

LPOG CORE – CONTINUOUS AGENDA AND MINUTES

Next meeting

Invite Jennifer - DLA update and talk about Student DLA fellows office hours in the library

February 2020

1. Capital Equipment Requests - new single items over \$1000

- [Revamp space outside 230 Library](#) - Academic Programs Offices (Aaron & Jenn)
- \$5-9,500 *or is this R&R?* - re-use existing couches
- [Studio and classroom equipment for Press](#) - Flat files with large table top and accessible height table for Press = (JoAnn for Aaron Cohick) - approximately \$5,000
- Sound masking for:
 - Tutt Library 19/20 – Classroom - Higher
 - Group Study room - start by sealing the walls (R&R)
 - Tutt Library 240 A&B - Administrative Offices (awaiting quote from ITS who are testing in HR) - Higher
 - *Or end of year money*
 - HR conference room was \$5,500
- **2nd Floor touchscreen monitor** (JoAnn & Jenn) - awaiting quote from ITS, maybe \$5,000? -
 - *OR end of year money*
- **OFF THE LIST: [Technology Vending Machine](#)** (Chad) - \$16,884
 - LEAVE OFF - TALK TO CHAD - IN COVER, HAVE REMOVED \$17K
 - Too much money, use some of the money to make more available at Circ Desk
 - Pointing more people toward the free, not equitable

Submit as R&R? - Repair and Replacement

- ****Seal walls in Group Study, Tutt Library 240 A&**
 - Hold off: 1st floor printer - they have a quote
 - 2nd floor - floor lamps or table like Penrose Unrestricted gift funds
 - ****Seal walls in Group Study, Tutt Library 240 A&B**
 - Vents/cooling in Suzy B's

Submit in 2021

- 4th floor – replace vacated shelves with standing height counter and 2-3 chairs

1. Unconference for CC on communication and dialogue, tentatively scheduled for March 12, 9-2om in McHugh Commons

- Communication practices
- Participant driven “unconference” - maybe just at end and as part of agenda setting
- Facilitators - possibly Elizabeth Coggins (difficult dialogue) or women in Alaska who has just finished 3 year grant and/or improv group that works with higher ed and in workplace or CONO neighborhood dialogue, Center for Creative Leadership, someone from UCCS who does interpersonal
- Possibly funded by HR (\$8K for wellness)

Pending Searches

- Library Director search - chairs have been appointed, more information coming soon
- Library Administrative Assistant - Search will launch in March with the intention of having a few weeks overlap with Patti

November 2019:

- Earth Wall Demo (at Data Viz Wall)
- Library Director Search - update (JoAnn)
 - Will be co-chaired by Provost, will start in spring
 - Importance of collaboration
 - If no faculty meeting announcement send something faculty -l
 - Block 7 goodbye or right after graduation
- Capital Equipment Requests - needs and priorities (All)
 - Gen Ed /FYE - remodel - Aaron will bring ideas to next meeting
 - More maroon chairs, clean existing
 - Lighting in front of GIS/printers, 2nd floor bankers light
 - Another booth pillar in Writing Center
 - Get rid of shark fin - short back booth/collaboration space
 - Talk more about Tech Sandbox?
 - Move a set of lockers to QRC for student backpacks
 - Steelcase Active Learning Grant
 - 317
 - Traci, Jenn will draft Apps due Feb 2 (watch video)
- Art Supplies - Creativity and Innovation

- For classes
- For students
- Options: Tote in Crown? Locker? Tech Sandbox
Cabinets? Circulate? Welcome Desk? Rolling lockable cart. For duration of class, in cabinet if classroom has it so can be put away.
- ----> Offer lockers to instructors (-->Give LeDreka a heads up)
- Academic Programs (Gen Ed, First Year Foundations, Stroud Scholars) – update and discuss ways we can work together to support these initiatives (Aaron, Traci)
 - Gen Ed - course proposal review almost done, Aaron will know more about support needs next week
 - Stroud Scholar will be 25 students year 1, 50 year 2, 75 year 3
 - Three weeks back from Bridge, after Block B
 - Writing and Quantitative Reasoning first 2 years, maybe pre-college year 3
 - -->Circle back re: access to library resources
 - Call went out from Jordan to nominate highschool teachers to teach in program and for faculty to express interest in teaching
 - -->Nominate Allison
- Round Robin - things happening of interest to other partners (All)
 - Block Plan Institute here - distribute and propose!

October 2019:

Present: Aaron, Jane, Traci, Matt (Chad at a seminar)

- What LPOG does & how we make decisions (JoAnn & Traci)
 - See [Space change proposal](#) “Criteria” for decision-making principles
 - *Action item*: Chad add everyone
- Top 3 (or so) goals and projects for your group this year? (Round Robin – all)
 - Crown
 - 2020 Institute on Block Plan and Compressed Format Learning (with Cokett) - welcome collaborators. End of June/early July.
 - Crown future is in flux, Director role may change or go away. Associate Dean for Inclusion might be the Executive Director of Crown. How can we ensure teaching and learning and the community around that across staff and faculty are working in concert.

- ACTION ITEM: Draft a joint memo to President, Provost, Associate Provost and Dean (rather than proposal or whitepaper) AND communicate individually
- ACTION ITEM: Meet with Pedro (Traci and Aaron)
 - Principles as foundation
 - Outcome: This person understands there is lots of capacity and ongoing work on campus, that this position provide an overarching vision centering inclusive and equitable teaching and learning, and that we would be strategic partners in this effort.
 - Want to make sure this vision is included in the position description, make up of search committee, and who this person works with
 - This would move us significantly towards the goal of being a learning-centered campus, one that holds equity at the heart of our academic work.
 - Centering an equitable learning experience for students demands an integrated approach
 - Inclusive excellence in teaching involves many parts of the campus, academic staff as well as faculty
 - This scope is not currently represented in the Associate Dean position as outlined in the Draft Implementation Plan
 - Building capacity/collaboration (rather than proliferation)
 - More attractive position for candidates if they see our capacity, partners and support - candidates will be looking for their strategic assets
 - Focus on working structures rather than reporting lines
 - Move toward integrating teaching and learning rather than faculty development
- Resources:
 - <https://www.acenet.edu/Documents/Center-For-Teaching-Learning-Matrix.pdf>
 - Randy Bass article - Traci will send
- Possible external resource: Dr. Nana Osei-Kofi (part of last year's external review of racism)

<https://liberalarts.oregonstate.edu/users/nana-osei-kofi>

- Agenda for the year - what projects and issues do we want to work on together? (all)
 - See above - centering inclusive teaching and learning in Associate Dean position
 - Common Read - how do we come together around this, Aaron welcomes recommendations for texts, authors, speakers, especially interested in equity and power
- Quick decision:
 - Where to hang building award certificates?
 - By the touchscreen 1st floor, Suzy B's
 - ACTION ITEM: Jenn will initiate a building wide fire safety review, including ext signs over compact shelving, meeting rooms with no inside lock/unlock, staff areas
 - ACTION ITEM: Add seating capacity to Library map on website (after we get the touchscreen)
 - Library gates - medical issue - solution in progress. **Install gate counter**
- Updates:
 - Partner's website (JoAnn)
 - Building admin asst meeting and all building gathering (Jenn)

July 2019:

- Membership
 - Most be in the building on a day-day-basis
 - FYE/Gen Ed, Crowne and ArcGIS not currently represented
 - Make offer to Aaron, Jane, Matt C.
- Schedule every other Block
- Bon Appetit - invite Randy Kruse to next LPOG meeting to talk about hours, etc (and twice year - Summer and half block)
 - **Send around email about questions**
- Space changes
 - FYE/General Studies office move slated for August
 - Empty office - as per last meeting, agreed it should be part of teaching and learning hub; hold in abeyance pending possible new position(s)
 - Jennifer touch down/office hour space in Jane office
 - also Faculty groups, Drew, Tess, Alan, Jill office hours - advertise to faculty, and set up own office hours to make sure you have the touch down
 - Follow-up:
 - Jane doesn't want to make a commitment when the Crown leadership is about to change
 - JoAnn has another idea for discussion at next meeting
 - Game room swap

- Goals: very small, not soundproof so distracting to staff, awkward 3 office suite
 - Proposal 2 people in current Game Room - probably not OSHA standard for minimum staff space
 - So that means no net office keeping the same
 - In sum, problematic building code and removes student study space
- Alternate suggestions - move to Palmer Hall?
- Keep where is and do end of block Experimental Classroom gaming blowout
- **Idea currently in play:** Enclose Tech Sandbox (and soundproof) - remove giant table
 - Play! Will pull students into Sandbox where they can be entice to another floor
 - Gain office
 - Next Jenn: Is it feasible, Jenn will investigate
- Support for meeting, group study & classrooms room technology in the building
 - Chad will look into schedule in a walkthrough to all classrooms 1st 1-2 days of the block and to review and stop by 10 minutes before major events
 - Chad will give the reset log-in to Jon and Jenn
 - Need to clarify who is responsible for supporting (Mel has been reassigned to labs). Dan Weincek is new Crestron specialist
 - Can we have someone specific to this (high-profile) building.
 - Chad will look into this.

April 2019 agenda

- Tava quad update
 - Felix will send plans for signs
- Furniture is starting to wear out
 - Should we restrict access to some rooms like 231 - no, intended for student use
 - → Add furniture replacement lifecycle to budget
- Purchase of 5 Melanie Yazzie paintings completed
- Jenn is working with Sydexo (Director and Assistant Director), along with Worner and FAC to redo the cleaning system at CC, Sydexo will hire two new managers and 3 supervisors who will be more present in the buildings. Alma will be the lead in building. Jenn is working with them on their job list (15 minutes increments)
 - Block Break will be a different routine
 - Discussing another Porter
- Space change proposal (Aaron Stoller)
 - Advising Hub moving before start of Fall, part of creation of Vice Provost of Student Support overseeing staff-side advising (some staff will be

- reassigned to support advising). Building (on Weber) will include these additional staff. Will also approach some student tracking software.
- Move FYE, including full-time paraprof, into vacate Advising Hub space
 - Paraprof will need to meet with students
 - Vacant office - should be part of teaching and learning hub; fill by fall
 - Possibilities include ITS folks who do teaching and learning centered work (e.g., Jennifer Golightly) or Colket possible future expansion
 - Educational Solutions Team disbanding
 - Are there ways we can ensure critical teaching and learning support is not negatively impacted and support our colleagues
 - Data viz wall - Ask ITS to have a point person to collaborate on content programming Four winds digital signage coming this summer.
 - Friends and Family Weekend
 - One tour time (with 3 people available)
 - Data viz and GIS petting wall
 - Viz wall to showcase student research (pictures from Comm of summer research, material from Lisa from research forum, statements about how we support) → assign to Cate and Mckinley
 - Update self-guided tour → JoAnn and Jenn

February 2019

- Storage by East area is now locked: Circulations, Solutions Center and Welcome Desk have keys
 - Will eventually request shelves
 - Battery and toner recycling bins are now behind a locked door, need to pull out where they are accessible - will try across from the Welcome Desk
 - Carts will go once computer recycling moves (we have agreement but still in process)
 - Need to move paper in
- Update on Art in the Library - looking into purchasing Melanie Yazzie work
- Film request in Library - Communication is following up with request form Travel Channel
- Review Space change proposals
 1. Solutions Center Door - remove
 - . Does not impact other units
 - a. Meet code
 - b. Is it cost effective to replace door with continuous storefront?
Will try just removing the doorknob
 2. Leisure Reading shelf - yes - CAPITAL EQUIPMENT REQUEST (#2)

3. Whiteboard
 - a. The one by the Tech Sandbox is available
 - b. Jenn will check if Facilities has another one
4. Solutions Center Desk - CAPITAL EQUIPMENT REQUEST (#3)
 - a. Counter approved
 - b. remove computers from one of the tables in the middle of the hallway (and maybe later, after monitoring use and demand, reorienting the table to open up the walkway or replacing some of them with soft furniture or something like the garden level pods)
 - c.. experiment with moving the cafe tables to places like the hallway, outside 2nd floor bathroom, fidget spinner
5. 105 shades CAPITAL EQUIPMENT REQUEST (#1)
 - If any involve capital equipment requests, prioritize

YI: Resource for furniture/space design ideas:

Learning Spaces: <http://flexspace.org>
[Libraries and Learning Commons](#)

PARKING LOT/FUTURE DISCUSSIONS OR ACTIONS

- Collaboration opportunities
 - Guide to teleconference/conference call tech for rooms and websites - to post in room and on website (MEI & Jon, currently involves checking stuff out at Circ)
- Hardwire 2-3 of the 4 teleconference phones at Circ, leave the remaining 1-2 for other buildings to check out
- Photo shoot (with Jenn, our resident photographer)– what do you wish we had a picture of **Create Google Doc to gather requests**
 - blue pods
 - compact shelves
 - senior carrels
 - circ desk
- **Look at first floor usage pre and post block 6 2019 , also look at computer use**
- Discuss HEDS Research Practice Survey Results (JoAnn will share when available)
- Pet policy – ****REVISE**** Original with exceptions for special pre-approved events. like bring Pet to Work or scheduled therapy animal visits (pending ok from Alan)

January 9, 2019

1. Vending machine proposal
 - ITS would pay
 - a. Include notecards, highlighters, and other study aids as well cords and cables. Selected snacks would also be a draw
 - b. **DECISION** yes: Ask Weston to identify a few possible vending machines so we can look at footprints

- .Choose a machine that is not too deep
- i.Credit card only - no cash
- ii.See if we can use Gold Cards (preferred, but not required)
 - c. Possible locations:
 - .3rd floor where skateboard rack is by the cafe **top choice**
 - i.4th floor - late night
 - ii.1st floor (printer nook by East Door or across from Welcome Desk)
 - d. Alternate approach: storefront in ITS: Solutions Center
 - 2. JoAnn will call for building change ideas for capital equipment requests? – funds may (or may not) be limited (due Feb 28)
 - . Initial ideas:
 - .Shades for experimental classroom - southside (faculty and student complaint)
 - i.Replace ottomans on 3rd floor with tables
 - ii.More soft furniture (fold out chairs and or booths) on 3rd floor - replace sharkfin
 - iii.Solutions Center is working on ideas for rethinking their desk areas and we submit proposals
 - iv.Game room -- ideas under development
 - v.Adding storage (LPOG will work on)
 - vi.Prioritize
 - 3. Chad is working with Sustainability on moving electronics recycling out of the building
 - 4. Lockers – Use - still low? Any available for re-use?
 - . Jenn will check if there are any spares or use some of the most distant
 - a. Consider replacing some with shelving/storage?
 - 5. News/updates
 - . Last lecture series - Bob Lee, Peter Blasenheim and Susan Ashley will be giving lecture, 1st Friday afternoons at 3:30 Block 6, 7, and 8, respectively
 - a. Watch for scam - higher up asking for you to buy giftcards (usually iTunes)
 - b. Student technology research study -
 - .Educause (ECAR): <https://library.educause.edu/topics/information-technology-management-and-leadership/student-technology-use>
 - i.Project Information Literacy focus on how college students solve information problems: <https://www.projectinfolit.org/publications.html>

October 16, 2018

- Training on CPR and defibrillator (Jenn will schedule)

Initiatives/Projects in each of our areas:

- **ITS:**
 - Transitions – Aligning with new strategic plan, focus on transitioning into career
 - Skill based certifications, e.g. Tulio taught 25 students in A+ class = basic IT certification), Matt will do drone certification training, geodesign with outside orgs/QUAD partnerships

- Budget – cut costs
- E-sports -student broadcasters get job experience, linking to transitions
- Tech Sandbox – point of collaboration, want to partner with others
 - Technologies to help with writing
 - Citation management (Library)
 - Time management
 - Studying retention
- Student study practices and student use of technology (inspired by Kahn Academy comment from 2017 ITAL)
- **Colket**
 - Research - Focus on leveraging research capacity on topics of institutional impact and interest
 - Focus on students - Teaching-Learning-Assessment – made pitch last year for integrating teaching and learning which was shut down
 - Oral communication support (supports Transition theme)
 - Advising – Traci asked to take the lead
 - Growing interest in R and Python (as per Traci) - Mark Savianno in Psych does a lot of stat support, but IT and QRC don't have expertise
- **Library**
 - Recruitment (hope to bring in people with capacity for DLA, python)
 - Scaffolding / Learning outcomes – with a handful of departments
 - Inclusion
 - Open and Affordable Content
 - Steve Getty knows textbooks in sciences, also talk about problem sets.

SEPTEMBER MEETING

- Furniture (Angie & Matt on Tech Sandbox team) – fidget spinner desk area
 - Propose to make this into a space could use for workshops and demonstrations
 - Look at data on use in that and adjacent area ***ME***
- Cards for people who served on partners committees/working groups
- Cleaning tables – Jenn emailed Tom, and will bring him through on a Monday of Week 2
- Printer area
 - Will add lockable door so can store new equipment
 - Jenn has requested the recycling bins moved
 - Shredding bins remove (campus has no contract)? Buy an industrial shredder or get a single shredding bin?
 - Use for storage or office?
 - For now use as storage - central building supplies and monitors --
 - > things we need to have at the ready or in an emergency to 1st floor. ITS, Colket and late night safety office
- Data Viz wall update (2 segments busted, \$7500 each to replace)
 - Jenn is talking to Chris about solutions to prevent future damage – non reflective glass

- Curated content feed with Communication via 4 winds (Matt meets with them on the 4th and will email)
- Should we restart the effort to curate our own exhibits? (ppt or film, tutorials) – point person for content development (Jenn)
- Revisit vision - -and assign when we have more people (ITS does not see it as theirs). -à Jenn will askif one of her student workers if interested in working toward this vision
 - Images of research
 - Friday night film night
 - Tutorials/story boards of time management
- AV update – AV has taken on the av in the building. They will move table connections in the wall as they break, and make the panels all the same. Upgrading to new Airmedia softwat. Investigating the Airmedia issues.
- Partners web page update -- send to out links
- Introducing new staff (Ask Cat & Steve to introduce))

August meeting

- Tech Sandbox - plans and programming for next year (Chad)
 - Vision as shared programming space for the College. Angie leading the programming for the Viz Wall
 - Where does this fit with campus move to fix “the programming problem” by having fewer, more collaborative and higher impact programming (Traci alerted joining the programming summit on the 13th)
 - Idea is to make space more active (and programming more passive), Chad has a more maker space vision – things you can make, touch, look at feel, technology petting zoo
 - Any changes to the space will be discussed with LPOG in advance
- Jenn will check with Chris about computer recycling, and with furniture vendors.
- Admissions will be out by Friday
- JoAnn shared plans for Partner Program in 2018/19. We will continue Summer in Januray and the Last LEecture
- Room scheduling policy – review and update as needed (Jenn & Chad)
 - Things working overall, won’t make any further adjustments to room scheduling policy and procedures
 - Policies and instructions: <https://www.coloradocollege.edu/library/library-partners/reserve-a-room.html>
- Partners website (JoAnn). Committee did a great job reorganizing this to focus on information students and others on campus need and highlighting services and programs offered across all partner programs, new pages are here: <https://www.coloradocollege.edu/library/library-partners/index.html>
- Storage of shared supplies, to Tech Sandbox and more longterm locker cabinet by 1stfloor printing area
- Minutes posting – Jenn weill create Google Doc and post link on LPOG page: <https://www.coloradocollege.edu/other/lpog/meeting-minutes.html>

July meeting

How are things working? Any adjustments/changes additions needed?

Space use stats may be helpful: <http://li-3qrwtv1-1208.coloradocollege.edu/suma/analysis/reports/#/timeseries>

-Add Tables by 3rd floor banquet**

-Senior carrels – Move blue pods and put carrels in there*.(and Gates Commons – all students have access through west door*** investigate if open and whether it can be reset as reading room)

-Computer Table in the east hallway – maybe some lounge furniture, with kiosk on the side – skinny couches between long tables

- Tech sandbox desk – first try using better – ITS may change management and do new programming

-4th floor computer table – order – check Jenn's office

- Laptop in event space. Matt will be working with AV)

-Event space sound proofing in outlet

-Welcome Desk – Jen says it working

Viz Wall – reconstitute, 4th Friday program, create web page describing how it can be used use for conferences and end of block. Matt will reconstitute the group

Printer area

- Move computer recycling area (Facilities has said yes for year but hasn't done it) – dumpster with hole in the lid a few around campus). Jenn Jenn will bring up with Chris
- Next step is to clean up

Website team launch -

- Logistics: I think Traci was going to check with Cat, then we have a group
- Goals/principles: Focused on user needs; students as primary audience (May building meeting)

2nd floor breakroom – use lock

Coffee /Tenants catch-up Once a Semesterà circle back Aug

Welcome to faculty teaching in the building with some guidelines – draft w/ Jenn, best practices (reach out day before, check in first Monday Jenn and IT – who?) àFollowup w/ Jenn 1st

Signs (Chad)

June 2018

Notes

- Old GIS lab will be e-sports lab next year
- No to pets on terrace
- Assgt of vacated office. And Criteri for decision making. *Criteria:* Partners resident in the building first priority and partners that were part of or consistent with the original program for the building. Maximizing study space remains a priority. Requests go to LPOG
- Children's literacy center (affiliated with CC) using Tutt 105. (5:15-6:15 Mon & Weds) – Trial for block 1 & 2 and decide at end of block 1, Jenn will monitor spilling out)
- After hour access policy- Public policy of no events, but when exceptions are made, Jenn will share the after hours agreement with the users. àjj sent revisions to Jenn and Circ
- Econ's Post Bacculaureate reception --approved lock down elevators, Jenn "Event in Progress – Invitees only, enter on south side)
- Commencement hours (Sat & Sun) – open late as in past or open usual Sat & Sun block break hours? -- Open during graduation but NO CIRCULATION, call for volunteers, 8:00AM – normal close on graduation day, normal block break hours on SAT. put Google doc for volunteers a month before.
- CC Rugby Team proposition- no to trophies
- Web team launch (could use new Library template that is being finalized, this group focus on conceptual, Jenn and I and Chad nitty gritty)
- Meetings - (Jenn will draft email to communicate out, Me to schedule try for morning)
 - Blockly core meeting
 - Disseminate core meeting agenda and notes - message to Library Partners list with link to Goggle Doc Jenn will create
 - add agenda item on sharing what we are all foing going on in next block
 - Fewer building meetings - only when needed, when there are action
 - Once a semester – Tutt Tenants, catch up and share information