

Norco College
Library Advisory Committee Meeting
May 9, 2017
12:50 - 1:50 p.m.
CSS 219

Minutes

Members Present: Miguel Castro, Nikki Capps, Gabriela Cortez, Ricardo Hidalgo, Daniel Lambros, Leal, Carol Miter, Damon Nance, Walter Stevens

Members Absent: Rex Beck, Celia Brockenbrough, Arezoo Marashi

Guests: Daren Koch, Albert B. Jimenez, Glen Graham, Ryan Hitch

1. Approval of the Minutes

- Approved electronically via email on and posted to committee webpage.

2. Mustang Tutoring/Supplemental Instruction Update (Daren Koch & Albert Jimenez)

- Damon introduced the new Learning Resource Center Director, Albert Jimenez.
- We are happy and excited to have him. He has extensive experience with college learning resource centers,
- There was a reconstruction of Tutorial office/workspace at the LRC with BSSOT funds; Tutorial Services and Supplemental Instruction is now more organized and efficient. The space is better utilized and we meet ADA compliance, which is something we were challenged with before. The reconstruction and new equipment has polished the LRC, making it look more professional.
- The LRC had new technological learning equipment installed: interactive white boards for students. The projector actually tracks what has been written.
- We are working to add short tutorials on our website.
- We are in the process of streamlining our tutors into the Interdisciplinary Learning Assistance (ILA) 1 course. This is a tutor training course on record here at RCCD, and it's offered across campus.
- It is an introductory course to tutoring that provides the fundamentals. It helps students identify their roles as tutors, and provides a process, and a 12 step tutoring cycle for them to implement during their tutoring sessions.
- We are also seeking CRLA certification (College Reading & Learning Association), to which we have applied for levels 1 and 2. The process takes about 3-4 months. We are in month 2 so we are still awaiting to be certified, hopefully in the summer.
- This will help boost our tutoring program to a more professional and academic level.
- The LRC is planning many new and exciting things moving forward, and we are really trying to get faculty more involved to help us identify, recruit and screen prospective students to be tutors and SI leaders.
- We are set to present a workshop at this year's Fall FLEX to showcase the new LRC for 1 ½ hours.
- The Library will also participate in showcasing during Fall FLEX because we found that we need more outreach and promotion of the services offered.

3. Function Map Discussion and Feedback (Damon Nance)

- I was asked to bring this to our committee meeting to solicit input.
- All three RCCD colleges are working on function maps.
- The library has been tasked with listing our functions that match with accreditation standards.

- The main purpose of this map is not for accreditation, but because we are working to redo the district's strategic plan. So the function map will act as a guide for who is doing what tasks, so we can figure out where the resources need to be.
- This exercise is intended solely for us to use as a work document for district strategic plan.
- We are not changing our college function map for accreditation, but this task was put forward by the chancellor to encourage an update of the responsibilities and resources allocated.
- We definitely want to stress the point that Norco College Library and LRC are primary functions here. We do not rely on the district for anything primary. One of the last vestiges of dependence on RCC Library was that our book purchases would be sent to RCC Library to be cataloged and processed, and then they would send them to us. Several years back, Moreno Valley College Library got shelve ready processing and it worked out great for them. We are continuing to work towards being an independent college library, so we also went shelve ready recently. Now we are getting our materials directly and very quickly. It has proven to be a very good decision.
- Some of the library functions include: Online subscription databases that have remote accessibility, 24/7 live online academic reference librarians (we are part of a consortium called question point). Using this resource, a student can talk with a librarian 24/7 even on weekends and holidays. The librarians in this consortium work to help our students by guiding them through our library's resources. This is also an invaluable resource for distance education.
- We also have the library website, our virtual research guides, 31k print volumes, 180k eBooks, library skills instruction workshops, our information competency transfer credit course (1 unit course).
- The learning resource center: Mustang Tutoring, Supplemental Instruction, NetTutor online tutoring, Express walk-in tutoring, embedded tutoring.
- Library student engagement programs: Read 2 Succeed, Library Poetry Performance, Celebrate Books and Libraries.
- Ruth recommended to add more information to the P's and S's to help qualify.
- We have a District copy contract with Advanced Copy to provide our pay per print system. It may not always be a district contract, but they do provide paper copy for all RCCD colleges at this time. It works well here at Norco because it's reliable and students are familiar with it. We also receive 30% of the proceeds to put back into student engagement programs.
- Our integrated library system, what we use to track our library books and check them in and out and generate fines, is called Millennium and this is a shared system/contract across all RCCD colleges.
- Another shared function is the district contract with Barnes & Noble.
- This function map is very important to advocate for resources.
- If there are any suggestions, please have them back to Damon in the next week. It would be appreciated.

4. Library Partners Brochure Update (Damon Nance)

- A hearty Mustang thank you to Miguel Castro and Ruth Leal for spearheading and completing the Library Partners brochure!
- The brochure came out great!
- We are the only college out of the three RCCD colleges that now has a library advocacy group.
- We didn't call the group Friends of the Library because we wanted to emphasize the western theme, so instead, we called it "Library Partners".
- We are keeping it simple now, but we might expand later into a more formal board organization with a treasurer, a secretary, and a president.

- It was mentioned that students might not want to participate because of the fees associated. Suggestion to have students join for free and to encourage other college personnel to sponsor a student as a member.
- LAC members who are English professors were asked to review the Library Partners webpage and correct any errors.

5. Celebrate Books & Libraries Event Discussion and Feedback (Nikki Capps)

- The event was great!
- This was our 3rd Annual Event taking place during spring semester. It is a one hour event, where people can wander in and out. There are special refreshments and fancy desserts/beverages.
- We also had a photo booth, where people could take pictures with their favorite book(s).
- We plan to get Faculty authors to come speak at the event, but this is not always possible. However, we include a display of Norco faculty author books and articles for viewing during the event.
- Dr. Kevin Fleming was invited to speak at the event this year since he has published in all three formats: Publishing companies, EBook, and self-published. He discussed the ins and outs of publishing and his experience. He also brought in a lot of people from the college community.
- In the future, a suggestion is to invite local authors to come in and give short presentations (15-20 minutes).
- Professor Stevens's class performed short scenes from different books and plays live at the event. These performances help to emphasize the importance of literature and libraries, and help to get students excited about live drama.
- This summer, library staff plans to meet and discuss ideas to make this event even better.

6. Library Program Review Funded Items (Damon Nance)

- To help close the loop on PR funded requests for the library, and to disseminate this information it was thought that this agenda item would be beneficial to LAC members.
- We are receiving 20 new student computers the Library! These will replace older/outdated computers currently in service.
- The library was not approved for the lighting replacement requested to complete the second half of the project to improve the library lighting, even though it is much needed.
- The library will be receiving a new state-of-the-art book drop, since the old book drop was no longer protecting the books from being damaged.
- The library is receiving new chairs for the study rooms and media tables.
- We are still waiting for clarification if the streaming system in CSS 217 was approved for a needed upgrade.
- The Learning Resource Center received a remodel of the Tutorial Services office/work area, thanks to BSSOT grant funding.
- The Library also received a \$10,000 budget augmentation to fund part-time Librarians. This is about half of what was requested/needed.
- The Read 2 Succeed Program received \$10,000 permanent yearly funding to contract authors for speaking engagements.

7. Institutional Strategic Planning Council Update (Ruth Leal)

- The next ISPC meeting will conduct a college wide Open Dialogue Session from 2:30-3:30 p.m. on May 17.
- If you have any concerns that you would like to address, please come to the meeting.
- Minutes are taken at the Open Dialog Sessions.

8. Norco College Student(s) Feedback

- No Report

9. Open Forum

- Our next Read 2 Succeed program will feature a Pulitzer Prize winning book selection, “Slavery by Another Name” by Douglas A. Blackmon.
- It is a lengthier book than any of our previous books, about 400 pages with a historical context.
- We are looking into facilitating a faculty workshop with the author. If anyone has any ideas as to a potential future topic/book for Read 2 Succeed, please contact Damon or any other library staff member.

Next Meeting September 12, 2017