Meeting Minutes
Attendees: Kevin Burnard, Charles Rocca, Russell Gladstone, Stephen Veillette, Veronica Kenausis

1. Appoint minute-taker.
   Kevin Burnard to take minutes

2. Minutes from September meeting.
   Motion to approve (Gladstone/Rocca). Passed Unanimously.

3. Room & Equipment Reservations
   Booking of rooms can be done through EMS self-service portal. Facilities for special events can be reserved through EMS. Booking of teaching rooms is provided through the University Registrar Office.
   Equipment reservation and sign-out from Media Services is provided by web-checkout. An application for Booking facilities is provided within Microsoft Office 365. This is currently under review for wider application.

4. Study Spaces within the Library
   Youngs Library has made some additional study space available to students.
   Haas Library has 7 individual study rooms and 3 group study rooms. These rooms are available to students. An additional group study room will soon be available in Haas.
   Increased demand for study spaces and recent events related to the use of study rooms has required a review of library policy. Group Study rooms can be booked in advance.
   Individual Study rooms are available on a First-Come-First-Served basis.
   Web-ex is available to support online group meetings.

5. Use of library facilities for external proposes
   The library and the facilities of the library are intended to support the educational demands of the university and the wider student body. Recent events within the use of facilities for independent and business ventures, has necessitated a review of library policy. This review is currently underway.

6. Update on OER activities
OER luncheon to take place December 12th. The purpose of the luncheon is to recognize the awardees, share experiences, foster discussion about OER development and adoption, develop strategies on how to move forward, and answer questions. OER website can be found at: http://libguides.wcsu.edu/opened
Grant reports to be submitted by May 2019.
Grants awarded:
Evaluation Grant
Mohsen Alizadeh, JLA
Mohinder Dugal, Management
Hannah Reynolds, Biology

Implementation Grant
Mohinder Dugal, Management
Robin Gustafson, Psychology
Zuohong Pan, Economics
Howell Williams, Political Science

Development Grant
Senan Hayes, Mathematics
Leslie Lindemauer, History
Charles Rocca, Mathematics
Howell Williams, Political Science

7. Peer Educator Network Update
Peer mentor program to be piloted Fall 2018. There were 14 mentors, each assigned to an FY class. The role of the mentors was to help, support and guide students within the assigned classes. The mentors are not supplemental instructors responsible for content. Pilot program is currently under discussion for mentors to support students under academic probation. Grant for minority students is available for the State of Connecticut to support such a program. Grant is currently under development. Student Success Instructor is pending employment offer.

8. Update from Marketing 415 class project
Report from marketing students Capstone project has been presented to the library. The report focuses on the use and promotion of library services and resources. Students have made several valuable suggestions including:
- Social Media promotion
- Engagement of faculty members
- Internship opportunity in social media promotion

9. Update on University mobile App
The WCSU mobile app is currently undergoing beta testing. The application is due to be released
10. New Elevator in Haas Library is now open.

11. New Business
   New Media/IT project announced. A new computer lab/work space will be available on Westside Campus. The area will contain several multimedia facilities including: computers, Web-ex, 3D scanning, Virtual Reality and gaming facilities. 4 Break-out rooms will also be available.

   MSLP schedule for spring meetings to be sent to members through doodle poll.

Meeting Adjourned at 10.10am.