

Norco College  
Library Advisory Committee Meeting  
September 11, 2018  
12:50-1:50pm  
OC 116

**Minutes**

Members Present: Damon Nance, Sabrina Sepulveda, Miguel Castro, Vivian Harris, Celia Brockenbrough, Sarah Gadalla, Gabriela Cortez, Araceli Covarrubias, Dominique Hitchcock, Glen Graham, Maureen Sinclair, Jose Sentmanat, Elisa Chung, Rex Beck, and Arezoo Marashi

Members Absent: Joseph DeGuzman, Carol Miter, Walter Stevens (sabbatical)

Guests: Albert Jimenez, Michael Bobo

**1. Approval of the Minutes – Minutes will be sent out electronically for approval**

- April 24, 2018 and May 8, 2018 meeting minutes were approved electronically
- Motion: Araceli Covarrubias
- Second: Joseph DeGuzman
- Approved unanimously: 2 abstentions (4/24/2018) and 3 abstentions (5/8/2018)

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

- Albert shared with the committee that the LRC has a new student tracking system called WOnline. This enables current registered students to schedule, change, or cancel tutoring appointments. Students need to first log-in at the LRC with their school email to create their own account. Eventually they will be able to have access from home.
  - This system will help track every activity in the LRC.
  - The system will allow us to receive apportionment for tutoring. LRC will be working closely with faculty to assure that students are using tutoring services.
  - Student learning community groups are taking the opportunity to bring their students around and introduce them to the LRC. Umoja and Puente are scheduled to bring their students for an LRC and WOnline Orientation.
  - Albert explained that the LRC is hoping to see what they can offer Dual Enrollment students. There has been discussion between Damon, Gustavo and Albert about the possibility of opening the LRC on Saturday for those students attending dual enrollment classes, as well as all Norco students.
  - We hope to get the word out about the new system through GRAD Guru.
  - Albert explained that reports can be generated to show by subject or can be searched by student number to confirm attendance.
  - Maureen suggested training Educational Advisors on how to use this program so they can show students. Another suggestion made by Maureen is to use the registration of WOnline as an assignment with their guidance classes and make it a part of orientation for first year students.
  - Albert updated the committee regarding the computer lab. The computer lab machines have been reduced and the room has been divided in half. This has

provided extra study space/areas. Supplemental Instruction (SI) has reserved a good portion. Dr. Fulbright emailed part-time and full-time faculty about the availability to use the LRC space to host office hours. Jose shared that he scheduled office hours their last year and it went really well. We are currently working on getting the area remodeled.

- Damon expressed that the process of signing in and out when using LRC services has helped formalize the LRC. It has made the area more academic and learning orientated.
- Arezoo provided the committee with the Supplemental Instruction (SI) Fall Schedule and Supplemental Instruction (SI) Conference Flyer. This is the annual conference for Supplemental Instruction (SI) leaders, tutors, faculty, and all staff who are involved. Arezoo explained that they are partnering with the International Center for Supplemental Instruction who will be coming down to do an onsite SI Supervisor training for those in the region who are interested.

### **3. Accreditation 2020 and Standard II B Update (Damon Nance)**

- In the spring the Library's GAP Analysis was completed and submitted to the Steering Committee. Only one recommendation was made by the committee regarding what was submitted. The recommendation is to make sure to identify what is being done with outside programs, such as CRC.
  - This summer librarians created a research request form for the CRC. This form is for the instructors that teach at the facility. Although they are not required to complete the form in order to be provided the research they are requesting, the form is a thorough and helpful tool for both the requesting faculty members and the librarians alike.
  - An email was sent to the instructors that teach at CRC introducing the research request form and detailing how to submit it to the library to receive the needed information.
  - We are continuing to work towards strengthening our connection with CRC and the CRC librarians. CRC librarians have been provided access to all of our library's subscription databases. If students at the CRC seek assistance from their librarians regarding their coursework, the intent is that they will be able to get the assistance they need directly at the prison library.
  - Our instructors at CRC are our best resources. Damon has asked them how to improve our system. Some who Damon has worked with are Lisa Nelson and Jessica Dobson.
  - Maureen suggested providing a Supplemental Instruction (SI) tutor to provide additional support. A student who has previously passed a course successfully, if remaining at CRC, would be able to provide Supplemental Instruction for future CRC students.
  - The library and LRC should continually reach out to Instructors to make them aware that they have specific library and LRC resources to support their students.
  - Rex mentioned that some of the inmates at CRC might benefit from the community college presenting those who qualify with high school diplomas.

- A drafty draft addressing the library's and LRC's accreditation standards was submitted on June 30<sup>th</sup>.
  - Library improvements that serve to support our accreditation:
    - An interactive digital kiosk was installed outside the front doors of the library. We are now able to provide increased and visually stimulating information and marketing to students.
    - The library now has a charging station with 15 bays for students. Students are able to charge their electronic devices: phones, tablets or up to 17" laptops. No charge to charge.
    - Previously RCC had a failing physical server that provided EZ Proxy authentication/access support for Norco College library databases, and we were recently informed that RCC would no longer be able to support this system for us. Norco Library now has a yearly EZ Proxy subscription with OCLC Inc., who will be hosting our databases. Students will no longer need to worry about getting denied access. The subscription supports our distance education students as well. This will be included in the accreditation standard regarding contracts with outside vendors.

#### **4. Read 2 Succeed Fall 2018 and Spring 2019**

- Damon discussed the Fall 2018 Read 2 Succeed book selection, *Lives in Limbo* by Roberto Gonzalez. The author teaches at Harvard and he will be here on November 15<sup>th</sup>. The book discussion event will be held later this month, and the student panel event will be held next month. The Dreamers and Leaders Club, who just recently changed their name to RISE (Respecting Immigrant Student Education) will facilitate the program. Damon thanked Araceli for recommending the book. Araceli suggested that the committee view the video called "Beyond Borders" on the Read 2 Succeed webpage.
- Our Spring 2019 Read 2 Succeed book has been selected. The suggestion came from Kim Kamarin, and the book's topic is about how anyone can help to overcome depression. The book is called *The Upward Spiral* by Alex Korb. He is based in L.A.
  - Damon spoke to Lisa McAllister and she offered counselors and support. For student support, Damon will reach out to ASNC and DRC.
  - Rex suggested community help like National Alliance on Mental Illness for additional support and resources.
  - Maureen suggestion reaching out to the BIRT team.

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

- First ISPC meeting was September 5th
  - No action items
  - No committee reports
  - Several Information Items -
    - Open dialogue – prioritization process, grants process, and training for all staff were the main ideas from the dialogue session.
    - Kevin discussed the grant proposal process explaining that in summer it is necessary to approve certain grants because of time constraints and that the ISPC would be updated on those grants approved during summer.

- Dr. Reece updated the ISPC on his hiring, explaining what had occurred with the hiring process during the summer.
- Dr. Lee shared the accreditation update. He stated that if you are faculty you are required to complete your SLOs in Nuventive.
  - A better date for the COTW was discussed but no decision reached.
  - Dr. Lee also talked about money. He discussed soft money, this is money that we receive all year and we currently need to develop a process for distribution/spending since there is no established process.
  - The following are grant monies received by the college:
    - \$5 million for Early Childhood Education Center
    - \$5 million for Workforce
    - \$100,000 for the VA Center
    - \$278,000 for College Promise
    - \$260,000 for Foster Care
- New manager for logistics and Colleen is now full-time for Grants
  - Leadership retreat will be held at Dr. Lee's house on September 28<sup>th</sup>

## **6. Academic Senate Presentation (Damon Nance)**

- Damon explained to the committee that we require more resources to schedule more PT librarian coverage to support initiatives and programs like CRC, Dual Enrollment, Completion Initiative and overall student success and completion. Students are requesting the library to open on Saturdays and we also have students who would like to extend library hours on Fridays until 4 pm. Students are asking for extended hours during finals week as well. In addition to supporting new initiatives and programs, there is increased need for promoting library services and resources, presentations at department meetings, in-class library instruction sessions, collaborating with faculty on specific assignments, and more. There is much more that the library can do to support the needs of faculty and students.
- Damon informed the committee that he met with Peggy Campo, Academic Senate President. Peggy suggested that Damon present to the Academic Senate and they would look at drafting a resolution. The library's needs have been submitted as requests in program review for several cycles and Damon has spoken to Dr. Lee. All of this requires budget resources, but it is very important that we bring our library resources and services up to the current levels we need to support our students and faculty.
- Marketing and promotion are essentially important on a constant basis. A large number of students don't know the wide variety of services and resources the library can offer them. They automatically go to Google for their information needs. One heartbreaking problem is that the students many times pay for the research they access through Google without realizing that we offer those services for free. The library pays for the

databases so students don't have to pay. Damon mentioned that he likes to tell the students that these resources are "prepaid" for them, so they are already covered.

- Damon encourages LAC members to attend the Academic Senate meeting to support the presentation about the library. He will make the information about the meeting available in advance so anyone wishing to attend may do so.

#### **7. Collection Review (Vivian Harris)**

- Vivian informed the committee that she had sent out an email to faculty about a FLEX credit opportunity. This email notified them that they can receive 2 hours of FLEX credit to come to the library and review the books related to their particular discipline. Faculty will need to email Vivian to schedule a date and time to meet informally with Vivian or Damon from now through June 30<sup>th</sup> to participate in this collection review process. This probably will be the last year that FLEX credit will be offered for collection review. An idea in the future will be "Lunch with the Library", during which the library will provide lunch for participating faculty to come for a 30 minute collaborative session with one of the librarians to review the collection. Damon stated that he hopes for a more interactive, engaging, and even fun, experience than in prior years.

#### **8. Open forum**

- Celia will send the committee member updates to Lenny.
- Vivian suggested that we go around the table to introduce ourselves as there are new faces on the committee.
- Glen requested that the library be the go-to people to disseminate information on OER. Also, he asked if the library would be able to make a list of OER resources for students. Damon noted that the library is currently working to promote OER information and resources at Norco.

**Next Meeting: October 09, 2018**