1. Terri Fishel called the meeting to order at 1pm and welcomed Cynthia Kauffeld, Hispanic Studies, to the group. All members introduced themselves.

2. Approval of minutes of last meeting - Minutes were approved without amendment.

3. Review of revised proposal for Book Collection Allocations
   a. Katy shared a revised copy of the document that was shared at the last meeting.
      ■ Removed: eliminating the role of library representative.
      ■ Focus is on the way funds are being allocated within departments.
      ■ Goal is to encourage faculty to select materials as they are needed using one of these two models for a one year pilot:
         1. No funds are allocated - faculty just order what they need, with a soft cap of $8500 per department that the library will monitor. Library would contact the department if cap is reached, and work toward meeting the department's additional needs.
         2. Look at actual expenditure of book allocations for past 3 years of a department, base the coming year's departmental budget on that average. Again, if cap is reached the library will work with the department to fund any additional needs.
      ■ Library hopes to allow a little flexibility around the annual March 1 deadline. However, we must balance that with our need to spend funds and receive materials by the IRS deadline of the last day of the fiscal year, May 31st.
   b. Discussion
      ■ Three-year spending average model would have a negative impact on any department that has has large turnover or transition. Soft cap model would be more forgiving.
      ■ Reported: online system can be slow and sometimes inaccurate in terms of reporting what is already in the collection. Is this part of the reason it takes people so long to order, and why people are so slow? Could student workers be trained to do this task, with departmental coordinator supervision? Perhaps spreading the workload could help.
      ■ Bill is still working to obtain more information concerning the YBP system used at his previous institution.
      ■ Many foreign language titles are not in Oasis.
      ■ When ordering, it would be useful to be able to see a real time history of what has been ordered, what funds are left.
• What is the impediment that keeps faculty from timely ordering, minimizes their frustration level? Faculty perspective is that the ordering process, not the dollar amount, is the issue.
• During the pilot the current model would be put on hold, but it would still be on the table at the end of the one year pilot.

RESOLUTION: **Approved** - move forward with pilot model #1 for 2017-2018.

**ACTION:** Katy plans to follow up with YBP to find the level at which the system produces checklist emails and other enhancements that Bill described. They have many price points.

4. Review of [proposal for revised circulation periods for faculty](#) - Angi
   a. Change: increase faculty renewals to one year, with certain restrictions, plus renewal option.
   b. The recall option described in the proposal received a firm thumbs up.

RESOLUTION: **Approved.**

5. Review of [proposal for faculty stipends for adopting/adapting/creating open textbooks](#) - Terri
   a. Description of the project:
      • Goal is to provide more open education resources for faculty and students.
      • Begins this spring, library is promoting it this month so faculty have opportunity to consider and work on their projects during the summer.
      • Two models: Adopt and adapt an existing OA book; Create a new book.
   b. Discussion:
      • Print on demand options? *Not decided yet; library is researching. [Follow up: Conversations with Document Services on this aspect. More info to come. TAF 4/5/2017]*
      • How do students access it? E.g., if one wants to include out of print / copyright English docs. *Using Pressbooks or another tool, one can create the consolidated text as a single pdf. Epub and other options also exist.*
      • Technologically, legally, can the teacher use public domain items from Google?
        1. Yes, if out of copyright. The biggest challenge is identifying.
        2. Can one create the equivalent of a course pack? (i-annotate may be a tool for online use.) *Yes, one could create a consolidated volume of print items for reading.*
      • What is included? *Grant would include editing, layout, design costs, could include student work.*
      • Do faculty have access to Pressbooks, other tools? Yes.
      • Would faculty be able to pull out portions of recent textbooks? *Only if they are the faculty member’s own work.*
- The content of textbooks from this project would be Open Access, available at no fee to others. The product would be an electronic book, but it may be printable. Once finished and created, it would be in our Digital Commons and linked to the Open Textbook Network.

ACTION: Terri will take questions to Ron Joslin.
RESOLUTION: Approved to move forward.

6. Jean K. Archibald Award - need 3 (faculty & staff reps) to review and rank the 2 nominee essays. The 2017 selection committee: Bill, Becky, Cynthia will be the readers.

Composition of committee for 2017-18 - new staff representative, how many (if any) faculty interested in continuing another year?
2017-2018: Bill - no - on leave. Andrea is willing to return in spring 2018; on leave in the fall. Cynthia - no - chairing Department.

7. Update on plans for library Level 2
a. Terri and Angi shared the schematic for level 2 and explained the vision. The project will happen between mid-April and mid-August. [Photo of draft plans at end of document.]
   b. Discussion:
   - Who is being tapped regarding details? We have had and will continue to have listening sessions. Everything will not be finalized at opening time, so there will be room to tweak.
   - What if a future faculty member had specific skills that fit into makerspace activity? Would there be ongoing funds for new equipment, enough flexibility to accommodate changes? Yes, that is our intent, and we are attempting to incorporate that flexibility into the design.
   - Remy Eisendrath, Sam Greenstein, Chris Wells, Terri Fishel, Angi Faiks, Nathan Lief, Matt Meyer, and Ted Wilder are on the committee.
   - Sa In Chin reported that she will be asked to present at MCSG student board.
   - Send all questions to Terri or Angi.

ACTION: Sa In Chin will connect with Remy Eisendrath and Sam Greenstein to see what they might like to share with MCSG as a group, and will connect with Angi or Terri if she needs any support or info.

8. Other? None.

Adjourned: 2:10 p.m.
Respectfully submitted,
Jacki Betsworth