

**University Library Committee (ULC)**  
**Approved Minutes**  
**Friday, October 5, 2012**

Members Present:

Jo Brocato-Faculty, CHHS  
Ashley Carter-Faculty, CNSM  
Khue Duong –Librarian, CSULB University Library  
Maria Goswitz –Faculty, CLA  
John Kleinpeter-Faculty, COTA  
Chung-min Lee-Faculty, CNSM  
Trini Lewis –Faculty, CED, Chair  
Kim Tabari-Graduate Student Representative, CED, Secretary

Members Absent:

Arlene Lazarowitz, Faculty, COLA  
Tracey Mayfield-Associate Dean & Librarian, CSULB University Library, Ex-Officio  
Grace Reynolds-Faculty, CHHS  
Nhora Serrano-Faculty, COLA

1. Meeting was called to order at 1pm.
2. Approval of Agenda  
Ashley Carter moved to approve the agenda and Jo Brocato provided a second to the motion.  
The motion was approved.
3. Approval of Minutes  
John Kleinpeter moved to approve the minutes from the September 11, 2012 meeting, and Jo Brocato provided a second to the motion. The motion was approved.
4. Visit from the Chair of the Academic Senate  
The new chair of the Academic Senate, Dan O'Connor stated that he is visiting every council and committee to say hello and thank everyone for service to the university. He reviewed a few new policies from the Academic Senate, including curriculum committee policy to approve new courses to existing academic programs. Jo Brocato inquired about policies regarding curriculum revisions. Dan O'Connor stated that a resolution was passed in the Academic Senate that showed guidelines for developing new classes. However, the guidelines are not absolute. If someone is trying to add a class they must also remove a class. Faculty is encouraged to make good claims in their curriculum proposals for adding new coursework.

Dan O'Connor added that there are two new tasks that might be of interest to the committee, copyright and accessible technology. There will be a campaign to inform faculty of what is in place. Trini Lewis noted that Tracey Mayfield had informed the ULC membership well regarding copyright privileges affecting faculty and that the discussions regarding copyright would continue as a topic on ULC agendas.

Ashley Carter inquired about accessibility and if posting Powerpoints on his website need to be in compliance with accessibility policies? Dan O'Connor said yes, it needs to be ATI compliant, if it is on Beachboard then it is already ATI compliant, but on a separate website, it would not be. The new policy and practices discourage faculty from using outside web sources for students to access and view data, instead Beachboard is the preferred platform. Liability issues might emerge if Beachboard is not used for such postings.

Regarding the new Chancellor, Timothy P. White who comes from a UC system, Trini Lewis asked Dan O'Connor's opinion about Chancellor White's future initiatives supporting faculty research and addressing workload issues. Dan O'Connor responded that the new chancellor has his a BA & MA from a CSU and his doctorate is from a UC, so he is familiar with both CSU & UC systems. Chancellor White is efficient in fundraising and development, but Dan O'Connor does not know what his priorities will be.

#### 5. Review of ULC on Beachboard

Trini Lewis mentioned that all the minutes, agendas, membership roster, committee charge, etc. are posted on Beachboard.

#### 6. Khue Duong reviewed Zotero for the committee. Zotero is a free, Firefox add-on bibliographic management.

Questions:

Are there workshops for faculty and students? Khue Duong mentioned that there were workshops scheduled.

Trini Lewis inquired about storage capacity? Khue Duong mentioned there are currently 100 mb free spaces and individuals can create an alias on a desktop or create an online account to be mobile.

Due to the lack of time, Trini Lewis suggested that the committee review and use Zotero during the next month and to bring questions to the next ULC meeting for Khue Duong. Zotero will be carried over as a November topic.

#### 7. Ideas for future meeting topics

None were offered.

#### 8. Agenda Template

Kim Tabari reviewed her suggestions for the agenda template. Kim explained that it was not so much a change than a restyling of the agenda that is numerical and has a cleaner visual look. Trini Lewis spoke in favor of the agenda, but to be mindful of not over-structuring meetings so as to preserve a level of informality and the spirit of community building. Trini Lewis asked the membership to consider the agenda and to think about it for the November mtg., as well as to bring other agenda formats for review, if deemed necessary.

Jo Brocato inquired about the process for adding agenda items. Trini Lewis explained that everyone can send her an email with an agenda topic, the time frame is 7 -10 days prior to the meeting. Trini Lewis added the minutes should also reflect any new formats in the agendas. Trini Lewis suggested that the membership think about aligning the agenda and minute formats and that we can revisit the topic at our November meeting on Friday, Nov 2, 2012 at 1pm

#### 9. Adjournment

The meeting adjourned at 2:05pm.

**Recorded by Kim Tabari,  
Graduate Student Rep & ULC Secretary 2012-2013**