this summer.
Ask-A-Librarian (AAL) summer (Alicia Ellison): The Cluster agreed that it would be a good idea to suspend the AAL reference e-mail for the summer. Is it possible to place an “out of office” message on our local reference e-mail as well?

E-reserves, embedding, distance learning (Sophia Kowalski): Sophia is working with the new e-textbooks committee and with Kristin Heathcock on a training guide for faculty to import library content into their blackboard courses.

E-reserves: Some professors will be using e-books this summer. How can the Library assist in having an e-reserve available for students in the Library and also remotely? Jeremy Bullian will ask CCLA to find out how we can make e-reserves accessible through the catalog. Issues discussed were time of viewing, remote access, and can any HCC student use (as in a regular e-book).

Celeste Fenton - One Book One College - Celeste Fenton is interested in faculty reading one book for the year so that it can serve as a basis for faculty discussions. She would like the Library to assist with making the book accessible to faculty in both print and e-book. Issues to consider: is the book available as an e-book? Is it available with multiple users? What are the vendor policies? Can CCLA load the title into PRIMO? Whose budget would this come out of?

Embedding: Kristin Heathcock is working on a tutorial showing faculty how to embed video links into blackboard. (There are also existing tutorials). Faculty has particularly shown an interest in embedding Library art/music/film resources. Sophia mentioned that FMG links can work or not, in different hardware. Also, sometimes on the third or fourth copy of a blackboard course, the link can be broken. Jeremy Bullian mentioned that it was better to create a link to a playlist.

LibGuides and database embedding - Kristin and Sophia will work on this.

Academic Affairs (Vic Harke) Vic went over the proposed changes in the academic structure. The goal is to change Clusters into smaller departments. Academic issues will be communicated to, and decided by, the Academic Affairs/Council. The Library and Counselors Clusters will not be changed since they are homogeneous groups.

New Business (Alicia Ellison): Alicia attended a Florida Library Association meeting conducted by CCLA and FCLA. She passed out a handout that summarized the reorganization process that will take effect July 1, 2012. CCLA and FCLA will continue more or less the same for approximately a year. The new organization, the Florida Virtual Campus will be comprised of FCLA, CCLA, Facts.org and FDLC. The Unified Library Services Business plan is one of the master documents governing the change.

Committee Meetings:

Roundtable:
Wendy Foley and Jeremy Bullian presented Library’s Digital Services to faculty at the QEP Institute on 4/12/12.

The meeting adjourned at 3:35.

Respectfully submitted by,

Wendy Foley, Secretary
Library Cluster