

# Learning Resources Committee

## MINUTES

MARCH 16, 2011

2:30 PM – 4:30 PM

MELBOURNE CAMPUS,  
01-125

<b>MEETING CALLED BY</b>	Norma Rudmik, Chair: Learning Resources Committee
<b>TYPE OF MEETING</b>	Learning Resources Committee
<b>FACILITATOR</b>	Norma Rudmik
<b>NOTE TAKER</b>	Stephen Gallagher
<b>TIMEKEEPER</b>	Chuck Kise
<b>ATTENDEES</b>	Stephen Gallagher, Randy Glover, Monica Hixson, Susan Lamm-Merritt, Norma Rudmik

### Agenda topics

#### LEARNING RESOURCES COMMITTEE PURPOSE AND MISSION

**NORMA RUDMIK**

<b>DISCUSSION</b>	Brief explanation of Learning Resources Committee	
Norma Rudmik provided a review of the purpose and organization of the Learning Resources Committee		
The purpose of the committee is to act as a liaison between faculty, staff, students, and the libraries by providing input and feedback in planning and assessing resources and services which support lifelong learning of the BCC community. A discussion was conducted on how the Learning Resources Committee meetings will be conducted and the frequency of meetings.		
<b>CONCLUSIONS</b>	The members of the Learning Resources Committee agreed that there will be one meeting in the fall and spring semesters and at additional times as necessary.	
The consensus was that if a meeting warranted face to face communication, we would meet in one location, but that in certain cases, a conference call or e-mail may be sufficient, in order to minimize travel expenses.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

#### CHAIRPERSON CONFIRMATION

**NORMA RUDMIK**

<b>DISCUSSION</b>	Per the defined organization of the Learning Resources Committee, the chairperson for the first year should be a librarian. Since Norma Rudmik is the only librarian on the committee as of now, she volunteered to fill that role for the coming year.	
<b>CONCLUSIONS</b>	The committee confirmed Norma Rudmik as chairperson for 2011.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

**REQUEST FOR VICE CHAIR****NORMA RUDMIK**

<b>DISCUSSION</b>	Per the defined organization of the Learning Resources Committee, a Vice Chair should volunteer or be elected from the membership. The Vice Chair will be responsible to take meeting minutes and record them, stand in for chair if unable to attend, assumes chair position until next election if a vacancy occurs.	
<b>CONCLUSIONS</b>	Stephen Gallagher volunteered to be Vice Chair.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

**REVIEW OF COMMITTEE MEMBERSHIP****NORMA RUDMIK**

<b>DISCUSSION</b>	The current membership consists of: Stephen Gallagher (Titusville faculty), Randy Glover (Melbourne faculty), Monica Hixson (Cocoa faculty), Susan Lamm-Merritt (Melbourne), and Norma Rudmik (Melbourne ).	
	The ETAS members discussed whether the ETAS was the appropriate subcommittee to review this document.	
<b>CONCLUSIONS</b>	We still need a Palm Bay faculty member to join the committee. We also need a staff member from any campus to join.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The committee will continue to request for members	??	Next LRC Meeting

**STUDENT AND FACULTY REQUIREMENTS FROM LIBRARIES****NORMA RUDMIK**

<b>DISCUSSION</b>	Norma Rudmik raised the topic about whether the libraries should be doing more to meet the needs, and provide a friendlier environment to our faculty and students.	
	The following items were discussed: The Melbourne Campus library has needed to be renovated, but it has been delayed until the building has been reroofed. The Cocoa Campus is not used as much as it could be, and it is not understood why more students do not make use of it. One of the reasons listed for more students not using the libraries is that we are a commuter college. Many of our students also hold down full time or part time jobs, or they have children at home. This minimizes that amount of free time that the students can spend in our libraries performing work. Additionally, it was mentioned that many students also have Internet connections at home which gives them access to many learning materials formally only available in a library setting. In some circumstances, it is not known whether all students know what the libraries have to offer.	
<b>CONCLUSIONS</b>	The committee concluded that the libraries should be recommended to students on each campus as a place for safe study. Additionally, faculty members should be encouraged to take their students on tours of the libraries, so that the facilities could be explained to the students, as well as how to use the Library of Congress Classification System.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Each campus representative will notify faculty to remind students to take advantage of our libraries and the resources they have	Campus Representatives	By end of Spring semester

**STUDENT AND FACULTY SURVEY****NORMA RUDMIK**

<b>DISCUSSION</b>	The members discussed the possibility of surveying students and faculty to find out whether they use the libraries.	
	Students and faculty should be surveyed to find out whether they use the libraries, including asking them why or why not, and what would they like to see offered in the libraries to make them use the libraries more.	
<b>CONCLUSIONS</b>	A survey should be conducted on each campus.	
	The committee agrees that students and faculty should be surveyed to find out whether they use the libraries and what would they like to see done to encourage them to use the libraries more in the future. This may lead to a formal college wide survey being conducted in the future.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Each campus committee member will conduct an informal survey of the faculty and students on their campuses and report back to the committee.	Campus Representatives	Next committee meeting

**STANDARDIZED FORM FOR FACULTY TO REQUEST BOOKS AND OTHER MEDIA FOR THE LIBRARY****NORMA RUDMIK**

<b>DISCUSSION</b>	Faculty should have a uniform way to ask for the libraries to carry certain books or other academic media (DVDs, databases)	
<b>CONCLUSIONS</b>	A form should be put together for faculty to use, consisting of the book's title, author, publisher, and ISBN.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Norma Rudmik to put together a form for distribution to the libraries	Norma Rudmik	Fall semester

**EBOOKS****STEPHEN GALLAGHER**

<b>DISCUSSION</b>	It was mentioned that more students may be looking for e-books to be available through the libraries. The discussion concluded that we are moving in that direction and that the Melbourne campus library does have more than 42,000 e-books. There is a major benefit to e-books in that they can be accessed by multiple students at multiple campuses.	
<b>CONCLUSIONS</b>	The committee recommends that the school continues to acquire the rights to more e-books.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

**NEXT SCHEDULED LEARNING RESOURCES COMMITTEE MEETING**

<b>DISCUSSION</b>	The Learning Resources Committee members discussed the need to meet, again. It was suggested that when the ETAS does meet, again, that some of the tools such as Wimba should be used to eliminate the need to drive to one location. It was suggested that our next formal meeting take place in the Fall 2011 semester	
<b>CONCLUSIONS</b>	The Learning Resources Committee decided that we did not have to meet until the Fall semester	
	The committee recommended that the fall meeting not be held until the end of September 2011. Norma Rudmik said that she would schedule a meeting at the start of the semester for some time in late September.	
<b>MEETING ADJOURNED: 3:00 PM</b>		