

Norco College
Library Advisory Committee Meeting Minutes
October 10, 2017
12:50 - 1:50 p.m.
CSS 219

Members Present: Rex Beck, Michael Bobo, Celia Brockenbrough, Nikki Capps, Miguel Castro, Gabriela Cortez, Araceli Covarrubias, Joseph De Guzman, Glen Graham, Carol Miter, Damon Nance, and Sara Trujillo

Members Absent: Daniel Lambros, Arezoo Marashi, and Walter Stevens

Guests: Daren Koch, Chung Thi, and Mark Walcott

1. Call to Order

A. Approval of the Minutes

- Motion: Rex Beck
- Second: Glen Graham
- Ayes: 10
- Abstentions: 2

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

- Daren provided a new SI schedule printout and notified the committee that the SI and Tutorial Services portions of the website had recently been updated, on the Norco College website.
- Daren discussed the SI conference, which includes information on training SI leaders, and stated that the LRC staff was working on getting FLEX credit hours for faculty members that decide to participate.
- A faculty member mentioned that the best tutor that Tutorial Services could supply for BUS-20 was an Accounting tutor. Daren pointed out the Accounting tutors' availability on the Express schedule that he had provided and said that this support is available to students on a walk-in basis.
- Daren mentioned that SI is working with the ACE program to offer academic support for their students.
- Tutorial Services is now supporting Express tutoring for ELE 11 & 13, which are sections offered by the ACE program. These Express hours will be offered in the LRC on Tuesdays and Thursdays.
- A new BIO-1 tutor was hired and the individual has been included on the Express and one-on-one appointment calendar.
- The SI Leader that was hired to assist with the ACE program was also hired by Tutorial Services, just in case extra support is need, in addition to the available SI sessions.
- There is a new and updated schedule for Tutorial Services on website.
- The LRC has officially finished hiring all writing tutors that were recommended by the faculty member that taught the ENG-4 class.

3. CRLA Certification for the LRC (Damon Nance)

- The LRC has been granted CRLA (College Reading & Learning Association) Certification, for levels 1 and 2. Level 1 recognizes Certified Tutors, and Level 2 recognizes Certified Advanced Tutors.
- The benefits of CRLA Certification include: recognition and positive reinforcement for tutors' successful work; professional standards of skill and training for tutors; and augmentation of program credibility for administrators and institutions.
- CRLA offers a Level 3 Certification as well.
- One of our LRC's future goals is to gain CRLA Certification for Level 3 (Certified Master Tutor level).

4. LRC Sub-Committee of the LAC (Damon Nance)

- Discussion on the proposal of a new sub-committee of LAC to provide feedback and input on LRC issues, initiatives and operations. Specifically, the question was raised "Do we want to create an LRC sub-committee of the LAC, or would it be better to create a new Learning Resource Center committee?"
- It is vital for the LRC to have open lines of communication with stakeholders.
- It is also important that faculty have frequent input and feedback regarding LRC initiatives and operations.
- Consensus was we do not need a sub-committee or a new LRC Committee.
- Albert Jimenez, Director of the LRC, can provide updates and solicit input and feedback on LRC initiatives during the current standing agenda item dedicated to Mustang Tutoring/Supplemental Instruction Update. In future, this standing agenda item will be called: LRC Update.

5. National Medal for Museum and Library Service Award (Damon Nance)

- The National Medal for Museum and Library Service Award (NMMLSA) is regarded as the highest award in the nation for museums and libraries.
- Nomination of the Wilfred J. Airey Library for the award and supporting documentation has been sent to Washington D.C and is in process.
- The library has been nominated in recognition of the Read 2 Succeed program, and if Norco wins, the award will be presented in Washington D.C.

6. Read 2 Succeed Events for fall and spring (Damon Nance)

- Damon discussed the possibility of developing "safe" and "respectful" discussion guidelines for Read 2 Succeed events.
- The idea is to develop 3-5 brief discussion guidelines that can be listed as bullet points. These discussion guidelines will be briefly referenced at the beginning of Read 2 Succeed events and displayed on the large screen throughout the duration of the events.
- Damon will work with Amanda Moore and Nikki Capps in drafting discussion guidelines for Read 2 Succeed events.
- Our next Read 2 Succeed program for Spring 2018 will feature the book selection, "The Lonely Soldier" by Helen Benedict. The book relates the stories and oftentimes struggles of American women combat soldiers serving in Iraq. The library will partner with our

Norco College student veterans to bring this exciting Read 2 Succeed program to the college community.

7. Library Space Discussion (Damon Nance)

- Discussion about Library storage room being converted into the Professional Development Center. It is great idea to have the PDC located in the Library building as opposed to the STEM Center. The new PDC is more centrally located to the hub of campus activity. However, library space is over-impacted and not able to expand adequately to support the growing needs of the college community.
- The library only has seven student study rooms for our population of 13,000 students. Library study rooms are currently constantly in use.
- Plans to build a new library at Norco are currently about 5 years out (AY 2022-2023).
- In the meantime, it would be helpful for faculty to document the ongoing need for additional library space, study rooms, and a new updated and expanded library facility in their Program Review requests.

8. Institutional Strategic Planning Council Update (Celia Brockenbrough)

- \$20,000 has been approved to complete the library lighting project.
- Dr. Bryan Reece (NC President) is committed to reorganizing Norco College into a Division Dean Model, however this idea is still in discussion.
- Accreditation update – We will begin work on the accreditation report in spring 2018. Final revision will be due fall 2019. Team will visit spring 2020. Course assessment is to be completed in 6 years. We began in 2013-2014. Therefore, courses in the catalog must be assessed by then and that means every SLO. The Accreditation information on Norco website is up to date and accurate.
- Curriculum update – There will be more information/discussion/deadlines forthcoming concerning the addition of Course Objectives to Course Outlines of Record.
- Everything is in place concerning Norco College becoming a smoke free college. The language in the BP has been updated and now all three colleges in the district are smoke free. The first day of the spring term 2018 is when we will begin.
- Faculty hiring - When positions have been approved we must be ready with the job descriptions if not we lose our place with HR and those who are ready with job descriptions move forward. Timeline for hiring faculty needs to be expedited.

9. Norco College Student(s)

- Sara Trujillo (ASNC Representative) expressed interest in learning more about Library/LRC initiatives, specifically the Read 2 Succeed events.
- Ms. Trujillo was grateful to be part of the committee.
- Ms. Trujillo was interested in participating in a Library/LRC tour to learn more about these areas and to help relate this information back to ASNC.
- Mark Walcott (student) commented on committee being thorough and collaborative on its goals and decisions.

10. Open Forum

- It was discussed that faculty input is vital in providing support, recommendations, and guidance for the review and acquisition of library resources.

- The library would like to continue the Collection Review Process where faculty come and review the sections of library books corresponding to their particular disciplines/specialties and make recommendations for purchases/discards.
- Up to 2 hours FLEX credit per year was awarded for this activity.
- An invitation was made for faculty members of the LAC to lead the charge regarding this activity.

Next Meeting November 14, 2017