

**NORCO COLLEGE  
ANNUAL INSTRUCTIONAL PROGRAM REVIEW**

**Discipline/Unit: Wilfred J. Airey Library**

*(If applicable)* **Program or Certificate: N/A**

*Please give the full title of the discipline or department. You may submit as a discipline or department as is easiest for your unit*

**Contact Person: Celia Brockenbrough & Vivian Harris**

**Due: April 20, 2017**

Please send an electronic copy in a word document to:

[programreview@norcollege.edu](mailto:programreview@norcollege.edu)



*Form Last Revised: February 2017*

**Norco College**

Web Resources: <http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReview.aspx>

# Annual Instructional Program Review Update

## Instructions

**\*Please retain this information for your discipline's/department's use (or forward to your chair).**

The Annual Self-Study is conducted by each unit on each college and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted by April 20** or the first working day following the 20<sup>th</sup> in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

**For Program Review data, please go to the following link:**

<http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/index.aspx>

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Brown can adjust the document for you. Simply add responses to those questions that apply and forward the document to [nicole.brown@norcocollege.edu](mailto:nicole.brown@norcocollege.edu) with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests, please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. For simple requests such as the cost of a staff member, please e-mail your Vice President. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

**Norco:            VP Business Services            951-372-7157**

## Mission

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

## Vision

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

### Strategic Plan: Goals and Objectives 2013-2018

#### **Goal 1: Increase Student Achievement and Success**

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

#### **Goal 2: Improve the Quality of Student Life**

Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

### **Goal 3: Increase Student Access**

Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

### **Goal 4: Create Effective Community Partnerships**

Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

### **Goal 5: Strengthen Student Learning**

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

## **Goal 6: Demonstrate Effective Planning Processes**

Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

## **Goal 7: Strengthen Our Commitment To Our Employees**

Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

# I. Norco College Annual Instructional Program Review Update

Unit: Wilfred J. Airey Library  
Contact Person: Brockenbrough / Harris  
Date: April 20, 2017

## Trends and Relevant Data

### 1. How does your unit support the mission of the College?

The Library environment provides an innovative approach to learning and the creative application of emerging technologies by maintaining resources in various formats. The Library's atmosphere promotes collaboration, inclusiveness, and diversity. The Library 1 course and the Library Instruction Skills Workshops support foundational skills, information competency, and technology literacy.

### 2. Have there been any changes in the status of your unit? (if not, please indicate with an "N/A")

a. Has your unit shifted departments?

N/A

b. Have any new certificates or complete programs been created by your unit?

N/A

c. Have activities in other units impacted your unit? For example, a new Multi Media Grant could cause greater demand for Art courses.

- Permanent funding for the reserve textbook collection continues to be unavailable. The current Barnes and Noble contract provides 36 reserve books per year. Instructors and disciplines also provide textbooks for the reserve book collection. In addition, the library receives complementary copies of textbooks from publishers. Also, reserve books have been purchased per the Norco College Student Equity Plan. The reserve textbook collection continues to be invaluable to student success.
- The librarians purchase books and media listed in annual instructional program review requests when funds are available. Although the library faces funding challenges, we continue to support new programs and courses.

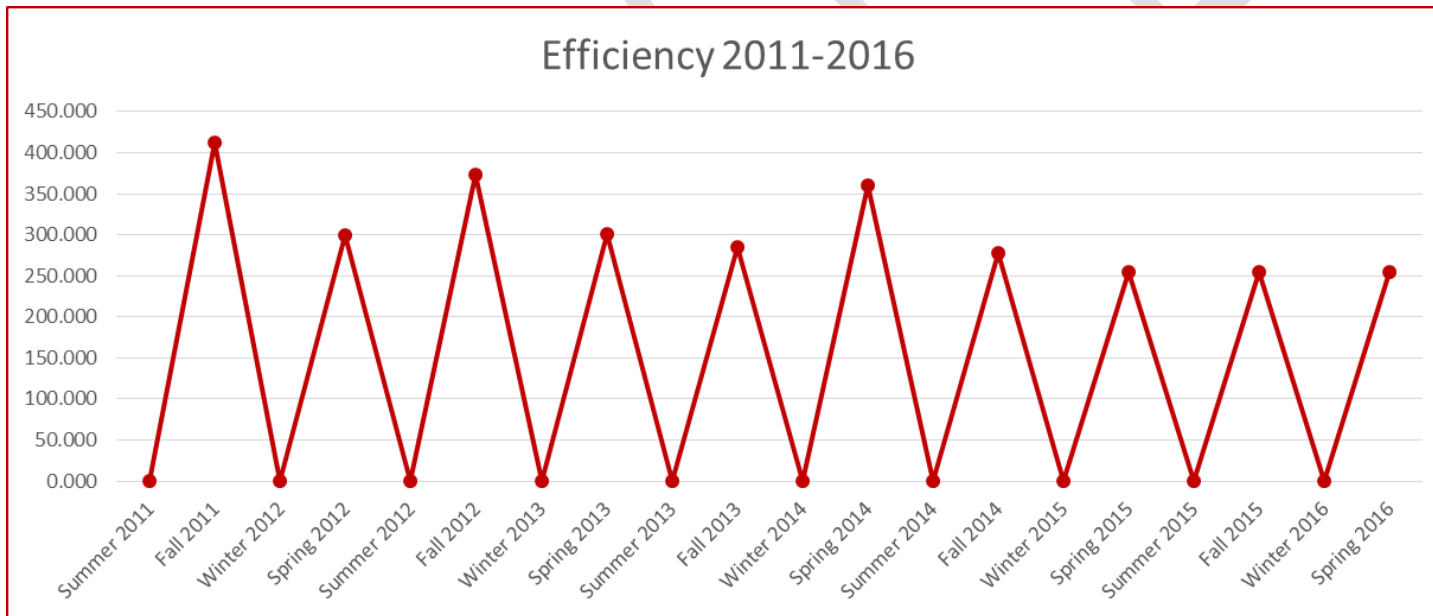
**3. List and discuss your retention and success rates as well as your efficiency. If helpful, please note any differences between instruction delivery format (Online, Hybrid etc.)**

**What are the changes or significant trends in the data? To what do you attribute these changes?**

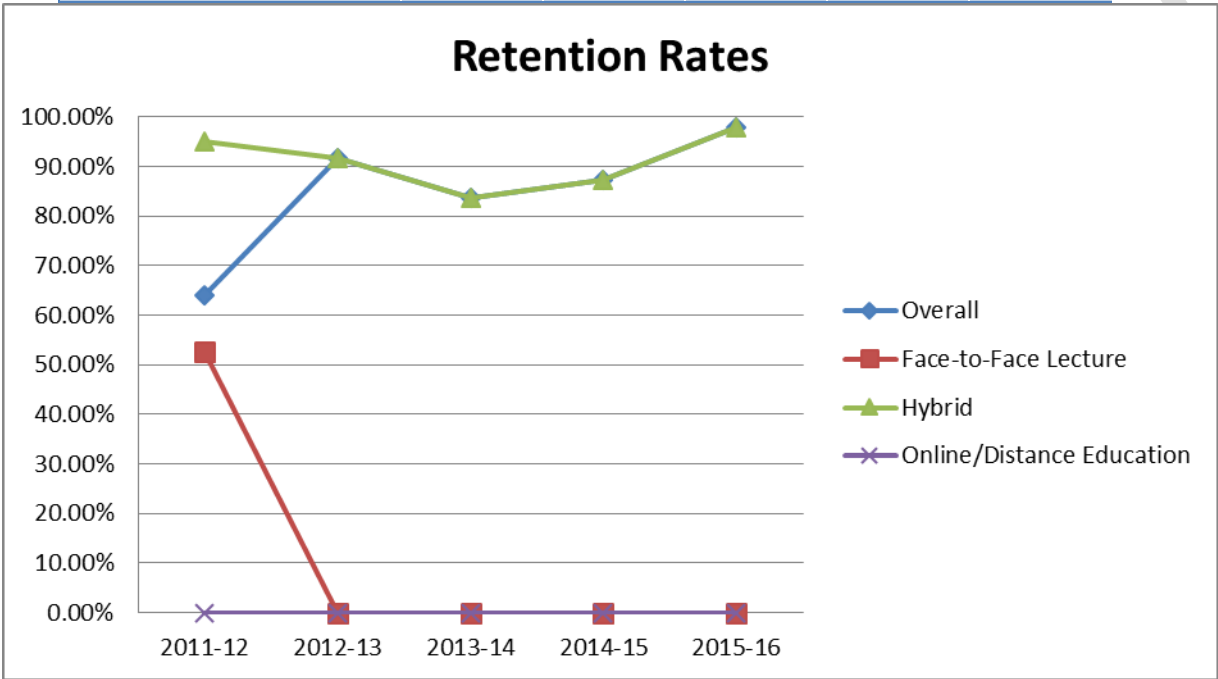
Overall, retention and success rates have continued to climb at a steady pace, surpassing all previous years recorded below. Part of this improvement can be attributed to the ongoing evaluation of student progress, lesson plans, and syllabus. Ongoing evaluation of these components should ensure retention and success in these upper percentiles.

Although we have one year to review this data, it is interesting to note the overall success and retention of the hybrid class is much better than the face to face format. We have surmised that this is due to the content of the class, which is almost entirely accessed using a computer. Upon considering the nature of this content, and the range of learning styles and needs of students, we now offer one online class in addition to one hybrid per semester. We anticipate that the online class will show similar data in the following years and increase efficiency.

We anticipate that efficiency will also increase based on further promotion. We are actively advocating that this course increases overall student success, and encourage counselors to suggest this class to newer or incoming students. As illustrated below in the dips in efficiency, we currently do not teach LIB-1 in the winter and summer. We would like to offer this class during these terms because an 8-week one unit class is commonly requested during those times.

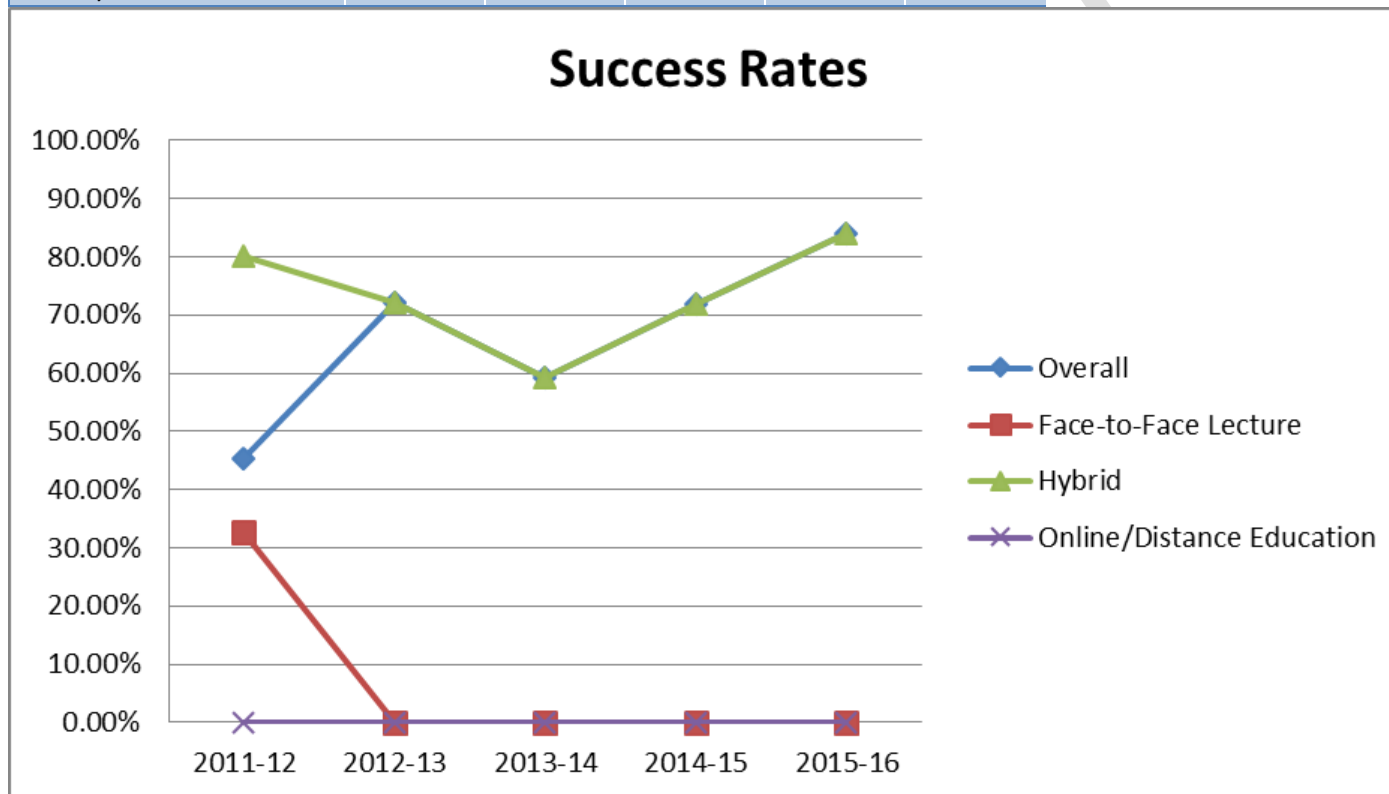


Retention Rate NORCO	2011-12	2012-13	2013-14	2014-15	2015-16
Overall	64.00%	91.67%	83.72%	87.32%	98.00%
Face-to-Face Lecture	52.73%	0.00%	0.00%	0.00%	0.00%
Hybrid	95.00%	91.67%	83.72%	87.32%	98.00%
Online/Distance Education	0.00%	0.00%	0.00%	0.00%	0.00%





Success Rate NORCO	2011-12	2012-13	2013-14	2014-15	2015-16
Overall	45.33%	72.22%	59.30%	71.83%	84.00%
Face-to-Face Lecture	32.73%	0.00%	0.00%	0.00%	0.00%
Hybrid	80.00%	72.22%	59.30%	71.83%	84.00%
Online/Distance Education	0.00%	0.00%	0.00%	0.00%	0.00%



**4. List the resources that you received in the last year as a result of program review. How did the resources impact student learning? If you requested resources and did not receive them, how did it impact your unit?**

We did not receive any resources as a result of program review.

**5. What annual goals does your unit have for 2016-2017 (please list the most important first)? Please indicate if a goal is directly linked to goals in your comprehensive. How do your goals support the college mission and the goals of the [Strategic Plan/Educational Master Plan](#)?**

List the goals of your unit for 2016-2017	Define activity(s) linked to the goal	Briefly explain the relationship of goal to mission and Strategic Plan/Educational Master Plan (see above)	Indicate if goal is limited to Distance Education
Secure permanent funding for reserve textbook collection	Continue to remind faculty about the importance of securing their textbooks and putting them on reserve. Lobby the finance committee to create a line item in the library budget for reserve textbooks.	The reserve textbook collection increases student achievement, success, access, and learning. Reserve textbooks also help to meet the needs of students who are financially challenged.	N/A
Acquire more library space	Continue to demonstrate the need for a new library building as stated in the Facilities Master Plan (FMP).	Acquiring additional library space will improve the quality of student life, increase student achievement and success, increase student access, & strengthen student learning.	N/A
Increase the number of library instruction skills workshops & sections of Library 1 courses each semester	Continue to demonstrate the need for additional library workshops and Library 1 course sections.	Increasing the number of library instruction skills workshops & sections of Library 1 courses will increase student achievement and success, increase student access, & strengthen student learning.	N/A

*\*Your unit may need assistance to reach its goals. Financial resources should be listed on the subsequent forms. In addition, you may need help from other units or Administrators. Please list that on the appropriate form below, or on the form for "other needs."*

# Norco College Annual Instructional Program Review Update

Unit: Wilfred J. Airey Library  
 Contact Person: Brockenbrough / Harris  
 Date: April 20, 2017

## Current Human Resource Status

6. Complete the Faculty and Staff Employment Grid below. Please list full and part time faculty numbers in separate rows. Please list classified staff who are full and part time separately:

Faculty Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty or staff (give number)	Part-time faculty or staff (give number)
Library	2 Librarians	5 Part-Time Librarians

Classified Staff Employed in the Unit		
Staff Title	Full-time staff (give number)	Part-time staff (give number)
Library Technical Assistant II	2 Library Technical Assistants II	

Unit Name: Wilfred J. Airey Library

## 7. Staff Needs

### NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)<sup>1</sup>

<p><b>List Staff Positions Needed for Academic Year _____</b>  <b>Please justify and explain each faculty request as they pertain to the goals listed in item #3.</b> Place titles on list in order (rank) or importance. Please state if the request impacts Distance Education.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Number of years requested</b></p>	<p><b>Annual TCP*</b></p>
<p><b>1. Additional Part-Time Librarian Hours</b>  <u>Justification:</u> Additional part-time hours would allow a reference librarian to be available at all times during open library hours to assist students. Additional part-time hours would allow for the extension of Friday hours past 1pm &amp; open hours on Saturday &amp; Sunday. We would also be able to reinstate winter hours that were cut due to lack of funding for part-time librarians in winter 2017. We would also be able to expand the number of Library 1 courses offered and increase library instruction workshop sessions.</p>	(N)	\$102,400	
<p><b>2. Network Multimedia Librarian</b>  <u>Justification:</u> To oversee the library's website &amp; virtual resources; maintain the library's social media presence; increase outreach to distance education students; and manage the library's technology-related issues.</p>	(N)	\$145,284	
<p><b>3.</b>  <u>Justification:</u></p>			
<p><b>4.</b>  <u>Justification:</u></p>			
<p><b>5.</b>  <u>Justification:</u></p>			
<p><b>6.</b>  <u>Justification:</u></p>			

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also

<sup>1</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the "reason" section of this form.

require space and equipment. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position. Please complete this form for “New” Classified Staff only. All replacement staff must be filled per Article I, Section C of the California School Employees Association (CSEA) contract.

Requests for staff and administrators will be sent to the [Business and Facilities Planning Council](#). Requests for faculty will be sent to the [Academic Planning Council](#).

Unit Name: \_\_\_\_\_

### 8. Equipment & Technology Not Covered by Current Budget<sub>2</sub>

<b>List Equipment, Technology, Software or Equipment Repair Needed for Academic Year <u>2017-2018</u></b> <b>Please list/summarize the needs of your unit on your college below.</b> <b>Please be as specific and as brief as possible.</b> Place items on list in order (rank) or importance. Provide the Asset Tag Number(s) for replacement requests. In the Justification, include how the item addresses the department’s goals, and if it assists in remaining competitive with comparable institutions (if applicable). Please state if the request impacts Distance Education.	*Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	How many students/ Staff/ departments will directly benefit from this equipment / technology ?	<a href="#">Use this link for Annual TCO*</a>				
			Number of years requested	Cost per item	Number Requested	Total Cost of Request	EMP GOALS
<b>1. Office furniture for Network Multimedia Librarian</b> <b>Justification:</b> Faculty office furniture / per contract. Position is new and will require standard office furniture.	(I)	N/A	7	\$10K	1	\$10K	Strengthen our commitment to our employees
<b>2. Proposed library platform</b> <b>Justification:</b> The district libraries share one Integrated Library System (ILS). Migrating to this platform provides a one-stop search feature integrating books, articles, and multimedia. The California Community College System is looking to implement a state-wide ILS for all libraries.	(I)		4	\$50K (initially) Annual price increase	1 shared system	\$150K	Increase student achievement, success, access, & learning

2 If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.

<p><b>3. Instructional Materials (Electronic &amp; Print)</b>  <u>Justification:</u> These instructional library resources are needed in order to support instruction on campus as well as teach students information competency skills. \$150,000 for online databases; \$100,000 for print books; \$100,000 for multimedia materials.</p>	(I)		7	\$200,000 (electronic databases) \$300,000 (print books) \$100,000 (multimedia)	Multiple library resources	\$600k	Increase student achievement, success, access, & learning
<p><b>4. Reserve textbook collection</b>  <u>Justification:</u> Reserve textbook statistics show that there is a need to provide this service to all students, particularly those who are financially challenged.</p>	(I)		7	\$50 - \$200 per item	1 text Book per class	Unknown at this time	Increase student achievement, success, access, & learning
<p><b>5. Faculty book requests</b>  <u>Justification:</u> This is an ongoing EMP goal.</p>	(I)		7	Cost depends on faculty response	Number depends on faculty response	Cost depends on faculty response	Increase student achievement, success, access, & learning
<p><b>6. Program review requests</b>  <u>Justification:</u> Funding is required to address discipline specific library needs identified in annual instruction program reviews and submitted to the library for purchase.</p>	(I)			Cost depends on discipline requests	Cost depends on discipline requests		Enhance academic programs & the learning environment to meet student and community needs. Increase student retention, persistence, & success.

\* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use). Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff). \*\* Total Cost of Ownership requests are sent to the [Business and Facilities Planning Council](#).

Unit Name: Wildred J. Airey Library

### 9. Professional or Organizational Development Needs Not Covered by Current Budget\*<sub>3</sub>

List Professional Development Needs for Academic Year <u>2017-2018</u> . Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance. Examples include local college workshops, state/national conferences. Please state if the request impacts Distance Education.	Annual TCO*			
	Cost per item	Number Requested	Total Cost of Request	EMP Goals
<b>1. California Association of Research Libraries (CARL)</b> <u>Justification:</u> The library would like to send the librarians to this conference to maintain currency in the field and learn of new trends that could be implemented in the library to enhance student learning.	\$700 + Airfare, room & board	2	\$1400 + airfare, room & board	Strengthen our commitment to our employees
<b>2. American Library Association (ALA)</b> <u>Justification:</u> The library would like to send the librarians to this conference to maintain currency in the field and learn of new trends that could be implemented in the library to enhance student learning.	\$400 + Airfare, room & board	2	\$800 + airfare, room & board	Strengthen our commitment to our employees

\*It is recommended that you speak with the Faculty Development Coordinator to see if your request can be met with current budget.

\*\* These requests are sent to the [Professional Development Committee](#) for review.

3 If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.

Unit Name: Wilfred J. Airey Library

**10. Student Support Services, Library, and Learning Resource Center (see definition below\*)** Services needed by your unit over and above what is currently provided by student services at your college. Requests for Books, Periodicals, DVDs, and Databases must include specific titles/authors/ISBNs when applicable. Do not include textbook requests. These needs will be communicated to Student Services at your college<sup>4</sup>

<p align="center"><b>List Student Support Services Needs for Academic Year _____</b></p> <p align="center">Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Please state if the request impacts Distance Education.</p>	<p align="center"><b>EMP GOALS</b></p>
<p><b>1.</b> <u>Justification:</u></p>	
<p><b>2.</b> <u>Justification:</u></p>	
<p><b>3.</b> <u>Justification:</u></p>	
<p><b>4.</b> <u>Justification:</u></p>	
<p><b>5.</b> <u>Justification:</u></p>	
<p><b>6.</b> <u>Justification:</u></p>	

\*Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation. \* These requests are sent to the [Student Services Planning Council](#) and the [Library Advisory Committee](#).

<sup>4</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.



Unit Name: Wilfred J. Airey Library

**11. OTHER NEEDS AND LONG TERM SAFETY CONCERNS not covered by current budgets**

**\*\* For immediate hazards, contact your supervisor \*\***

<p align="center"><b>List Other Needs that do not fit elsewhere.</b></p> <p>Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.</p>	Annual TCO*			
	Cost per item	Number Requested	Total Cost of Request	EMP Goals
1. <u>Justification:</u>				
2. <u>Justification:</u>				
3. <u>Justification:</u>				
4. <u>Justification:</u>				
5. <u>Justification:</u>				
6. <u>Justification:</u>				

These requests are sent to the [Business and Facilities Planning Council](#), but are not ranked. They are further reviewed as funding becomes available.

5 If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.

## Rubric for Annual Instructional Program Review - Part I only

Discipline:

Contact Person:

Reviewer:

Average Score:

Area of Assessment	0 No attempt	1 some attempt	2 good attempt	3 outstanding attempt
<b>1. Retention, success, and efficiency rates have been identified and reflected upon.</b>	No attempt to list retention, success, or efficiency data	Limited attempt to identify or discuss identified data	Clear attempt to identify and discuss identified data	Substantial attempt to identify and discuss/interpret identified data
<b>2. Previous recourse requests stated and impact discussed.</b>	No resource requests discussed	Limited discussion of resource requests or limited attempt to link to student learning.	Resources discussed and clear attempt to identify student impact	Resources discussed and substantial attempt to identify student impact OR No resources were requested.
<b>3. There are annual goals for refining and improving program practices.</b>	No annual goals stated	Limited/generic statement made regarding goal(s), lacks clarity or details	Clear statement made regarding goal(s), includes details	Well-defined statement made regarding goal(s), includes details, reasoning
<b>4. Activities identified that support annual goals; connections made between goals/activities and Retention, Success, Enrollment, and Efficiency data.</b>	No attempt made to identify activities	Limited/generic statement about activities; very limited attempt to connect to data from question 2 (where logical)	Clearly stated activities that support the goal(s); clear connection made to data from question 2 (where logical)	Well-defined activities that logically support the goal(s); definitive connections made to data from question 2 (where logical)
<b>5. The annual goals are linked to the Mission and Educational Master Plan (EMP) of NC.</b>	No link between the annual goals and the Mission or EMP	Limited attempt to link goals to Mission and EMP	Clear attempt to link goals to Mission and EMP	Well defined connection made between goals and Mission and EMP
<b>6. Resource requests have reasons identified and completed data fields, including estimated dollar amount.</b>	No reasons identified and incomplete data fields; or reasons identified, but incomplete or empty data field	Limited/generic/basic reasons provided, data fields completed	Clear requests for resources, all data fields fully completed	Well defined reasons for resources, all data fields fully completed
<b>7. Linkages made between EMP/Strategic Plan Goals (SPG) with reasons for resource requests.</b>	No linkage made between resource requests and EMP/SPG	Limited/generic/basic connection made between resource requests and EMP/SPG	Clear connection made between resource requests and EMP/SPG	Strong connection made between resource requests and EMP/SPG
<b>Column scores</b>				

Additional comments:

## II. Norco College - Annual Assessment Update

### USE ASSESSMENT DATA FROM fall 2015-spr 16

**Purpose** –An annual review provides an opportunity for reflection on all that has been accomplished and learned from your efforts in assessment. The annual review is a time to take stock of which courses and programs have undergone some scrutiny, and subsequently should help with planning for the upcoming years. Things we might learn in one cycle of assessment might actually help us to plan assessments in the next cycle, or might facilitate changes in other courses that weren't even included in the initial assessment. To this end, please complete the following with as much detail as possible. If you have any questions, please contact either Sarah Burnett at sarah.burnett@norcocollege.edu, or Greg Aycock at greg.aycock@norcocollege.edu, or talk to your NAC representative.

1. Identify where you are in the cycle of SLO assessment for each course you assessed in fall 2015 - spring 2016. Each response will be individualized; this means each completed column might look a little different. You may have a course in which you are implementing improvements to close the loop on an initial assessment that was completed in a different year. You might also have a course that only has an initial assessment and you haven't yet completed any follow-up or improvement activities. (Add rows to the chart as needed.)

Course number	SLO Initial Assessments	Semester assessed	Entered into TracDat fields Yes or No	SLOs with Changes Made to course Identify which SLOs for had Changes Made identified, & simple reasoning	Plan for completing identified Changes Identify semester & basic plan of action	SLOs not needing Changes (assumed loop-closed) Provide clear reasoning as to why loop closed	SLOs involved in Loop-Closing assessment Indicate semester initial assessment was started and semester when loop was closed. Provide rationale for why you consider the assessment loop is closed
LIB 1	SLO #4: Manage information effectively to accomplish a specific purpose.	Fall 2015 & Spring 2016	Yes	No changes identified at this time.	No changes identified at this time.	No changes identified at this time.	No changes identified at this time.

2. a) How many Program Level Outcome **initial** assessments were you involved in **fall 2015 - spring 2016**? Indicate a total number per column. Name the AOE, ADT, GE and/or Certificate program.

To provide you with supportive information for this section, the following GE and AOE assessments were conducted in 2015-16:  
 Initial assessment for GE PLO Information Competency and Technology Literacy  
 Closing Loop for GE PLO Self-Development and Global Awareness  
 A Closing the Loop Assessment for AOE in Humanity, Philosophy and The Arts  
 A Closing the Loop Assessment for AOE in Social and Behavioral Sciences

AOE (Area of Emphasis)	ADT (Associate for Transfer)	GE (General Education)	Certificate
N/A	N/A	N/A	N/A

- b) How many Program Level Outcome **loop-closing** assessments were you involved in **fall 2015 - spring 2016**? Indicate a total number per column. Name the AOE, ADT, GE and/or Certificate program.

AOE (Area of Emphasis)	ADT (Associate for Transfer)	GE (General Education)	Certificate
N/A	N/A	N/A	N/A

3. Please describe any **Changes** you made in a course or a program in response to an assessment. Reflect on the impact you determine the changes may have had on student learning, student engagement, and/or your teaching. (Add rows as needed)

Course	Changes Made Please click on "Choose an item & select from the drop down menu – content can be modified to suit your needs. Type in "other" approach taken	Impact of changes on student learning, engagement, and/or teaching
LIB 1	Changed the sequence of the course material	After looking at student quiz scores, and reading end of class student evaluations, I concluded that students need to have more time with the electronic resources. I changed the lesson schedule so that students would have more time working on this portion of the class.
LIB 1	Direct instruction on study skills, expected competencies	Revised syllabus giving explicit expectations on how to successfully complete the class.

4. Identify any assessments that indicate a modification should be made to the Course Outlines of Record (COR), the Student Learning Outcomes (SLO), or Program Level Outcomes. State the modification.

Identify COR, SLO or PLO to modify	State Suggested Modification	Reasoning
No changes identified at this time.		

5. Have you shared your assessments, outcomes, improvements etc. with your discipline? How? If not, how do you plan to do so in the future? (For a more complete answer, please include any meeting dates, agenda, and/or minutes, emails between faculty members, conversations captured in college, department, or discipline meetings – include these data as an Appendix at the end of this document)

The library discipline plans to meet during the 2016-2017 academic year.

6. Did any of your assessments indicate that your discipline or program would benefit from specific resources in order to support student learning, and/or faculty development? If so, please explain.

<b>Resources</b> State the resources identified to support student learning and/or faculty development	<b>Assessment</b> Name the assessment(s) that indicated resources are needed Identify course, SLO & semester	<b>Reasoning</b> Briefly explain what you learned in the assessment that indicates the resource might be beneficial
A dedicated computer classroom is needed in order to teach the LIB 1 course in face-to-face and/or hybrid format.	Retention, success, & efficiency data listed in part 1 of this annual instructional program review suggest that students may benefit from taking LIB 1 as a completely online course	After reflecting on the assessments, it is clear that students learn best from having access to a computer classroom when taking the LIB 1 course in hybrid format.

7. What additional support, training, etc. do you need in the coming year regarding assessment?

In 2018-2019 all Annual Program reviews will be done within TracDat. Therefore intensive TracDat training will be required.

2019

## Scoring Rubric for Annual Program Review of Assessment (Part II only)

Assessment Unit Name: \_\_\_\_\_ Average score \_\_\_\_\_

	0	1	2	3	Comments
<b>Initial SLO assessments</b>	No evidence provided  0	Limited evidence of on-going SLO assessment (1 incomplete assessment – Plan but no results)  1	Clear evidence of on-going SLO assessment (1 complete assessment)  2	Clear and robust evidence of on-going SLO assessment (2 or more complete assessments)  3	
<b>Loop Closing Assessments</b>	No evidence provided  0	Limited evidence of Loop-closing assessment (Course identified as “loop-closed”, but no Change Plan identified, or reasoning provided)  1	Clear evidence of loop-closing (At least 1 Change Made plan in place, or clear reasoning of “loop closed” for at least 1 initial assessment)  2	Clear and robust evidence of loop-closing (Multiple Change Made Plans in place, or very clear justification for “loop closed” for multiple initial assessments)  3	
<b>Assessment input into TracDAT</b>	No assessments in TracDat format or Repository  0	Assessment completed are in word/pdf in Document Repository  1	Assessments identified have Assessment Plan, but not all have Results  2	All identified assessments have a complete report (Plan and Results) in TracDat data field)  3	
<b>Attempts to improve student learning</b>	No indication of any changes made to any courses, and no clarification provided  0	No attempts to change any courses, teaching approaches, and <b>no</b> clarification or reasoning as to why not  1	Evidence of an attempt to implement a change in a course or teaching approach provided, <b>or</b> simple clarifying statement regarding why no specific improvement is needed  2	Multiple attempts made to implement changes to courses or teaching approaches, <b>or</b> clear and supported clarification why no improvement is needed  3	
<b>Dialogue across the discipline</b>	No dialogue or attempt to communicate results  0	Limited demonstration of dialogue or communication within the discipline, department, college  1	Clear demonstration of dialogue and sharing of assessment within discipline, department, or college  2	Robust and systematic dialogue and communication demonstrated within discipline, department, or college  3	
<b>Participation in PLO assessment (bonus points averaged into total score)</b>		Engagement in at least 1 initial PLO assessment <b>and/or</b> Engagement in at least 1 PLO closing-the-loop assessment fall ‘14-spr ‘15  1			
<b>Total for Each Column</b>					