

**Foothill College
Library Curriculum Committee
Tuesday, February 3, 2021
MEETING MINUTES**

Location: ZOOM

Time: 9:00 AM - 10:00 AM

Items	Topics	Leaders	Expected Outcome
1	CourseLeaf	MA	Action
2	Revision of Library Orientation Survey	MA	Action

Present: Micaela Agyare, Laura Gamez, Mary Thomas.

CourseLeaf:

In the new CMS courses no longer have “owners,” and anyone can edit a course. To monitor edits, an FYI email can be sent either to the curriculum rep or to all faculty in the department whenever a course is updated.

ACTION: Our preference is that notification of changes to LIBR courses be sent to all library faculty.

Library Orientation Survey:

- Changed name to Library Instruction Survey.
- Questions will depend on which mode of instruction was used, synchronous or asynchronous (online tutorial, research guide, Canvas module, handout, etc.)
- Typically sent only in the fall, but we may send out this quarter to capture feedback from faculty who are using this service for the first time.

ACTION: Micaela will update survey in LibWizard, and we will review.