

December 12, 2012

From: Alicia Sinclair, Ed.D.

To: Dr. Emily Tai, Chair of the Academic Senate Steering Committee; Dr. Barbara Blake-Campbell, Secretary

Chair, Dr. Peter Novick, called the meeting to order at 2:10pm in the Biology Department's conference room

In attendance: Dr. Peter Novick, Ray Volel, Jeanne Galvin, Dr. Alicia Sinclair

Absent: President's designee: Dean Paul Jean-Pierre; Committee on Committee Liaison: Dr. Eugene Harris; Student Members: Dierdre Corrigan, Josephina Oluwanifise, Stephanie Bridgelall, Prof. Sue Garcia, Prof. Ted Rosen

- I. Approval of the agenda for December 12, 2012
 - a. The agenda was approved by voice vote.

- II. Approval of the minutes of November 13, 2012
 - a. The minutes were approved by voice vote.

- III. **Reports**
 - a. Old Business
 - i. Re: Tigerblast – Peter confirmed with Elyn Hartigan that she would cc' the Committee and speak with Dr. Call. As of today's meeting, no committee members have received any Tigerblast updates. Peter will contact Elyn Hartigan again in Jan/Feb 2013.
 - ii. Re: safe/quiet areas for students to study – Jeanne reported that for about one year the library has had Sunday hours from 10am-3pm. It just hasn't been well advertised. Jeanne said they keep statistics on attendance via the gate counter and

that Sunday attendance is typically about 100 people. In order to better aid students, Jeanne needs to know what services students would like, but her budget is maxed out and she would need greater financial support. She would need to pay at least two support staff (circulation, reserve desk) if hours were increased. To increase awareness of current library hours, the library will contact professors to ask them to announce in class spring 2013. This committee will contact the Library Committee to see if they can do a student survey to better determine students' library needs.

b. New Business

- i. New student members were not present. Peter will contact Dr. Tai to recruit new ones who can attend meetings.
- ii. Report of student activities: Ray – winding down for the end of the semester. The student union will have quiet hours during finals week. Event planning for spring 2013 underway.
- iii. Website: Alicia will contact IT George Sherman re: to see if a registry can be created to disseminate student achievements, and post available scholarships, etc. Peter will email members to inquire about other updates.
- iv. Next meeting spring 2013 TBD

Meeting adjourned at 2:59pm

Respectfully,

Alicia Sinclair, Ed.D.

Associate Professor, HPED