

Norco College  
Library Advisory Committee Meeting  
December 5, 2017  
12:50 - 1:50 p.m.  
CSS 219

Minutes

**Members Present:** Celia Brockenbrough, Miguel Castro, Joseph DeGuzman, Glen Graham, Albert Jimenez, Daniel Lambros, Arezoo Marashi, Carol Miter, Damon Nance, Chung Ti and Sara Trujillo.

**Members Absent:** Rex Beck, Michael Bobo, Areceli Covarrubias, Joseph DeGuzman and Walter Stevens.

**Guests:** Mark Walcott

**I. Approval of Minutes**

- The minutes from our last meeting (11/14) are not ready at this time. We will submit those minutes along with the minutes from this meeting to be approved at our next meeting in the spring.

**2. Committee Co-Chair and Membership Changes (Damon Nance)**

- Damon updated the committee on Nikki Capps leaving the role of Library Advisory Committee Co-Chair and the LAC Committee. We thank her for her assistance and contributions over the past year. We will miss her. Celia Brockenbrough will step into the role of Co-Chair of the LAC. Celia is a great candidate since, as a librarian, she is closely involved with library services, resources and initiatives. The committee welcomed Celia.
- Several faculty have expressed interest in LAC membership, specifically Jose Sentamanat and Dominique Hitchcock. Both Jose and Dominique are interested in supporting and contributing to the Read 2 Succeed program and events. Very exciting news!

**3. LRC Update (Albert Jimenez)**

- Albert Jimenez discussed a strong push for finals preparation. He stated that the LRC will have extended hours of operation during finals week. In addition, there will be drop-in tutoring and LRC will provide snacks as part of the Brain Food Initiative. We have reached out to faculty and managers to get the word out to students about different tutoring options at the LRC. The LRC continues to make strides in becoming a comprehensive and welcoming learning environment for students.
- Brain Food initiative: It's an exciting initiative that will make a definite impact here at Norco. Albert stated that the idea came from his time at Fresno City College. They determined that it was important for student success that students had healthy snacks and water during study sessions. It kept them on campus and focused on academics. Norco College is certified under the Brain Food Project. We will be having a soft launch of the initiative during finals week. Currently, we have placed this initiative under the Norco College Food Pantry administered by Dean of Student Life, Mark Hartley. Dean Nance is interested in expanding this initiative to the Library, possibly beginning in winter or spring 2018.

#### **4. Annual Instructional Program Review Support for Library Services (Celia Brockenbrough)**

- The Library needs to do more outreach and to collaborate more with faculty, and the 8 specific ideas to increase library/faculty collaboration discussed in our previous LAC meeting are some of the suggested ways to accomplish this. Faculty who are interested in supporting the need for increased library resources are encouraged to document and request these needs in their next program review for consideration.
- Celia stated that this year we will have program review as part of the TracDat program. Alexis Gray will roll out a demonstration in TracDat. In the program, there will be a section for library support. In that section, faculty can state what is needed in terms of library support. In the past, faculty has recommended books and online databases. However, there is no section to recommend support for full or part-time librarian positions.
- We need a budget augmentation to support increased part-time librarian hours, specifically for reference desk and outreach purposes. Also, more part-time librarian hours would support the expansion of library open hours on Fridays. We need increased budget to support electronic resource databases and to expand this collection.
- Other specific needs include:
  - Full-time Network Media Library position. This has been requested for 7+ years on the instructional program review for library. This position will work with the library website, checking for broken links managing the electronic resources and database vendors, etc.
  - Full-time Outreach Librarian position. This is to support the new structure of the schools for Norco's Completion Initiative. We can start with a part-time Outreach Librarian and eventually work up to one full-time Outreach Librarian for each of our four schools.
  - More study rooms and overall space for the library. Eventually, we need a new library.

#### **5. Accreditation 2020 and Standard IIB (Damon Nance)**

- Norco College will be getting ready for accreditation in 2020 and our committee will be working on our part of the required report starting in spring 2018.
- We fall under Standard II: Student Learning Programs and Support Services. The B is for Library and Learning Support Services, specifically including the library and LRC.
- Previously, our standard was IIC, but now it has shifted to Standard IIB.
- The standard focuses on four main parts: (1) the quantity, currency, depth and variety of our learning support services; (2) the educational equipment and materials we maintain to support student learning; (3) Evaluation of our services for improvement; and (4) Collaboration with other institutions and contractual services to fulfill our need and mission, and the evaluation of the effectiveness and adequacy of these services.
- The expertise, ideas and feedback of our committee members will be invaluable to the successful completion of the report for our standard.

#### **6. Read 2 Succeed for spring 2018 and Other Library Events (Damon Nance)**

- Our next Read 2 Succeed event will feature the book "The Lonely Soldier" by Helen Benedict. For this event we will be partnering with the Veterans Resource Center. Damon stated that the Director of Health Services, Lisa McAllister will be providing counselors at each event due to the emotional nature of the subject matter. The program promises to be another successful college wide read. Damon will be distributing copies of the book campus wide as soon as they become available.

- Glen Graham – co-advisor of STEM club with Loma Linda for Prosthesis – involved with veterans to offer help for limb loss. Idea for library to collaborate with STEM club to emphasize this area and justify new funding options.
- Other library events: Poetry Performance. It is a one hour event that has been held since 2008 during college hour. There are refreshments and beverages. At this event, original poems are read that are written by students, as well as meaningful classic poems, etc. The 2017 fall poetry event had a total of approximately 100 guests. This year, faculty helped to advertise it better and there was more outreach. Also, we will be having our 4<sup>th</sup> Annual Celebrate Books & Libraries event in spring 2018 on April 3<sup>rd</sup> from 12:50-1:50 pm. We try to coincide it with library national week, which usually falls during our spring break. Additionally, we try and get a speaker for the event. Last year we had Kevin Fleming who gave a presentation on self-publishing, as well as working with a publisher, to publish one's content in electronic and print formats. It was very well attended.

#### **7. Library Partners (Damon Nance)**

- Library Partners has several members! We hope to continue building membership and momentum
- Library Partners Mugs tuned out great. It is our way of saying thank you to our partners for their generous support. In the future, we will consider getting water bottles and shirts to giveaway to members. There are no student partners as of yet. The student partner membership donation is \$10, and for Senior Citizens it is \$15. Eventually, we hope to offer student scholarships through Library Partners. One of the ways to do this would be to have a writing assignment for eligible candidates and offer the scholarship to the essay selected as best.

#### **8. Institutional Strategic Planning Council Update (Celia Brockenbrough)**

- (Report omitted from minutes)

#### **9. Norco College Student(s) Feedback**

- No report

#### **10. Open forum**

**Next Meeting: March 13, 2018**