Media Services and Library Policy Committee
April 1, 2019
Minutes

Committee members present: Kevin Burnard (A), Monica Sousa (PS)(Chair), Veronica Kenausis (Director of Library Services), Catherine Vanaria (SVPA), Aura Lippincott (Instructional Designer), Chuck Rocca (A&S), Russell Gladstone (Library Representative), Brian Kennison (Administrative Representative), Scott Volpe (IT & Media Services), Anthony Gentile (SGA)

Committee members absent: Xiaoqi Han, Steve Veillette

Meeting called to order at 10:04am.
Review/Approval of both February and March Minutes (Russ 1st, Veronica 2nd) Unanimous with minor revisions.

Old business
1) Bylaws discussion and revisions
   Section #3a-1: In the event a member cannot attend a scheduled meeting, an alternate should be asked to attend.
   Does this person have voting rights? Yes, proxy voting rights.
   Section #3a-2: Ok as edited

Under Section II Membership
   Membership has been reduced to 11
   SGA representation has been reduced from 2 to 1
   Change Veronica’s title to Associate Dean of Library Services and Academic Success Program

Under III Conduct of Business
1. The Committee will meet regularly during the semester and conduct business following the most recent edition of Robert’s Rule of Order. In the event that a member cannot attend a scheduled meeting, an alternate should be asked to attend.
2. The first meeting of each academic year shall be convened by the Committee’s Chair. Otherwise, the President of the University Senate will designate a Committee member to convene the Committee.
3. Meeting times will be arranged at the beginning of each semester based on the availability of the majority of the membership.
4. (Added) At the first meeting of the academic year the Committee Chair will distribute the Committee bylaws for review and discussion.
5. A quorum shall consist of a majority of the members. Unfilled positions shall not count toward quorum.
6. Attendance and participation for meetings may occur either when members are physically present or via audio/web conferencing or a combination of the two.
7. (Revised) If all members are physically present for the meeting voting will occur verbally. If meetings are held via audio/web conferencing or if there are some members on web conferencing and others physically present, a roll call vote will be conducted. In the event that a vote is required between meetings an e-mail vote will be conducted and the motion and results of the voting will be recorded in the next meeting minutes.
8. With the exception of Director of Library Services, the remaining membership has
taking privileges. The Committee recognizes that participating in its actions by the
Director of Informational Technology (IT) and Media Services in the role as Committee
member shall not prejudice their administrative role.

**Under Minutes/Annual Report (added Annual Report)**

1. Minutes of all meeting shall be distributed and posted as appropriate.
   *(Revised since there was some question where meeting minutes should go. Under
discussion at the Senate. Each Committee has a lib-guide page and that is where
everything should be and kept up to date until the University Senate mandates a final
location)*

2. Annual report will be approved by the committee at the end of the academic year. It will
be distributed and posted as appropriate.
   Motion to approve bylaw changes: Russ 1st /Chuck 2nd. Unanimous

2) NO or Low-Cost Textbook course options- Veronica made short presentation to the Department
Chairs about the whole OER project and about starting a discussion in this committee about
moving the idea of NoLo designation forward through governance.
Veronica stated that there is a webinar scheduled for Monday (April 8th) on the effects of OER
on student learning and student success. This committee needs to put together evidence to
build the case of OER.
3) OER Grants-Hopefully another round of grants from the SGA this coming Fall.
4) WIFI- Plea to IT&I to put in place guest WIFI here at WCSU. Why can’t we have it when the other
CSU’s have it. Russ will contact Sharon Young (Chair of ITC) and have a discussion about this
matter and he will report back.

**New Business**

a. Library Committee webpage: What should be uploaded? A year’s worth of minutes plus
annual reports.

b. Library Updates:
   - The “Human Library” is moving forward. Veronica is trying to recruit students
     starting this month to be “human books” since the library is trying to start this
     program in early October. Faculty and staff will also be recruited.
   - New student success librarian is transitioning to the role of managing and
     working with the peer mentor FY program.
   - Also looking at peer research consultants but this will take more time.
   - More people are using the libraries. This is where the commuters are spending
     their time. The library has become the student center.

c. Technology updates:
   Updated 15 classrooms with new technology/projectors over spring break.
   Smartboards do not work with Windows 10.
   H Drive: will be read only as of May 1st and will disappear on June 1st.
   N drive: will not be touched.
   Blackboard: Contract extension for another 1-3 years and then go out for RFP.

Announcement: April 24th- Tech Scoop: Faculty Innovation Exchange: 10am-12pm in White
Hall 127. Inviting faculty to come and talk about technology for student learning.
Faculty Spa: Summer (TBA)
Meeting adjourned at 11:05am

Submitted by Catherine Vanaria