Program Review - Overall Report

Instructional: Library

Data Review

2021 - 2024

Overall Trends

What overall trends do you see in success, retention, program of study, educational planning, and awards over the past 3 or more years?
We currently only offer one Library course (LIB 1).
Overall, in the past three years, the success and retention of students who completed the Library 1 course has decreased:

- 82.9% to 74.6% in success
- 92.7% to 84.3% in retention

However, in the past three years, the success and retention rates of students in online sections of Library 1 have remained about the same:

- 82.3% to 83.5% in success
- 91.1% to 90.4% in retention

Due to decreases in success & retention, overall, students in the Library 1 course have stayed about the same in their rate of receiving less than passing (DF) grades during this time.
(There is no data for program of study, SEP, or program awards because the library does not currently offer an instructional library program.)

Disaggregated Student Subgroups

Look at the disaggregated student subgroups in success, retention, program of study, educational planning, and awards for your area. Are there any equity gaps that you will address in the next 3 years?
In the next three years, the Library will address equity gaps in the following student subgroups:

- Hispanic females are showing gaps in success that are concerning
- African American males are showing gaps in retention that are concerning

If there are any concerning trends over the past 3 or more years, or if equity gaps exist, what is your action plan to address them?
The Norco College Library has developed the folllowing action plan to address equity gaps:

- The library will strive to ensure that the library's information literacy instruction, including Library 1, is offered through a lens of equity and inclusion (see resource request related to **Instructional Design Librarian**).

Data Review

- Library faculty will discuss best practices gleaned from attending DEI, anti-racism trainings, and CORA courses in Racial Microaggressions, Unconscoius Bias, Black Minds Matter, and Teaching Men of Color in the Community College.
- Librarians will implement equity-based instructional strategies for the Library 1 course by conducting equity audits of syllabi and assignments, providing liquid syllabi prior to the start of the course, and offering targeted suppport and intervention to Hispanic and African American students.
- The libary will seek to address equity gaps in electronic database offerings and integrate diverse perspectives and resources into Library 1 assignments (see resource requests related to **Budget Augmentation for Library Databases** and **Databases to Support Equity**).
- The library will develop additional equity-focused research guides like the Black Lives Matter, LGBTQIA+, and Asian Pacific Islander LibGuides.
- A full-time library faculty member will participate in shared governance meetings for the DEI Committee and other equity-focused workgroups and task forces.
- Library faculty will continue to participate in trainings that support equity, diversity, and inclusion.

Is there a resource request associated with this Data Review? (If yes, please complete a Resource Request, which you can access from the main menu to the left)
Yes

Assessment Review

2021 - 2024

Section 1: SLO Assessment Status (Based on Dashboard - Assessment Status)

Which Disciplines are included in this Assessment?
Library
What percent of SLOs in the disciplines you identified above have been assessed?
100%
Which SLOs have not been assessed and why? Identify both the Course and the associated SLO(s).
The library discipline made a major modification to the Library 1 course and started using the new SLOs at the start of the 2020-2021 academic year. All LIB-1 course SLOs have been assessed.

In 2021-2022 the library also identified SLOs and SAOs beyond the Library 1 course for the overall Library Service Unit. The four SLOs are aligned with the RCCD General Education Outcomes and the Association for College and Research Libraries (ARCL) Information Literacy Framework. The library is in the process of assessing these SLOs for the first time during the Spring 2023 semester. The library Service Area Outcomes (SAO's) relate to four service areas: 1. Research, 2. Resources, 3. Space, and 4. Events. The library has assessed SAO 4 and is in the process of assessing the remaining three SAOs using the same library survey that will be administered in Spring 2023.

Section 2: Mapping Status (Based on Dashboard - Mapping Status)

Are all SLOs mapped to at least one PLO?
No
If all SLOs are not mapped to at least one PLOs, please explain why.
N/A - We do not currently have an instructional library program.
Are the appropriate SLOs mapped to GELOs? (If you have a course that is listed in any general education area, it should have at least one SLO mapped to at least one GELO)
Yes
If the appropriate SLOs are not mapped to GELOs, please explain why.
N/A

Section 3: PLO Analysis (Based on Dashboard - Analysis: PLO Direct Assessment)

Which Programs are included in this Assessment?
N/A - We do not currently have an instructional library program
Please identify the PLO(s) - and name the associated Program(s) - that achieved benchmarks.
N/A
To what to you attribute this success?
N/A
Please identify the PLO(s) - and name the associated Program(s) - that did not achieve benchmarks.
N/A
If there are PLOs that did not achieve benchmarks, what do you plan on doing to improve benchmark attainment?
N/A

Assessment Review

Section 4: Alignment to Career and Transfer

Describe the process used in this area to ensure programs (PLOs) align with career and transfer needs.
N/A - We do not currently have an instructional library program
Describe the activities, projects, and opportunities this program offers to support experiential learning and alignment of programs to career and transfer (e.g. capstone projects, portfolios, service-learning opportunities).
N/A
Without looking at your current PLOs, describe some program outcomes which would best help your students continue on the path towards their workforce and transfer goals (e.g. subject matter expertise, hands on experience, partnerships, etc.).
N/A
Review current PLOs. Do the outcomes listed above align with the current program outcomes?
N/A

Program Review: Part 1

EMP GOAL 1. Expand college access by increasing both headcount and full-time equivalent students (FTES).

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

N/A

What are your plans/goals (3-year) regarding this goal?

N/A

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

N/A

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

No

EMP GOAL 2. Implement Guided Pathways framework.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To support the implementation of the Guided Pathways Framework, the Norco College Library:

- Offers the Library 1: Introduction to Information Literacy course in face-to-face and online modalities as an essential foundation for transfer-level coursework.
- Provides Library Skills workshops to assist students in developing their information literacy skills.
- Offers reference intruction both in-person and online via chat to students to assist them in completing assignments for transfer-level English.
- Provides access to print and electronic resources to faculty and students in transfer-level English and other courses.
- Ensures access to textbooks for transfer-level math, English, and other courses through library course reserves.

What are your plans/goals (3-year) regarding this goal?

The library's plans for the next three years related to EMP Goal 2 are to:

- Develop an action plan to coordinate and scale the library's information literacy initiatives (see resource request related to the **Instructional Design Librarian**).
    - Offer the Library 1 course in multiple modalities to ensure students have the information literacy skills to support their overall success and retention.

  - Assess the current workshop offerings and ensure alignment with the Guided Pathways framework.
  - Explore ways to embed information literacy instruction into transfer-level English and other courses at the point of need.

- Develop reference desk schedules (in-person and online) to maximize students' access to Norco College Library faculty skill and expertise (see resource request related to **Budget Augmentation for Part-Time Associate Library Faculty**)
- Provide ongoing access to library databases that provide faculty-requested resources in support of multiple learning styles and culturally-relevant androgogy, especially for distance education courses (see resource requests related to **Budget Augmentation for Library Databases** and **Databases to Support Equity**).
- Ensure that students can obtain the textbooks and other library resources necessary for their classes even when the library is closed (see resource request related to **Library Lockers**).
- Ensure that students have timely and flexible access to library materials and services (see resource request related to **Mobile Checkout Software and Self-Service Kiosk**).
- Improve communication and outreach to students and faculty regarding library resources and services that support their academic success (see resource request related to the **Outreach Librarian**).

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to this goal includes:

- Past and current LIB-1 course section offerings
- Library Skills workshop schedule
- Reference statistics for both in-person and online chat
- List of electronic databases on the Norco College Library website
- Usage statistics for library course reserves for English and math courses
- Assessment data for the new Library 1 SLOs by the next program review cycle

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To close student equity gaps, the Norco College Library:

- Offers Library 1 in both face-to-face and online formats, so that all students can develop their information literacy skills across course modalities.
- Curating diverse library collections and purchases inclusive library materials in both print and electronic formats.
- Provides physical space conducive to academic study that is open to all members of the college community. The availability of quiet study space is especially important to students of color who may find it difficult to study at home or experience housing insecurity.
- Develops research guides with an equity focus, for example, the Black Lives Matter, LGBTQIA+, and Asian Pacific Islander LibGuides.
- Coordinates the checkout of laptops and hotspots, so that all students have access to technology to support their learning and achievement.
- Provides course reserves, so students can borrow textbooks from the library rather than purchase them from the bookstore.
- Supports the adoption of Open Educational Resources (OER).
- Organizes Read 2 Succeed events with authors of books with equity and social justice themes.
- Develops library exhibits/displays with an equity lens.
- Attends professional development opportunities in the form of equity webinars, anti-racism training, and CORA courses.
- Participates in college governance groups like the DEI Committee and equity taskforces.

What are your plans/goals (3-year) regarding this goal?

The Norco College Library plans to close equity gaps over the next three years by:

- Rearranging and acquiring furniture to improve existing library study space.
- Participate in the planning of the new library facility as outlined in the Facilities Master Plan to ensure that the space meets the needs of all students.
- Ensuring that the library's information literacy instruction, including Library 1, is offered through a lens of equity and inclusion (see resource request related to **Instructional Design Librarian**).

Program Review: Part 1

- Discussing best practices gleaned from attending DEI, anti-racism trainings, and CORA courses in Racial Microaggressions, Unconscoius Bias, Black Minds Matter, and Teaching Men of Color in the Community College.
- Implementing equity-based instructional strategies for the Library 1 course by conducting equity audits of syllabi and assignments, providing liquid syllabi prior to the start of the course, and offering targeted suppport and intervention to Hispanic and African American students.
- Addressing equity gaps in electronic database offerings and integrate diverse perspectives and resources into Library 1 assignments (see resource requests related to **Budget Augmentation for Library Databases** and **Databases to Support Equity**).
- Conducting outreach to specific student subpopulations, so that they are aware of available library resources and services (see resource request related to the **Outreach Librarian**).
- Participating in trainings that support equity, diversity, and inclusion.
- Increase access to library resources for students who cannot come to the library during normal hours due to work, family, or transportation challenges.
    - Providing flexible access to library resources would allow the library to address inequitable access as, according to the CORA course, Teaching Men of Color in the Community College, students of color are more likely to attend college part-time, work transitory jobs or late shifts, have financial dependents, and experience stressful life events and transportation challenges (see resource request related to **Library Lockers**).
- Provide mobile checkout capabilities and a contact-less, self-service kiosk that would allow all students, especially students of color with limited time and opportunities to come to campus to checkout materials and pay fines (see resource request related to **Mobile Checkout Software and Self-Service Kiosk**).

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to EMP Goal 3 includes:

- Resources available on the Wilfred J. Airey Library website available via the following:
    - The Library Catalog, OneSearch
    - Electronic Databases
    - Research and Help Library Guides (e.g., Black Lives Matter LibGuide)
- Free online textbooks accessible through the library website
- Circulation statistics for the student laptop & wifi hotspot loan program
- Read 2 Succeed flyers, email advertisments, and attendance statistics

Program Review: Part 1

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 4. Implement professional development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To implement professional development around Guided Pathways and equity framework, members of the Norco College Library team have:

- Attended equity trainings, courses, and workshops.
- Incorporated resources shared through Guided Pathways and equity professional development opportunities into library collections and LibGuides.
- Discussed ways to take a Guided Pathways approach to providing library instruction, resources, and services.
- Discussed strategies to incorporate equity best practices into the library.
- Participated in statewide library discussions through the California Community College Leagues Consortia on equity policies and practices in academic libraries.
- Offered Read 2 Succeed events centered on equity themes as professional development opportunities for Norco College faculty and staff.

What are your plans/goals (3-year) regarding this goal?

With regard to EMP Goal 4, the Norco College Library plans to:

- Identify future professional development opportunities for library faculty and staff to attend diversity, equity, inclusion, and anti-racism trainings.
- Solicit input from students, faculty, and staff on future authors to invite for Read 2 Succeed events (see resource request related to **Outreach Librarian**).

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to EMP Goal 4 includes:

- CORA course certificates for participating library faculty and staff
- Read 2 Succeed flyers, email advertisments, and attendance statistics

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

Program Review: Part 1

EMP GOAL 5. Reduce working poverty and the skills gap.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To reduce working poverty, the Norco College Library employs student workers every semester.

What are your plans/goals (3-year) regarding this goal?

Over the next three years, the library will work towards helping students secure enough funding to work in the library for the entire academic year.

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to EMP Goal 5 includes student worker schedules for previous semesters.

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

No

EMP GOAL 6. Pursue, develop, & sustain collaborative partnerships.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

The Norco College Library pursues, develops, and sustains collaborative partnerships through:

- A Library Partners of the Wilfred J. Airey Library advocacy group.
- Discipline meetings and coordination with other libraries in the district.
- Participation on statewide Library Services Platform (LSP) workgroups including the LSP Analytics Workgroup.
- Discussions with California community college library colleagues on a range of topics through the weekly Wednesday Webinar Series.

What are your plans/goals (3-year) regarding this goal?

The library's plans for the next three years related to EMP Goal 6 are to:

- Recruit members to expand the Library Partners group.
- Increase outreach to libraries at K12 schools and four-year institutions and identify opportunities for collaboration (see resource request related to the **Outreach Librarian**).
- Continue to collaborate with librarians across the district at discipline meetings.
- Coordinate with Riverside City College and Moreno Valley College technical services librarians to attend LSP training and office hours with LSP Workgroups to resolve system issues and configurations.
- Identify opportunities to collaborate with other LSP Workgroups.

Program Review: Part 1

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to EMP Goal 4 includes:

- Application brochure and details available on the Library Partners website
- RCCD library discipline meeting agendas and minutes
- California Community College League list of Wednesday Webinar topics on the website

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 7. Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To support EMP Goal 7, the Norco College Library:

- Offers Read 2 Succeed, Poetry Performance, and Celebrate Books and Libraries events to foster student engagement, wellness, and success both inside and outside of the classroom.
- Provides academic support by offering laptop and hotspot pickup while the library is closed due to COVID-19 and water intrusion.
- Offers library resources online through library databases and OneSearch to improve student success.

What are your plans/goals (3-year) regarding this goal?

Over the next three years, the library will:

- Collaborate with college constituents to offer a variety of programs/events hosted by the Wilfred J. Airey Library Team.
- Support the academic breadth of academic programs and support student learning and achievement through ongoing subscriptions to library resources (see resource requests related to **Budget Augmentation for Library Databases** and **Databases to Support Equity**).
- Build academic support services through the library by increasing the accessibility of library resources and providing flexible options for library services (see resource request related to **Library Lockers** and **Mobile Checkout Software and Self-Checkout Kiosk**)

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related to this goal includes:

- Information on library programs on the Read 2 Succeed website
- Laptop and hotspot loan program information and checkout statistics
- Electronic Resources available through the Norco College Library website

RESOURCES
Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)
Yes

EMP GOAL 8. Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

GOALS AND ACTIVITIES
What are you doing now in support of this goal?
To support EMP Goal 8:

- The Library Advisory Committee has been revised & renamed as the Library & Learning Resource Center Advisory Committee. The LRC Workgroup has also been formed to focus specifically on budget and personnel needs for the Learning Resource Center.
- The Norco College Library is using SharePoint, Teams, and Zoom to facilitate planning discussions and as a central repository for documentation for assessment, program review, and accreditation.

What are your plans/goals (3-year) regarding this goal?
With regard to EMP Goal 8:

- The Library & Learning Resource Center Advisory Committee members plan to create a charter that aligns with the revised governance structure and remain a standing committee of the Academic Senate.

EVIDENCE
Do you have assessment data or other evidence that relates to this goal?
Evidence related to EMP Goal 8 includes:

- Library & Learning Resource Center Advisory Committee details and information are available on the LLRCAC website
- Library Teams site

RESOURCES
Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)
No

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

In support of this goal, the Norco College Library was able to replace the full-time librarian position after a retirement.

What are your plans/goals (3-year) regarding this goal?

In support of EMP Goal 9:

- The library is seeking two additional full-time library faculty positions to more closely align with Title 5 of the California Code of Regulations (§ 58724) minimum standards for numbers of library faculty based on student FTES.
    - According to the formula, a college with an FTES of 8,000 FTES should have 5.5 full-time librarians.
    - In addition to falling below the Title 5 staffing standards, systemic changes at the state and local level have resulted in additional responsibilities for the library faculty.
    - These changes include the adoption of a statewide Library Services Platform managed locally at the College, the implementation of Guided Pathways, equity initiatives, and the increase in Open Educational Resources (OER) adoption/use (see resource request related to the **Instructional Design Librarian** and **Outreach Librarian**).
- The library will evaluate classified staff needs in alignment with the Title 5 minimum standards and department needs.

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence related this this goal is as follows:

- Title 5 of the California Code of Regulations (§ 58724) minimum standards for numbers of library faculty based on student FTES
- Currently, the library only has two full-time faculty librarians that serve the College with 7,976.93 total student FTES (2019-2020, CCCCO Datamart FTES Summary Report)
- The Academic Senate of the Community Colleges paper on The Role of Library Faculty in Community Colleges, Adopted 2019 (Staffing, Administration, and Operations, p. 17)
- District-approved job description for the Instructional Design Librarian
- District-approved job description for the Outreach Librarian

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 10. Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

In support of this goal, an expanded Library & LRC building is in the Norco College Facilities Master Plan (p. 86-87) with projected funding in 2023-2024.

What are your plans/goals (3-year) regarding this goal?

Over the next three years, the Norco College Library Team will:

- Actively participate in the planning process.
- Attend the Business and Facilities Planning Council meetings to stay apprised of developments on the Library/Learning Resource Center/Student Services project.

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence to support this request includes:

- Norco College Facilities Master Plan (p.86-87)
- Business and Facilities Planning Council Meeting Minutes from April 6, 2021 (p.7)

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

No

EMP GOAL 11. Implement professional, intuitive, and technology-enhanced systems.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

N/A

What are your plans/goals (3-year) regarding this goal?

N/A

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

N/A

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

No

Program Review: Part 1

EMP GOAL 12. Develop innovative and diversified resources to build and sustain a comprehensive college and achieve its visionary goals.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

To support EMP Goal 12 (Objective 12.1):

- The Norco College Library has advocated for library databases to support distance education during the pandemic and has secured CARES Act and/or HEERF monies to fund the intial subscriptions to these databases.
- The Norco College Library has also requested the inital funding of databases to support equity and ethnic studies programs through equity or other categorical funding.

What are your plans/goals (3-year) regarding this goal?

Over the next three years, the Norco College Library will:

- Work toward a stable and consistent budget augmentation to Department Funds to support library databases on an ongoing basis taking into consideration the 5% yearly increase in subscription costs
- Increase communication with administration on the status and funding structure for library database subscriptions.
- Collaborate with discipline faculty to ensure electronic databases are used to support instruction, customized whenever possible to meet their needs, and supported through resource requests in program review.

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Evidence in support of this goal includes:

- Database invoices generated through Consortia Manager for new databases
- Database evaluations conducted via email by Norco College librarians
- Discussions about the need to continue database subscriptions upon returning to campus in Fall 2021 as documented in the Safe Return Task Force: Academic Support Services Reopening Spreadsheet

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

Program Review Part 2

2021 - 2024

Curriculum

Are all your courses current (within four years)?
Yes
What percentage of your courses are out of date?
0%
If you have courses that are not current, are they in the curriculum process?
N/A
For out of date courses that are not already in progress of updating, what is your plan?
N/A
Do you have proposals in progress for all the DE courses you intend to file?
No
Do you require help to get your courses up to date?
No

Program Review Reflections

What would make program review meaningful and relevant for your unit?

- We appreciate when program review requests for the library are filled

What questions do we need to ask to understand your program plans, goals, needs?

- Questions about service area outcomes would be helpful for the library

What types of data do you need to support your program plans, goals, needs?

- Please continue to provide success and retention data for the library 1 course

If there are any supporting documents you would like to attach, please attach them here.

Resource Requests

2023 - 2024 Update

Resource Request

What resources do we already have?
The library currently has a big screen monitor on a television cart on loan from TSS that the librarians connect to a laptop during library tours and information literacy sessions in the library. The cart is bulky, difficult to position, and hard to store. Moreover, the display is difficult for students to see and for faculty to use as they must use a traditional mouse to demonstrate how to search the library catalog and databases online.
What resources do you need?
In the absence of a library instruction classroom with integrated technology, the library would like to request a portable interactive display that can be easily moved and stored when not in use. The interactive display will allow the faculty members to interact with the screen directly instead of using an external mouse. Furthermore, the screen would be easier to position for students to see and would facilitate library instruction. The request is for a Newline interactive display TT-8622Z, an onboard computer, and a height-adjustable cart with a 6-year warranty.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 11,Assessment
$ Amount Requested
7,422.43
Resource Type
ITEM: Technology
Potential Funding Source(s)
General Fund,Instructional Equipment Allocation
The evidence to support this request can be found in:
Program Review: Part 1
Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.
Unlike many college libraries, the Wilfred J. Airey library does not have a dedicated or even shared library instruction classroom. As a result, library tours and orientations must be given in the open within the library space. Since the return to campus, the library has received numerous requests for library tours and workshops. Providing more functional instructional equipment to support library faculty in providing library instruction will facilitate information literacy as a General Education Learning Outcome and will contribute to library SLO #2, "Students will use technology tools and systems to access and locate relevant information sources." This request is aligned with EMP Goal 2 (Success) as information literacy instruction provides foundational skills related to critical thinking and research that benefit students in a variety of courses and programs across the curriculum. This request also relates to EMP Goal 11 (Operations) as the new equipment would replace outdated and inefficient technology.
This request for my area is Priority #:
1
Is this request:
New

Resource Requests

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2023 - 2024 Update

Resource Request

What resources do we already have?
The library currently has an all-in-one computer at the reference desk. Several work orders have been submitted to troubleshoot problems and TSS has indicated that it is due for replacement. The computer takes a considerable amount of time to reboot and has to be rebooted regularly when it freezes. The computer is used to assist students with finding materials using the library's systems AND is used by librarians for tasks related to their job duties including managing the Library Services Platform, ordering books, editing the library website, creating graphics/flyers, accessing/entering data, and creating reports/presentations. In addition, the current computer is not configured to allow remote desktop, so librarians must transfer files they are working on from their desktop computers to a portable drive or cloud storage before every shift to be able to access their documents.
What resources do you need?
The library reference desk needs a new desktop computer with adequate storage and memory to run the latest version of Windows and all library applications. The computer also needs to allow for remote desktop, so that the librarians can access their office computers while they are on the desk. TSS has provided a quote for a Lenovo ThinkStation P360 - tower - Core i9 12900K 3.2 GHz - 32 GB - SSD 1.0
Request related to EMP goal or Assessment?
EMP Goal 11
$ Amount Requested
2,961.77
Resource Type
ITEM: Technology
Potential Funding Source(s)
General Fund,Instructional Equipment Allocation
The evidence to support this request can be found in:
Program Review: Part 1
Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.
The request for a new reference desk computer is aligned with EMP Goal 11 (Operations) as it will provide functional and efficient technology for librarians to be able to serve students in a timely manner. Students often are limited in time and stop by the library for help on their way to class. The current delay in assisting students is problematic and at times results in library faculty being unable to assist students who

are in a hurry. Additionally, library faculty are able to more efficiently perform their duties when they are able to use remote desktop to seamlessly shift from their office to the reference desk without having to save/retrieve files and reopen applications and webpages.

This request for my area is Priority #:
2
Is this request:
New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2023 - 2024 Update

Resource Request

What resources do we already have?
The library currently does not have any portable interactive displays for students to use for group work/study in the main library outside of the study rooms. The library has two outdated collaboration stations that are no longer functional as the cables and connected monitor are obsolete.
What resources do you need?
The library is requesting a portable interactive display that can be easily moved and used by students for collaboration in the main section of the library when all study rooms are full. Study rooms are in high demand, especially mid-semester and near finals. The collaboration stations are not functional and cannot be used by students to study/work as a group. The request is for a Newline interactive display TT-8622Z, an onboard computer, and a height-adjustable cart with a 6-year warranty.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 11,Assessment
$ Amount Requested
7,422.43
Resource Type
ITEM: Technology
Potential Funding Source(s)
General Fund,Instructional Equipment Allocation
The evidence to support this request can be found in:
Program Review: Part 1

Resource Requests

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This request aligns with EMP Goal 2 (Success) as it would support students in their ability to collaboratively work on assignments and study for exams. Study rooms are extremely popular with students many of whom take advantage of the technology in the room to project their computer and draw on the screen using a smart pen that they check out at the library circulation desk. Many times during the semester, all study rooms are checked out, especially during peak times. Outside of the study rooms students have limited technology tools available to them to collaborate on their computer as the collaboration stations that the library inherited are outdated and no longer provide connectivity. This request is also aligned with the Library's Service Area Outcome (SAO) 3: "Students who use library physical spaces will report that the environment and facilities are welcoming, and support both collaborative and independent research and learning."

This request for my area is Priority #:

3

Is this request:

New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?

The library currently has one entry-level flatbed scanner, an HP ScanJet G4010 (manufactured in 2007), for students to use in the library to scan documents and textbooks on reserve.

What resources do you need?

The library would like to purchase a professional Bookeye scanner for student use in the public area. The scanner would include a book cradle and kiosk configuration that would allow students to scan and output the file for printing or email. As more classes return to in-person format, instructors are requesting that the textbooks return from semester-long checkout to a more limited check out period, including "library use only." This scanner would allow students to quickly and easily digitize the textbook content they need.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3,EMP Goal 7

$ Amount Requested

20,000

Resource Requests

Resource Type
ITEM: Technology
Potential Funding Source(s)
Instructional Equipment Allocation,Equity,Department Regular Funding
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
7
Is this request:
New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently subscribes to four database subscriptions initiated during the pandemic in response to requests by faculty for additional electronic resources to support online instruction. These databases include JoVE (animated concept videos and live video lab demonstrations; cost = $15,000), Research Companion (learning modules for conducting scholarly research; cost = $2,254), APA PsycInfo (behavioral and social science research; cost = $4,048), Films on Demand Master Academic Collection (full educational videos and clips; cost = $8,763), and Feature Films for Education (feature films used for instructional purposes; cost = $5,055). These databases were supported with limited one-time CARES Act and HEERF funding in 2019/2020 and 2020/2021.
What resources do you need?
Permanent operational budget augmentation for 2022-2023 to provide ongoing support for JoVE, Research Companion, APA PsycInfo, Films on Demand Master Academic Collection, and Feature Films for Education database subscriptions, which are currently used by faculty for instructional purposes.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
35,120
Resource Type
ITEM: Equipment, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,General Fund

Resource Requests

The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
3
Is this request:
New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently subscribes to the Violence and Gender eJournal (individual journal title) and the ProQuest Diversity Collection Bundle Bundle, which includes Ethnic NewsWatch, Alt-Press Watch, and Gender Watch (newspaper resources).
What resources do you need?
The library would like to add a subscription to the ProQuest Black Studies database, which provides comprehensive information from both primary sources and secondary sources including newspapers, videos, literature, and journals through the lens of black history and culture in the U.S. This database would support ethnic studies programs as well as curriculum across the College.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
10,187
Resource Type
ITEM: Equipment, Services, Software, Furniture
Potential Funding Source(s)
General Fund,Equity
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
5
Is this request:
New

Resource Requests

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently has print serial collections of literature sources and criticism that have not been updated in several years. These resources include Contemporary Literary Criticism Online, Drama Criticism, Poetry Criticism, Short Story Criticism, and Twentieth-Century Literary Criticism. In addition to being out of date, the print editions are difficult for students to use for research purposes due to the way the content is organized and indexed. These print resources are now available in a more comprehensive, accessible, and discoverable digital form.
What resources do you need?
The library would like to add a subscription to Gale Research Complete, which would contain all of the content in the library's current Gale literary criticism print series, plus additional literature resources including information about the lives and works of major writers. A subscription to this database would bring all of the print series title up-to-date and would provide more comprehensive resources for students taking English courses. In addition, Gale Research Complete contains content to support academic research in other disciplines, specifically business and health and wellness. Since the information is in digital form and searchable online, it is much more accessible and easier to use.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
13,313
Resource Type
ITEM: Equipment, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,General Fund
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
4
Is this request:
New

Resource Requests

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently subscribes to the Films on Demand Master Academic Collection (full educational videos and clips) and Feature Films for Education (feature films used for instructional purposes).
What resources do you need?
The library would like to add a subscription to Academic Video Online (AVON), which would provide faculty with access to popular video titles that are commonly used for instructional purposes. Content exclusive to this database includes titles from PBS, 60 Minutes, and the BBC (Shakespeare). AVON videos would support a number of disciplines and courses across the College. In addition, this database would allow us to request titles that the vendor will add to the collection free of charge. Moreover, the subscription costs would provide for the ownership of perpetual rights for video titles the college would then own going forward. The use of media in online and hybrid courses has increased significantly due to the increased migration of instructional content online, and an additional media subscription would allow the library to meet the requests of instructional faculty for videos.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
4,342
Resource Type
ITEM: Equipment, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,General Fund
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
6
Is this request:
New

Resource Requests

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently does not have access to any services that will allow for the electronic storage of course materials in digital form.
What resources do you need?
The library would like to add the E-Reserves and Document Management Module to its Springshare subscription services. This module would allow the library to upload digital versions of course materials, especially open educational resources and zero cost textbooks, and make them accessible to students online through Canvas and other electronic means.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
1,986
Resource Type
ITEM: Equipment, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,General Fund
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
1
Is this request:
New

For Administrative Use Only

Funding Status

Notes

Council Ranking

Resource Requests

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?
The library currently has one entry-level flatbed scanner, an HP ScanJet G4010 (manufactured in 2007), for all patrons to use in the library to scan documents and textbooks on reserve.
What resources do you need?
The library would like to purchase a professional Bookeye scanner for faculty and library staff use. The scanner would be configured as a table-top scanner with a book cradle and would allow for instructors and library staff to scan materials for instructional purposes. This scanner would allow the library to digitize files for upload to the Springshare E-Reserves module (see priority #1 request) and eventually the Library System Platform and provide extended capabilities for copyright-compliant, controlled digital lending.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7
$ Amount Requested
16,000
Resource Type
ITEM: Technology
Potential Funding Source(s)
Instructional Equipment Allocation,Equity,Department Regular Funding
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
2
Is this request:
New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
Library databases for conducting research in a variety of disciplines to support courses across the spectrum of modalities.
What resources do you need?
Operational budget augmentation to provide ongoing support for database subscriptions licensed during the pandemic in response to requests by faculty for additional electronic resources to support online instruction. These databases include JoVE (animated concept videos and live video lab demonstrations), Research Companion (learning modules for conducting scholarly research), APA PsycInfo (behavioral and social science research), Films on Demand Master Academic Collection (full educational videos and clips), and Feature Films for Education (feature films used for instructional purposes) that were supported with limited one-time CARES Act and HEERF funding in 2019/2020 and 2020/2021.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
42,750
Resource Type
ITEM: Equipment, Technology, Services, Software, Furniture
Potential Funding Source(s)
General Fund,Lottery Instructional Supplies
The evidence to support this request can be found in:
Data Review,Program Review: Part 1
This request for my area is Priority #:
4

For Administrative Use Only

Funding Status
Completed/Funded
Notes
Completed
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
The library currently has two full-time library faculty and four part-time librarians that serve the College with 7,976.93 total student FTES (2019-2020, CCCCO Datamart FTES Summary Report).
What resources do you need?
The library needs a new full-time faculty position in the form of an Instructional Design Librarian, who will support the library's information literacy initiatives through a lens of equity and inclusion. Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library faculty based on student FTES. According to that formula a college with an FTES of 8,000 FTES should have 5.5 full-time librarians. In addition to falling below the Title 5 staffing standards, systemic changes at the state and local level have resulted in additional responsibilities for the library faculty. These changes include the adoption of a statewide Library Services Platform managed locally at the College, the implementation of Guided Pathways, and the increase in Open Educational Resources (OER) adoption and use. Moreover, the College's transition to online only instruction due to COVID-19 led to the expansion of the library's electronic collections and online reference services via chat, which will need to be sustained when the College reopens in Fall Semester 2021. The Instructional Design Librarian will support the library's efforts in the area of information literacy instruction, Open Educational Resources (OER), embedded librarianship, and technology-mediated instruction through Canvas, ConferZoom, and other technology tools.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 9
$ Amount Requested
178,392
Resource Type
FACULTY: New Full time Faculty (Associate faculty requested through Dept. Chair and Dean)
Potential Funding Source(s)
General Fund
The evidence to support this request can be found in:
Data Review,Program Review: Part 1
This request for my area is Priority #:
1

For Administrative Use Only

Funding Status
In Progress
Notes
NA
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
The library currently has two full-time library faculty and four part-time librarians that serve the College with 7,976.93 total student FTES (2019-2020, CCCCO Datamart FTES Summary Report).
What resources do you need?
The library needs a new full-time faculty position in the form of an Outreach Librarian to improve communication about library resources and services with internal constituents as well as external groups. Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library faculty based on student FTES. According to that formula a college with an FTES of 8,000 FTES should have 5.5 full-time librarians. In addition to falling below the Title 5 staffing standards, systemic changes at the state and local level have resulted in additional responsibilities for the library faculty. These changes include the adoption of a statewide Library Services Platform managed locally at the College, the implementation of Guided Pathways, and the increase in Open Educational Resources (OER) adoption/use. Moreover, the College's transition to online only instruction due to COVID-19 led to the expansion of the library's electronic collections and online reference services via chat, which will need to be sustained when the College reopens in Fall Semester 2021. The Outreach Librarian's primary responsibilities would relate to marketing and promoting communication about library resources and services in person, in print, and online through social media.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 4,EMP Goal 6,EMP Goal 9
$ Amount Requested
178,392
Resource Type
FACULTY: New Full time Faculty (Associate faculty requested through Dept. Chair and Dean)
Potential Funding Source(s)
General Fund
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
2

For Administrative Use Only

Funding Status
In Progress
Notes
NA
Council Ranking

2022-23 Council Ranking
4
2022-23 Notes
Ranking from November 4th, 2022, APC minutes

Resource Request

What resources do we already have?
Prior to the closure of the library due to COVID-19, students were required to physically come into the library building to check out books and other resources during normal operating hours. During the pandemic, the library provided students with the opportunity to request available resources online which they could pickup on a designated day at a designated time.
What resources do you need?
The library is requesting contact-less, automated library lockers that increase access to library resources for students who cannot come to the library during normal hours due to work, family, or transportation challenges. Library lockers would provide 24/7 access to materials, allowing students to pick up physical materials they have requested using the library catalog, OneSearch. Providing flexible access to library resources would allow the library to address inequitable access as studies have shown that students of color are more likely to attend college part-time, work transitory jobs or late shifts, have financial dependents, and experience stressful life events and transportation challenges (Harris & Wood, CORA Teaching Men of Color in the Community College). This request may be supported through HEERF funding.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7
$ Amount Requested
35,000
Resource Type
ITEM: Equipment, Technology, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,Other/None
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
5

For Administrative Use Only

Funding Status
No Action-Insufficient funding
Notes
Forwarded to VPAA for funding consideration
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
Currently library patrons must wait in line at the circulation desk to speak with a library staff member to checkout materials.
What resources do you need?
The library would like to purchase mobile checkout software and a contact-less, self-service kiosk that would allow students to skip the lines and checkout materials and pay fines using either the self-service station or their phone. These resources would allow the library to improve accessibility and customer service by reducing wait times and providing convenience to students, especially those who have limited time. This request could potentially be supported through HEERF funding.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7
$ Amount Requested
20,000
Resource Type
ITEM: Equipment, Technology, Services, Software, Furniture
Potential Funding Source(s)
Instructional Equipment Allocation,Lottery Instructional Supplies,Other/None
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
7

For Administrative Use Only

Funding Status
No longer needed
Notes
Tabled
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
Existing library databases may include general resources to support equity and ethnic studies research. The only specialized electronic resource the library currently provides in this category is the Violence and Gender eJournal.
What resources do you need?
Funds to acquire and provide ongoing budgetary support for a new database subscription to the ProQuest Diversity Collection Bundle which includes Ethnic NewsWatch, Alt-Press Watch, and Gender Watch. These databases provide electronic resources through the lens of diverse populations, which would support instruction overall and would specifically support newly-developed ethnic studies programs. These databases could be supported through equity funding.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 3,EMP Goal 7,EMP Goal 12
$ Amount Requested
9,818.55
Resource Type
ITEM: Equipment, Technology, Services, Software, Furniture
Potential Funding Source(s)
Lottery Instructional Supplies,Equity,General Fund
The evidence to support this request can be found in:
Data Review,Program Review: Part 1
This request for my area is Priority #:
6

For Administrative Use Only

Funding Status
Completed/Funded
Notes
Completed
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Request

What resources do we already have?
The Library currently employs part-time associate faculty librarians to assist the two-full time library faculty with reference coverage, LIB-1 instruction, collection development (especially as it relates to open educational resources and electronic resources), library displays, and research guide (LibGuides) development.
What resources do you need?
Operational budget augmentation to provide ongoing funding to allow the library to continue to staff online reference instruction via chat in addition to in-person reference following the return to campus in Fall Semester 2021.
Request related to EMP goal or Assessment?
EMP Goal 2,EMP Goal 9
$ Amount Requested
86,338
Resource Type
BUDGET: Request Ongoing Funding (Professional Development, Department or Program Support, Outreach, Marketing)
Potential Funding Source(s)
General Fund
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
3

For Administrative Use Only

Funding Status
No Action-Insufficient funding
Notes
Forwarded to VPAA for funding consideration
Council Ranking

2022-23 Council Ranking

2022-23 Notes

Faculty Professional Development Requests

Faculty Professional Development (2021 - 2024)

Resource Request

What resources do we already have?
The library faculty currently do not have any budget for librarians to attend workshops and meetings.
Potential Funding Source(s)
Department Regular Funding
What resources do you need?
The librarians are requesting funding to attend the Council of Chief Librarians (CCL) Deans and Directors meeting. The Dean who oversees the library does not attend these meetings, which provide important updates from the statewide Library Consortium and the Chancellor's Office on legislative actions that impact libraries, system-wide purchases of resources, and Library Services Platform (LSP) updates. The librarians would like to be able to send one library faculty member to this meeting every year. The meeting is held in Sacramento, California and the hotel and registration cost is covered by CCL. The library is requesting funds for airfare, mileage, and meals.
Request related to EMP goal or Assessment?
EMP Goal 4,EMP Goal 6
$ Amount Requested
700
Resource Type
FACULTY: Professional Development
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
1

Professional Development Activity Funding Request Application

Attendee and Activity Information
Has this professional development request been discussed and approved by your department chair?

Date of Request

Activity Date(s)

Attendee Name

Position

Discipline

Name of Activity and Organization/Sponsor

Link to Activity Website

Faculty Professional Development Requests

Location

City, State

Have you sought any other co-sponsorship (other internal and/or external funding)?

If yes, list source and total dollar amount.

Estimated Costs ($)
Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals ($75/day maximum)

Hotel Parking

Incidentals

Total Costs

Justification for Funding Request
Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

Approve and Submit
Proof of approval is uploaded, ready to submit?

Please upload proof of approval for travel from your department chair or Dean.

Faculty Professional Development Requests

For Administrative Use Only

Funding Status

Notes

Faculty Professional Development (2021 - 2024)

Resource Request

What resources do we already have?
The library faculty currently do not have any budget for librarians to attend workshops and meetings.
Potential Funding Source(s)
Department Regular Funding
What resources do you need?
The library faculty are requesting funding to send one librarian to the ELUNA (Ex Libris Users of North America) conference. The ELUNA Annual Meeting includes Ex Libris Knowledge Days which provide essential information and updates related to the Library Services Platform that is provided by Ex Libris. The library is requesting funding for airfare, mileage, meals, and other travel expenses. This year, the Council of Chief Librarians will reimburse the price of registration for the conference for one librarian per institution. In 2024, the registration fee of $850 may be reimbursed by CCL, but has been included in the requested amount.
Request related to EMP goal or Assessment?
EMP Goal 11
$ Amount Requested
3,200
Resource Type
FACULTY: Professional Development
The evidence to support this request can be found in:
Program Review: Part 1
This request for my area is Priority #:
2

Professional Development Activity Funding Request Application

Attendee and Activity Information
Has this professional development request been discussed and approved by your department chair?

Date of Request

Activity Date(s)

Attendee Name

Position

Faculty Professional Development Requests

Discipline

Name of Activity and Organization/Sponsor

Link to Activity Website

Location

City, State

Have you sought any other co-sponsorship (other internal and/or external funding)?

If yes, list source and total dollar amount.

Estimated Costs ($)
Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals ($75/day maximum)

Hotel Parking

Incidentals

Total Costs

Justification for Funding Request
Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

Approve and Submit
Proof of approval is uploaded, ready to submit?

Faculty Professional Development Requests

Please upload proof of approval for travel from your department chair or Dean.

For Administrative Use Only

Funding Status

Notes

Submission

2021 - 2024

All parts of my Program Review have been completed and it is ready for review
Yes

2022 - 2023 Update

I would like to submit this update
Yes
The additions or updates to my Program Review can be found in:
Resource Requests

2023 - 2024 Update

I would like to submit this update
Yes
The additions or updates to my Program Review can be found in:
Assessment Review,Program Review: Part 1,Resource Requests