In attendance: Stephanie Fair (N), Heather Fitzgerald (B), Olivia Reinauer (P), Joy Yaeger (C)

Absent: Bethany Wright (B)

I. Call to Order
   The meeting was called to order at 9:08 am.

II. Guest Speakers
    None

III. Open Business
   a. Approval of November Minutes
      The November minutes were approved.
   b. Minute taker rotation schedule
      Beginning in 2015, there will be a minute taker rotation. Rotation order will be: Bethany, Joy, Stephanie, Heather, and Olivia. The minute taker will use the Agenda as a guide. Minutes are to be prepared in the same style to allow for consistency. It was agreed upon that meeting minutes should be sent to the Committee for review at least two weeks before next scheduled meeting. Once minutes are approved by the Committee, the Chair will post on the Q Drive.
   c. Location of 2015 meetings
      2015 meetings will be at the Norfolk Campus Library, Room 2202, unless there is a class scheduled. If a class conflicts with meeting date, Stephanie will contact Heather with the alternate location for our meeting (which will still be on Norfolk Campus). If Norfolk Library no longer works for a meeting space, the Committee will re-evaluate and select another location.
   d. Spring 2015 Assessment
      All campuses are informed and prepared to assess during the Spring 2015 semester. Heather will send out an email to librarians with reasoning, guidelines, and copies of the assessment questions.

IV. Discussion
    In efforts to better plan for student success, Heather facilitated a discussion on student learning. The Committee discussed trends in library instruction, student life, and challenges to “closing the loop” in higher education. The Committee recognized the diverse environment of TCC which includes people (students and staff), places (campuses and classrooms), and things (staff resources, technology etc.) Along with the assessment cycle, active learning, online tutorials, and a collaborative professional development resource for librarians were identified by the Committee as priorities for calendar year 2015.
V. **Other Business (New Business)**
a. **Fall 2014 librarian reports (CATs and Active Learning)**
   Active Learning will be a priority in 2015. Heather will send an email to collect information if anyone is using classroom assessment techniques (CATs). CATs will be discussed at future meetings as it relates to active learning.

   Steve has asked for an Executive Summary of the 2014 accomplishments of the Library Instruction Committee. Heather will draft accomplishments and send to Committee members and Steve before the holiday break.

c. **2015 Task List-group leads**
   The topic of task lists was tabled until a future meeting as we need to focus on implementing assessments beginning in January.

VI. **Next Meeting**
The next meeting will be Monday, Feb 9th 9-11 am at the Norfolk Campus Library. (The January meeting was cancelled as it would coincide with the first day of classes.)

VII. **Adjournment**
The meeting adjourned at 10:52 am.