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# Student Advisory Committee Minutes D Term 2014

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Library Student Advisory Meeting  
D term  
April 9, 2014

Present: Robert Vigeant, Orlando Lamce, Sina Youssefian, Don Richardson, Jessica Colati, Debbie Bockus, Mary Beth Harrity, Anne Valerio

#### Library

- Don updated the group on the change of leadership in the Library. Tracey Leger-Hornby has stepped down as Dean of Library Services effective April 1<sup>st</sup>. Don is the Acting Director.
- Debbie updated the group on the pilot for open labs in Anderson A & B during D term. Labs are open with no reservations available after 5:00 pm weekdays and on Saturdays and Sundays during normal library hours. They may be reserved Monday thru Friday between 8 and 5 for one hour blocks at the Tech Suite Reservation Station dependent upon availability. Anne noted that the labs are being checked evenings to be sure that the room is in order. We also commented that we expect people to be responsible and clean up the area, shutting off equipment before leaving, etc. The student representatives were not aware of the open lab pilot. We informed them of the various ways we have tried to advertise it (library blog post, email newsletter, table tent signs, update website) but would like feedback on other ways to get the word out to students. One suggestion was to let faculty know and ask if they could mention it in their classes. Consensus from student reps is that email is the best way to alert students. The reps will bring information on this pilot program to their next student government meeting. Another suggestion was to advertise in *The Towers*. Perhaps an article on the lab spaces that are available on campus.
- There will be an opening of a new exhibit on 4/10/14 in the Library's Archives. This is part of an MQP by student Sarah Conlin: *Through the Eyes of a Student – 100 Years of Student Life at WPI*.

#### IT Help Desk

- InfoCommons 2 has 6 new PCS. The laptop docking stations were relocated to the 3<sup>rd</sup> floor.
- There are several new printers located throughout the building.
- Anne mentioned that in the past SGA has funded the purchase of chargers that the Help Desk lends out to students. Will they be able to fund again? Suggestions are for 3 iPhone 4 and 2 iPhone 5 chargers.
- As a follow up, staff asked if the charging station in the Café is well located? Currently, it is tucked away in a corner of the Café. Are students using it? Is there a better location? No one was sure but all agreed it may be better to move it out where it is more visible. Staff will consider other locations.

#### ATC

- A *Qualtrics* site license is available to all students. It is a powerful survey tool with excellent reporting capability and supported by WPI. We encourage students to use it. The ATC can be contacted for help in using it and in training in creating surveys and best practices. Jes will look into creating a session for graduate students.
- A question to the students asked if they thought students were aware of the MultiMedia Lab and its specialized software? Graduate students seem to know about it but not undergraduates until they need it for their major projects. The Multimedia lab and Anderson Labs have the adobe software.

## Students

- Student orientation is very intense and it is hard to digest all of the information they receive from all areas of campus. A suggestion was made to have additional sessions after orientation. Perhaps email follow ups can be targeted to the new student cohort? Perhaps mid-term sessions for the graduate students or an open house in the library. Suggested training topics: asset discovery and publishing. Other ideas were to create a new module in myWPI to link out to resources, create an online *Tip of the Month* about Library/ATC/HD resources. Staff will take these suggestions into consideration and discuss options.
- SGA is trying to promote a safe study lab after the hours that some of the buildings on campus close. They asked if we could help promote the availability of SL 104 and SL 105. Library student staff could tell students in the building during their closing procedures. We could also put table tents out and put a slide on the library's entrance plasma screen.

The meeting adjourned at 6:00 pm.