

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

September 26, 2017

12:00 PM – 1:00 PM

Warren Lawless Conference Room

MEMBERS: Beth Boynton, Craig Kuehn, Juan Ramirez, Munish Sharma, Jacqueline Truong, Nithya Venugopal

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:05pm		
Election of New Chair	Dr. Boynton nominated herself as Chair of the Committee. Dr. Truong nominated Dr. Sharma as Vice Chair, he accepted his nomination.	Dr. Sharma motioned For Dr. Boynton to be chair, Dr. Venugopal seconded, and all were in favor. Dr. Truong motioned for Dr. Sharma to be Vice Chair, Dr. Venugopal seconded all were in favor.	
Library <i>-Pat Vader</i>	<ul style="list-style-type: none"> - The library is doing traveling exhibits from the National Library of Medicine, the current one is AIDS, surviving and thriving. The next one will be nursing. - The library will be running a pilot project for students hopefully starting in January. It will be escape rooms involving medicine, history of medicine, history of WesternU. The only issue would be monetary. - Dr. Katherine Staab is putting together a video that shows the value of the library to different people on campus. President Wilson and his wife were videotaped, and a number of other people. A couple more weeks of recording and then she will start editing with the help of CMS. - Trying to keep the electronic resources and journals going. They go up five – ten percent every year and budgeting for that is difficult. - Archive Journal back issues- quite expensive - In the process of going through print journals to thin out the actual holdings of journals that they have access to electronically. It is a time consuming process. - Eventually, the library wants to purchase compact shelving. It reduces the footprint by half. It will open up half the space to study space for students, which is what they've been asking for. - The computer lab on the second floor is hardly used, maybe a handful of students each week. The staff are really crunched for space, they have a proposal in to move the reference staff to the lab, move the computers out to the floor and turn 		

	<p>the small reference office into either a small conference room or another study room. If the IT offices on the fourth floor move to Anderson Tower, we could move the staff up there and then turn their old offices in study rooms.</p> <ul style="list-style-type: none"> - The Library puts out a survey each year, alternating between students and faculty. The results are on a public site and the highlights are sent out in the "Stacked" Newsletter. - There is a faculty rep and a student rep on the library committee. COMPNW is still requesting a library up in Lebanon. - An image bank will be demonstrated soon. 		
	<p>Each member of the committee will cover a department or service</p> <ul style="list-style-type: none"> • IT – Munish Sharma • Library – Munish Sharma • Research – Steven Standley? • Facilities – Craig Kuehn • Human Resources – Jacqueline Truong • Purchasing – Nithya Venugopal <p>Would like to request to add the Bookstore under our committee for guidance. Would like for the Academic Senate to support this addition.</p>		
Ops Council	<p>Would like to have another committee member that can be an alternate to attend OPS council when the Chair cannot. Drs Truong and Sharma offered to be alternates.</p> <ul style="list-style-type: none"> - SHPEP will be happening again as well as Pipeline - Cleaning crew should be notified that the 8am start time is not ideal, could be a hazard. Park benches need cleaning - The current banner system that the University uses will no longer supported. Will be moving to Banner 9. - Added new access points to the HEC, VCC, and the PCC to prevent drop in wireless access - DACA student concerns - there is an immigration lawyer, who has volunteered her time to review the cases for the 10 students on campus, pro bono. - Dr. Guidry mentioned that WesternU is one of the few if not only institution that provides OPTUM health resources to not only its employees but also to students. They will be moving towards virtual counseling as well with two onsite counselors, one at each campus. - The WASC report was submitted on September 22nd. WASC will be meeting with this group when they come in March. 		
Next Meeting	October 24, 2017		
Adjournment	The meeting was adjourned at 1:00pm		