

Library Advisory Committee Meeting

Norco College

Committee Minutes

Tuesday, November 8, 2016

12:50 p.m.-1:50 p.m.

CSS 219

Members Present: Rex Beck, Celia Brockenbrough, Miguel Castro, Joseph DeGuzman Vivian Harris, Daniel Lambros, Gabriela Lemus, Arezoo Marashi, Carol Miter, Damon Nance, Sara Trujillo, Walter Stevens

Members Absent: Nicole Capps, Ruth Leal

Guest: Daren Koch

1. Approval of the Minutes

- Damon Nance welcomed the group to the monthly committee session and reminded the committee that we had electronically approved the minutes from our September 13 meeting.
- Move to approve: Walter Stevens
- Second: Nicole Capps
- Vote: 12 yes; 1 abstain

2. Mustang Tutoring/Supplemental Instruction Update (Daren Koch & Arezoo Marashi)

- We have enough tutors now to expand the hours available for services.
- To increase customer service, we are looking into utilizing tutors whose appointments did not show, and to have them work in the area to provide additional service.
- We are working with the Library, Stem, Faculty, and Tutors to put together tutorial videos, PDF's etc., to be uploaded on the website to make them available to students.
- Arezoo provided brochures to help elaborate more on the SI program; the program is not new, but it has recently expanded and is more exposed and active.
- Norco College and Riverside City College collaborated to provide SI trainings in the beginning of the semesters. The event was very successful and enjoyed by students.
- The SI Conference was held on October 22nd. It began as Regional meetings that comprised of all the main campuses: Norco, RCC, Moreno Valley, UCR, Cal State SB, MSCJ. All SI coordinators get together on a monthly basis to share ideas. The idea of an SI conference stemmed as a result of our collective thinking. The SI Conference would provide the space for SI Leaders to collaborate and share ideas, and also, to have professional developments.
- We decided to continue the SI Conference as an annual event during the fall semester and Tutoring Expo during spring semester.
- We are trying to expand more during spring, and are currently working with Dr. Farrar, Dr. Newson and the LRC to find space and to estimate how much more we can expand.

- Finding space for SI sessions has been very challenging, so we are trying to find creative solutions.
- We are currently working on uploading the SI website that will be under LRC. There will be resources for faculty, SI Leaders and students who'd like to apply to the program.
- Questions:
 - What is the difference between SI and Tutoring?
 - ✓ Both are resources available to students. One on one tutoring is different than SI. SI sessions are held in groups. The similarities are the embedded tutoring and SI. The main difference is that SI leaders are planning for their group session ahead of time versus embedded tutoring, the students are coming in with their questions. It's a group study session for both, but with embedded tutoring, the tutors are not planning anything and students are coming in with their questions. The SI Leaders are supposed to plan something based on the lecture. Students and the SI Leader come together in these sessions to use collaborative learning techniques.
 - How is SI funded?
 - ✓ It is grant funded through Title V for five years. Before Title V, it was funded through the Stem grant but it was only supporting stem courses.
 - What type of training do SI Leaders have?
 - ✓ They are trained twice a year before fall and spring for an entire week. One day is leadership training, the following days they are taught the techniques that can be applied.
 - What are the qualifications to become an SI Leader?
 - ✓ There is an application process, followed by an interview process.
 - ✓ Resume
 - ✓ Transcript
 - ✓ 3.0 GPA
 - ✓ A letter grade of A or B in the course they are interested in teaching
 - ✓ Letters of recommendation from the instructor
 - Recommendation for tutorial services: Provide an accounting tutor rather than a math tutor for Math 20

3. Institutional Strategic Planning Council Update (Ruth Leal)

- No Report; Ruth was absent at the LAC meeting and Celia was absent at the last ISPC meeting.

4. Instructional Program Review Requests (Vivian Harris)

- Vivian will email this information to everyone. Her presentation was on a thumb drive, but since the computer in CSS 219 was down, she was unable to present it.
- The instructional program review requests were minimal last year.
- The library is encouraging faculty to submit requests for book/materials. Faculty requests are mostly always purchased.

- The instructional program review request form is underutilized.
- Committee members asked: Is there ample shelving space for books? The answer is: Yes.
- This year, however, we ran out of space for students.
 - Students have been leaving the library because there is no space available.
- The new Library blinds have provided sound abatement, as well as insulation from the cold and heat, and aesthetic improvement.

5. Library Resource Requests on Administrative Program Review (Damon Nance)

- It's important for this committee to be aware of what we are asking for and why. If members are in agreement, they can help to advocate knowledgeably for needed resources.
- This year we did something different in Academic Affairs. We combined like service areas into groups and collaborated to complete our program reviews for each group instead of each separate unit completing our own documents.
- Library Services and the Learning Resource Center combined with Grants and Student Equity Initiatives, STEM, and the California Career Pathways Trust Grant since these seemed to group together well.
- We named this group Instructional Support Services, Academic Affairs.
- The positions the library/LRC requested in the program review are positions that are grant funded.
 - For instance, the position of the LRC Director, since that once the grant runs out, we will need to institutionalize the position.
 - ✓ Supplemental Instruction Coordinator
 - ✓ Tutorial Services Clerk
 - The Title V grant will end in 2020 unless we are successful in obtaining another award. So, these key grant funded positions for the LRC are currently long-term needs to be institutionalized.
- Equipment: we requested items for the library, LRC and Video Production Office.
 - We are requesting 20 replacement student workstation computers for the library because the current ones are outdated and failing.
 - We are requesting 10 laptops to be checked out for in-library usage. These will help to expand the computing capacity and flexibility of usage location for students in the library.
 - Completion of library lighting: \$27,000. This will complete the project of replacing current inadequate library lighting with brighter, cooler, longer lasting maintenance free, and energy efficient LED lighting. Current library lighting is noticeably dark during evening hours in the location of the computer learning commons, the book stacks and study carrels.
 - We are requesting to expand and refurbish the Mustang Tutoring/SI office area because we need more adequate workspace. Title V cannot pay for furniture/office remodels.

- Part-time librarian budget augmentation is very important. We are requesting funds to keep our part-time librarian coverage at 26 hours-a-week which is comparable to other like-sized community college libraries/institutions.
- We are requesting an LRC office supply and printing budget.
- There currently aren't designated budgets to support purchasing supplies for several departments that were moved under Dean Nance's leadership: LRC, SI, and Video Production. Tutorial has a small office supply budget. SI office supplies and printing are currently funded with the Title V grant.
 - ✓ Strategic planning should've had a plan for funding supplies for these areas.
 - ✓ Strategic planning should provide guidance on how to fund these areas for the future.
- Library Subscription Database Augmentation: electronic resources that students need for research increase every year at about 8%-10%, but the budget is not augmented to reflect these price increases. The library must routinely cut electronic resources to stay within budget.
- Read 2 Succeed Program: we are requesting for funds to help continue this program. The library borrowed funds from ASNC this fall to cover the honorarium cost for our keynote author. The library currently pays for Read 2 Succeed with the contractual 20% received from copying and printing. More and more it seems that our revenues from this source are not able to replenish fast enough to cover the costs of running the program. The library is requesting a yearly base funding amount to cover the cost for it.
- Committee members remarked that this program is important and goes beyond the college, and that Read 2 Succeed got a commendation from accreditation.

6. Spring 2016 Library Advisory Committee Faculty CO-Chair Sub (Vivian Harris)

- Vivian will be out during the spring, and we are asking for someone to sit in as a substitute Co-Chair.
- No one volunteered as a substitute Co-Chair.
- Celia volunteered to provide the committee report to the academic senate.

7. Proposed Library Survey (Damon Nance)

- Data for accreditation is needed.
- We tried to make the survey simple:
 - Would you use the Library on Friday if hours were extended until 3:00 p.m.? Answer Yes or No
 - Feedback to change the answers to read: not very likely, very likely, or highly likely etc.
 - Add "teaching questions" to inform about face to face and online library reference service
 - Regarding the question about library staff being friendly and helpful: Recommendation to split this question to ask two different questions.

- Recommendation for question about adequate library space to read, “if no, please provide ideas”
- Recommendation to add a question about NetTutor and/or Lynda.com.
- **How are we distributing the survey?**
 - Online or handout?
 - Not every classroom has computers, so we would need to use scantrons for an old-fashioned hard copy distribution.
 - Recommendation to be user friendly and do it electronically. Students prefer to do things electronically now.
 - Suggestion to send an all student email to obtain a wider audience and potentially receive more responses.

8. Norco College Student(s) Feedback

- No Report

9. Open Forum (All)

- Meeting Adjourned

Next Meeting March 14, 2017