1. Approve minutes from last meeting  
   a. Minutes approved
2. Library Management Skills Institutes (Geneva)  
   a. GW and Georgetown libraries have been discussing collaboratively offering DeEtta Jones’ LMSI I & II  
      i. GW to offer LMSI I and Georgetown to offer LMSI II  
      ii. ARL has sponsored this program or promoted it in the past  
   b. LMSI I to be offered here at GW March 17-19 (during spring break)  
      i. We anticipate significant interest and will seek participants locally  
      ii. Registration currently open only to GW and Georgetown  
   c. SLT: please identify managers in your areas that might benefit from this leadership and management training  
      i. Deadline: COB this Friday, January 17  
      ii. Remaining slots (40 total) to be promoted to WRLC next week
3. Digital media lab update (Robin & Jared)  
   a. Considering 1st floor space  
      i. Area behind Starbucks (between Starbucks and 109d/109c) and behind elevators (adjacent to memorabilia room)  
      ii. Space behind elevators can likely accommodate 5-12 machines  
         1. Could be expanded to old entrance space in future  
         2. Windows machines for gaming focus  
      iii. Wall facing elevators to be fitted with wraps/displays to showcase and draw students to the space  
      iv. Either 109a or 109b could serve as office space for instructional technologist  
      v. Space next to 109a/109b could serve as a classroom  
      vi. Remaining open space could host cubes, printing, theater/open gaming area  
      vii. 109c could be converted to dedicated VR space  
      viii. 109d could be either an editing suite or a studio (although walls are quite thin)  
         1. Some stakeholders expressed a desire for a bookable, private, collaborative editing space  
         2. Need to determine whether soundproofing is viable for these rooms  
      ix. 107 (10’x20’)
   b. Given that workshops would still be held in 301/302, we would need to market these physically separate spaces as part of shared programming  
      i. Some funds would be spent on enhanced teaching capabilities in 301/302
c. Note that this is a first phase; once we have data on how the spaces are used, we can build out into spillover space
d. Two notes: moving forward in this direction might preclude building an additional bathroom near the stairwell; we have storage space reserved on about a quarter of the first floor

4. Update from Provost’s Senior Staff (Geneva)
   a. Suzanne Alrutz (HR) to visit future SLT meeting to discuss concerns regarding employee designations, especially in light of instructional continuity, etc.
   b. New Dean of SMHS - Barbara Bass
   c. 1918 F St to undergo comprehensive remodel (HVAC, elevators, stairs, restrooms, etc.)

5. Update on bathroom renovation
   a. December bids all came in significantly above GW internal estimate
   b. Additional funding ask to be decided in April/May

6. Sharing contact info (Elizabeth)