

Norco College
Library Advisory Committee Meeting
October 9, 2018
12:50-1:50pm
OC 116

Minutes

Members Present: Miguel Castro, Damon Nance, Vivian Harris, Arezoo Marashi, Celia Brockenbrough, Sarah Gadalla, Jose Sentmanat, Carol Miter, Rex Beck, Joseph DeGuzman, Elisa Chung, and Khalil Andacheh

Members Absent: Walter Stevens (sabbatical), Sabrina Sepulveda, Gabriela Cortez, Araceli Covarrubias, Dominique Hitchcock, Glen Graham, and Maureen Sinclair

Guest: Albert Jimenez

1. Approval of the Minutes (Damon Nance)

- September 11, 2018 meeting minutes were approved by the committee
- Motion: Celia Brockenbrough
- Second: Rex Beck
- Approved unanimously: 1 abstention
- Vivian Harris made a motion to amend the agenda to include our ASNC student report as Item #8. Seconded by Celia. Damon stated that an item called Norco College Student Feedback has been a standing agenda item for several years on the LAC agenda, but due to an oversight, it was left off of today's agenda.

2. LRC Update (Albert Jimenez)

- Albert presented the committee with a sample of a survey conducted where students taking Spanish with Dr. Hitchcock and Professor Covarrubias self-identified what hours they would utilize Spanish tutoring at the LRC. Moving forward the LRC will work with faculty and create surveys to better identify when their students would use tutoring. The survey is another strategy that the LRC has been using with instructors. We are reaching out to disciplines that are not highly impacted as far as tutoring support is needed, such as Spanish. This survey has helped identify when students need tutoring for a particular subject. The survey was piloted this semester. Two faculty leads, Dr. Hitchcock and Araceli, have been kind enough to send this survey out to their discipline. We would like start with faculty in other disciplines and we hope that present faculty members and student representative would encourage students to respond to the surveys to identify peak times. Last month he reported to the committee about WOnline. This is a new student tracking software that allows students to set an appointment with a tutor through their phone or website. WC Online is also being utilized to track student usage of all the LRC services. This system has helped the LRC with scheduling and tracking purposes

- Sarah asked if students would only come on those specific assigned dates. Albert explained that students would attend on those assigned days and times, which was based on the responses provided on the survey. The survey helped prioritize the requests and they were still able to respond to priorities. Based on the survey the LRC was able to assign a tutor for a conversational activity. Because of the survey they were able to address both student and faculty needs.
- Khalil asked if as faculty he would select the time and Albert explained that it is based on student's needs.

3. Accreditation 2020 and Standard II B Update (Damon Nance)

- Our Accreditation Steering Committee Co-Chairs, Dr. Lee and Kris Anderson, scheduled a meeting with the Standard II B co-chairs: Damon Nance, Nikki Capps and Chris Poole on September 21st to touch base on our "drafty" draft we submitted on June 30th. They felt it would be more productive to review each standard's draft individually and provide feedback. Our "drafty" draft was 11 pages, but Dr. Lee and Kris Anderson recommended that we reduce the length to 6 total pages including both library and LRC information. They reminded us to focus on technical, rather than expository writing. Nikki Capps graciously offered her expertise as English faculty member to review the structure of the draft and start trimming it. On October 31st, our college's assigned Vice President from ACCJC, Gohar Momjian, will be here to do an advanced Institutional Self Evaluation Report training. Damon informed the committee that the Standard II B Team including: Albert Jimenez; Daren Koch; Arezoo Marashi; Miguel Castro; and Celia Brockenbrough, as well as the Standard II B co-chairs: Damon, Nikki, and Chris, are working on making the corrections and reducing the draft to 6 pages by the time of the meeting with Gohar to receive additional feedback.

4. Institutional Strategic Planning Council (Celia Brockenbrough) No Report

5. Academic Senate Presentation (Damon Nance)

- Damon previewed the presentation he will be making to the Norco College Academic Senate on October 15th to solicit LAC Committee feedback and input. The presentation is entitled "The Library's Vital Role in Success and Completion". Rather than a PowerPoint, the presentation will be a handout printed on fine quality parchment paper that will be distributed to each Academic Senate member so they will have something they can take with them and refer to in the future.
- The presentation is organized around four main points each followed by bulleted statements of explanation. The four main points center on: 1) Critical library services and resources currently offered that our college community may not be aware of; 2) Academic support functions to faculty that the library could do more of if given the increased support; 3) Student survey and focus group data showing student need for increased open hours and librarian coverage; and 4) The need for budgetary resources to support increased levels of library open hours and librarian coverage.

- We are hoping the Academic Senate will draft a resolution in support of the library's need for budgetary resources to provide increased librarian coverage and library open hours for student success and completion.
- LAC members are encouraged to attend the presentation at Academic Senate to help support and answer questions if needed. Damon will e-mail the committee with the details about when and where the presentation to Academic Senate will take place.
- LAC Committee members expressed unanimous support for the presentation and overall stated their belief that the presentation would be well received by Academic Senate.

6. Collection Review (Vivian Harris)

- LAC Committee faculty are encouraged to schedule an appointment to come to the library and review the print materials located in the sections corresponding to their disciplines. This activity has been approved by the Professional Development Committee for up to 2 hours of FLEX credit until the end of this academic year (Spring 2019). The activity consists of reviewing the collection to see what resources are currently available to support assignments and lifelong learning needs, and if needed, providing suggestions for replacement and/or additional materials to enhance what we offer at this time.
- It is recommended to schedule an appointment with one of the librarians, or Damon, so that they can be available to help explain the process, provide guidance, answer questions, and be a collaborative resource to the faculty for this activity.
- The library is looking to continue this process after Spring 2019 by developing a "Lunch with the Library" format. The idea would be for a faculty member to schedule to spend possibly 30 minutes of time to review the collection with a librarian during a lunch time or college hour period and then receive a box lunch, or other type of to-go lunch that they can take with them for the rest of their lunch time. Details are still being discussed and the library is looking for input from LAC members to help us develop a viable process that will be successful.

7. Library Advisory Committee Evaluation of Effectiveness (Damon Nance)

- Damon reviewed the results of the Academic Senate and Senate Standing Committees Evaluation of Effectiveness survey that is provided on an annual basis to the Library Advisory Committee membership from the Norco College Office of Institutional Research.
- Most respondents expressed that they agreed the committee is effective overall according to the parameters addressed in the survey.
- Damon highlighted the comment made in the open response section of the survey which stated: "Members could do more to support committee objectives and tasks outside of committee meetings". The committee agreed that this was an important observation that members can consider for the future.
- The committee was satisfied with the results of the survey and did not offer any additional suggestions for improvement.

8. Norco College Student(s) Feedback

- Sarah informed the committee that ASNC is working on a resolution to support the expansion of library hours on Fridays and finals week, and to recommend opening the library on Saturdays. As the ASNC student representative member of LAC, she has been tasked with drafting this resolution to express the concerns and needs of Norco College students that have been related on an ongoing basis to ASNC. Sarah stated that library services and resources, along with available access to those services and resources, are some of the most important factors contributing to student success at college. Students need the library and are willing to do what it takes to support an expansion of library open hours, services and resources. ASNC expects to approve the resolution in support of the library later this month.

9. Open Forum

- No discussion.

Next Meeting: November 13, 2018