

**Instructional Resource Committee**  
**Meeting Minutes 10-2-17**  
**9:00AM Maki Library Conference Room**

**Attendance:** Rebecca Daly, William Knoblauch, Mark Miron, Paula Roth (Scott Blake not in attendance.)

First item addressed was need to establish annual goals.

Bill brought up an item from last year regarding initiative by Art and design to construct blinds for classrooms in need. He reported he was contacted by Phyllis F, and that they are still interested in tackling this project. Bill agreed to follow up with Phyllis for further details.

Bill brought up the lack of a centralized resource for new faculty (or any faculty) to find information on how to make a requisition for instructional resources. This is not something currently available on our website, nor are there any instructions where to find. The group discussed using the FinnU website vs using Schoology. Majority favored using the FinnU website.

Bill offered a suggestion that perhaps it would be of benefit to establish a central resource for publication of individual department excess resources, as a means to best utilize those resources already on campus. This was discussed and agreed upon by the group.

Discussion regarding current resources ensued, which led the committee to a discussion of the quality of the current Wi-Fi network on campus. Consensus was reached that sound Wi-Fi access was a necessity for a variety of reason, not the least of which is the roll-out of Schoology, and the platform's utility due to being able to run on smart phones. Multiple comments were made regarding the poor quality of the W-Fi network. A suggestion was made to conduct a poll to attempt to determine the deficits/strengths of the current Wi-Fi network, with an eye toward making suggestions for improvement.

Bill agreed to take initiative to create the central resource for requests for supplies/resources.

Rebecca agreed to take initiative for a centralized listing of excess supplies/resources.

Mark agreed to take initiative for conducting a W-Fi survey.

All present agreed that the first Monday of each month, at 9AM would work for meetings for the fall semester. Rebecca offered to reserve the library conference room to accommodate this schedule. Next meeting will be Monday Nov 6 at 9:00AM

Meeting adjourned.

Minutes prepared by; Mark Miron

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**Annual Goals for 2017/18 AY**

1. Establish faculty resource page for forms and policies related to acquisitions/requests for instructional resources.
2. Create centralized resource for publication of excess resources to encourage maximum usage of all available resources.
3. Conduct research/survey to determine adequacy of existing Wi-Fi services on campus, with the intention of making recommendation(s) for needed improvement.