Norco College

Library Advisory Committee Meeting

November 14, 2017

12:50 - 1:50 p.m.

CSS 219

Minutes

Members Present: Michael Bobo, Celia Brockenbrough, Miguel Castro, Areceli Covarrubias, Joseph DeGuzman, Glen Graham, Albert Jimenez, Arezoo Marashi, Carol Miter, Damon Nance, Walter Stevens, Chung Ti and Sara Trujillo

I. Approval of Minutes
- October 10, 2017 meeting minutes were electronically approved by committee.
- Motion: Walter Stevens
- Second: Joseph DeGuzman
- Approved unanimously: 12 Ayes, 2 abstentions.

2. LRC Update (Albert Jimenez)
- Damon reminded the committee that it was decided in our last meeting that Albert Jimenez, Director of the LRC, will provide updates and solicit input and feedback on LRC initiatives during the previous standing agenda item dedicated to Mustang Tutoring/Supplemental Instruction Update. From this point forward, this standing agenda item will be called: LRC Update.
- Albert presented the committee with information on hiring LRC Tutors and the specific requirements, deadlines, and the pay rate to be a certified LRC tutor, specifically enrolling in the ILA -1 Tutor Training Course.
- We have CLRA certification and have been certified for Levels I and II.
- Albert discussed the importance of fostering independent learning.
- Albert stressed the importance of the ILA-1 Tutor Training Course and recommended the committee share the program information to other faculty and students.
- Albert discussed the hiring of Supplemental Instruction Leaders for spring 2018 and presented the committee with information on the SI Leader program and its specific requirements.

3. AS Standing Committees Survey of Effectiveness Review and Discussion (Damon Nance)
- Damon discussed the Academic Senate and Standing Committees' Evaluation of Effectiveness Survey with the members that Celia Brockenbrough had presented to the Senate. Some of the key items discussed included:
  - Do you have a clear understanding and purpose of the structure and purpose of the committee – 100% approval rate
  - All members are encouraged to be actively involved in discussions– 83% approval rate – can do better.
  - Discussions are collegial and differing opinions are respected – 92% approval rate – can do better in future
  - Participation on committee is meaningful and important to me – 92% approval rate – can do better
  - Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and the actions taken during committee meetings – 75%

approval rate and 25% disapproval rate. What can be done about this? One of the options was to outreach and bring in more student workers to representative meetings.

4. Classroom/Library Instruction Collaboration (Celia Brockenbrough)

- Celia discussed ways that librarians can serve to boost student success and completion by more extensively collaborating with faculty, and helping to make them more aware of Library programs, services and resources. Some possible ideas for more library collaboration with faculty are as follows:
    - o Reinstate classroom visits: Celia talked about doing Library Skills Instruction workshops in which she created the schedule and had instructors sign up. The librarian at the request of the instructor will give a five minute presentation of the library. An attendance sheet will be provided and signed by the library at the end of the syllabus hour. One of the drawbacks is we do not have enough librarians to do classroom visits.
    - o Planning a flex activity at the beginning of each semester titled "Know Your Library": This activity was in effect at RCC when flex was mandatory. "Know Your Library" presentation was extremely doable and it imperative to reinstate this activity at the beginning of every semester. We can have workshops and effectively shared this information to faculty.
    - o Reach out to the PDC to get on their calendar during each semester.
    - o Create library worksheets to give to interested faculty members: The library needs to be notified as to when instructors are bringing their students for Library Scavenger Hunt so the library is prepared and ready with the items necessary.
    - o Conduct one-on-one meetings with new and old faculty members to get to know their discipline needs and those of their students. These meetings will occur during faculty office hours.
    - o Work individually with faculty members on specific assignments that require library use.
    - o Embed the QuestionPoint Qwidget into certain classes (English, Sociology). QuestionPoint is a virtual reference management service that enables academic libraries to respond to enquiries in real-time using online chat and co-browsing.
    - o Give 5-10 minute presentations at department meetings.
- Suggestion to video some of these things and put them on the library website. If possible, we can contract out. There are many students interested in doing projects like this.
- Suggestion to create online tutorials. We can customize the Norco library website with links to different online tutorial, tools, and resources.
- Possibility of hiring a part-time Outreach Librarian position to support the Completion Initiative working with our four schools (pathways), eventually making it a full-time position. Our ultimate goal would be to have a full-time outreach librarian for each of the four schools that comprise our Completion Initiative. (Damon)

5. 2017 Instructional Program Review Requests for Library and LRC (Damon Nance & Albert Jimenez)

- Reviewed and discussed instructional program review requests that were directed to the Library and LRC. Items discussed included:
    - o Anatomy and Physiology department requesting the library to arrange for the science faculty to have unrestricted online database access to UC and/or Cal State resources for current scientific literature. This is not a possibility due to vendor contracts and restrictions.
    - o Several requests from disciplines indicate a shortage of tutors to meet the high demand for tutorial assistance. Reasons for this might be that many faculty are possibly unaware

of the processes for recommending students to be tutors, as well as how to communicate their need for tutors and learning support assistance to the LRC. The requests show the need for LRC to communicate and market services more extensively to faculty. One suggestion is to send a NOR-ALL and/or NOR-Faculty email to faculty to recommend students who are potential tutors to take the tutor training course (ILA-1).

- Chemistry department is requesting Purchase of an on-going, library subscription to the Journal of Chemical Education (JCE) published by the American Chemical Society because it provides a large number and new and innovative experimental procedures. Thus, it would be an invaluable resource for faculty members who are looking to set up new laboratory curricula and will almost certainly aid and strengthen the laboratory curricula of the three new chemistry courses (CHE-1AH, CHE-2B, and CHE-3) that will be developed at Norco College over the next few years. The library is in the process of determining if this would be a possible purchase.

- Early Childhood Education discipline in requesting that the library subscribe to two periodicals: *Teaching Young Children* and *Young Children* to help ECE students stay current on new research in the education of young children. The publisher of the periodical, NAEYC, guides many of the changes and policies at the state level and is an important resources for ECE. The library will check to see if purchasing these two periodical subscriptions is possible and then communicate with Sarah Burnett in ECE.

- Theater department requested continued additions to materials, such as books, scripts, DVDs within the library collection. The library encourages Theater and other departments to submit lists of specific materials anytime for the library to purchase. The library is usually able to accommodate most requests submitted by department/disciplines for books and videos since a relatively small number of them actually submit lists of recommended items for the library to purchase.

- Also discussed at this time:
- We need to do a better job of advertising and promoting the library's resources. In addition, we need more collaboration and communication with faculty, and more understanding regarding their department needs and requests.
- Lynda.com is an important resource. The college funds it now. Canvas can be linked to Lynda.com but we will need to pay for it.

6. Read 2 Succeed Event Discussion Guidelines (Damon Nance)
- Damon discussed the creation of Read 2 Succeed event guidelines for safe and respectful discussion. He and Ammanda Moore collaborated to draft these guidelines.
- It was mentioned that the guidelines could be presented at the initial Read 2 Succeed event phase which involves the book discussion. The guidelines might create a more defined "safe" space for discussion.
- Comments included a suggestion for the guidelines to state that to persuading during discussions would be acceptable, if done respectfully.
- It was suggested that the guidelines should be numbered to make them easily referenced for the audience.

7. Institutional Strategic Planning Council Update (Celia Brockenbrough)
- Educational masterplan needs to be updated.
- ISPC will rank the lists for staffing and equipment received from BFPC, SSPC, and AAPC

- ISPC recommended that more equity language that relates to the disproportionately impacted students be included in the SSP/SE/BSI Integrated Plan that will be sent to the BOT and finally the state.

8. Norco College Student(s) Feedback
- Sara Trujillo commented on how she enjoyed her tour of the Norco College Library that took place on November13. She was amazed at all the resources and services the library provides free of charge to students. She was particularly impressed by the librarian reference instruction service where librarians work one-on-one with students to assist them with research questions and utilizing books and electronic resources. She would like to explore ways the library and ASNC can collaborate to promote library services and resources to a larger number of students.

9. Open Forum
- No items

Next Meeting: December 5, 2017