

Norco College
Library Advisory Committee Meeting
September 10, 2019
12:50-1:50pm
LIB 109

Minutes

Members Present: Damon Nance, Sabrina Sepulveda, Gabriela Cortez, Miguel Castro, Jesus Reyes, Glen Graham, Rex Beck, Walter Stevens, Cesar Velador, Jose Sentmanat, Kris Anderson, Arezoo Marashi, Elisa Chung, Joseph De Guzman, Carol Miter, and Vivian Harris

Members Absent: Celia Brockenbrough, Khalil Andacheh, Maureen Sinclair, and Dominique Hitchcock

Guest(s): Ibteahal Jneidi

1. Approval of the Minutes (Damon Nance)

- May 14, 2019 meeting minutes were approved by the committee
- Motion: Glen Graham
- Second: Gabriela Cortez
- Approved with two abstentions

2. LRC Update (Albert Jimenez)

- Arezoo updated the committee in Albert's absence.
 - I. Arezoo informed the committee of the LRC upgrades that have been completed since spring 2019. The LRC held the Fall Flex event in their newly redesigned space. Study rooms have been enclosed; 36 laptops are now available for check out and usage anywhere within the LRC space. All but 4 desktops were removed to allow the area to be more flexible for SI sessions and tutoring. The remaining 4 desktops have engineering program software available to students.
 - II. The LRC was revamped to support more students and faculty. Albert sent out a Nor-All e-mail to help promote LRC Classroom Presentations. Two options were offered in the e-mail: 1) an appointment to have a classroom presentation conducted by an LRC staff member or 2) schedule a classroom visit to the LRC. These presentations highlight important information on ILA 800 registration & WOnline accessibility to the students and faculty.

- III. SI has grown to support 40 sections, along with supporting all AB705 courses.
- IV. ILA 800 & WOnline – LRC is collecting apportionment through non-credit FTE's. Students need to self-register for ILA 800. This is at no cost to the student. LRC is tracking student attendance hours through WOnline to collect apportionment. Title V will be ending next year and LRC is looking at possible ways to sustain the program.
- V. New attractive [brochures](#) to promote the LRC services and resources were designed by district graphic services.
- VI. Arezoo provided the committee with the Fall 2019 SI schedule.

3. Accreditation 2020 – Standard II B Review & Discussion (Damon Nance)

- Damon briefed the committee regarding the status of Accreditation 2020. The [draft](#) of Standard II B was emailed to the committee for their review. Damon asked that the committee become familiar with the standard and how our college has responded. The committee may be called upon to field questions and support the narrative in the ISER document when the visiting team comes to our college.
- Damon also asked if the committee had any input or additional information to added, deleted or changed in our response. He noted that the window period for changes is very short. Kris informed the committee that the draft will be finalized by Oct. 1st.
- Kris would like to thank everyone who helped provide evidence, and the quick response to any request made. Walter thanked Kris for all her work.
 - I. Damon recognized the Library and LRC team for all their contributions.

4. NetTutor Student Survey Results (Damon Nance)

- Damon presented and reviewed the NetTutor Student Survey results with the committee. This survey was conducted in Spring 2019 and was answered by 137 students.
 - I. Walter explained that he continues to support the availability of NetTutor on his Canvas shell, and he also encourages his students to use the service. Unfortunately his discipline doesn't seem to be covered at this time. Damon noted that if the course assigns written assignments, all students are able to use the online writing center that NetTutor provides. However, if instructors would like their specific disciplines to be covered, Damon can contact NetTutor to see if they will be able to include the requested support. Please send Damon an e-mail with a request for any needed tutoring support.
- A representative from NetTutor will be conducting a workshop for faculty this Thursday, September 12. This is part of our college wide effort to promote NetTutor usage. We hope to have a sizeable turnout. The Professional

Development Committee is currently reviewing FLEX credit approval for this workshop.

- Information regarding NetTutor can be located on the Library's webpage, norcollege.libguides.com/nettutor
- Currently, the Library is working together with the LRC to make NetTutor more visible and accessible to students.

5. Board Policy 4040 (BP 4040) Library Services & Collections (Vivian Harris)

- Vivian informed the committee that librarians across the district reviewed and updated BP 4040 in preparation for accreditation. They reviewed other CCC's versions of board policies and found that our board policy was lacking the inclusion of language addressing the maintenance of collection materials. IMC language was deleted and language regarding collection maintenance was added. The BP has not yet been reviewed with Academic senate. The draft has been forwarded to Patrick Pyle, District Counsel, to assure that it is complying with the CCLC template. The revised version has not yet been approved.
- It is important to note that college library faculty are required by the policy to be on duty to provide instruction and to assist with the use of college's library and materials during all posted hours.
- Norco College Library Collection Development Policy has not been updated/reviewed since 2013. Librarians will review the policy to suggest any updates or revisions. The library's Mission statement included in the document will need to be verified to assure updated statement.
- The final versions of BP 4040 and the Norco College Library Collection Development Policy will need to be added to the supporting documents section of our committee webpage.

6. Read to Succeed Fall 2019 & Spring 2020 (Damon Nance)

- The Fall 2019 Read to Succeed book is *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do* by Claude M Steele. The first event will be on Sept. 26th during college hour. The library has partnered with Umoja and Men of Color to help plan and facilitate the events. There are 8+ sections that have made this book part of their curriculum. As a reminder, October 24th will be the Student Panel event and November 21st will be the Author Appearance. This book was recommended by English faculty member, Ammanda Moore.
- The previous tremendously popular Read 2 Succeed book, *The Upward Spiral* by Alex Korb, was recommended by Music faculty member, Kim Kameran.
- The Spring 2020 Read 2 Succeed book selection is *When We Rise* by Cleve Jones. This is our first official LGBTQ book selection! This recommendation came from Communications faculty member, Jan Muto.

7. Institutional Strategic Planning Council (Celia Brockenbrough)

- No Report

8. Fall 2019 Library Improvements (Damon Nance)

- Damon informed the committee about some of the exciting improvements that have been made to the library since spring 2019 semester.
 - I. The Library has a new high-tech roof and interior lighting fixtures have been replaced and upgraded to LED bulbs.
 - II. The Library updated all 7 study rooms with new interactive smartboard projector technology Purchased 36 laptops for students to check out and use anywhere with the library space.
 - III. New study area that has added an additional 30 seats, new tables, and new study carrels. Chair in the Library Computer Commons have also been upgraded.
 - IV. The library has a new iconic logo created by RCCD graphic services.
- Damon welcomed Ibteahal “Hal” Jneidi, the mastermind behind the Wilfred J. Airey Library’s Student Discussion Club. Hal is also the current president of the club. She explained that the club meets regularly to discuss engaging topics freely and without judgement, and to promote books, reading, and what the library can offer students. The club eventually would like to invite the participation of instructors from subjects that students would like to hear. The club’s overall mission is to support library services and resources at Norco College.
- The Library is working diligently with faculty to promote the Library’s services to students. At the beginning of the fall semester the librarians provided brief presentations to each of the English writing lab sections and provided students with information regarding key library services and resources.

9. Lunch with the Library (Vivian Harris)

- Vivian announced to the committee that as of the end of spring 2019, the Library Collection Review activity is no longer approved for FLEX credit. An alternative incentive for the Collection Review activity is for faculty to make an appointment to enjoy a box lunch provided by the Library while engaging in the Collection Review process. Any interested faculty can contact Vivian or Damon to schedule a date and time. The activity is meant to be an interactive and collaborative exchange between instructional faculty and librarians to improve and enhance our library collection for student success!

10. Student Report (ASNC Student Representative)

- Cesar shared with the committee that he is extremely happy with the many helpful services provided at the LRC, and with the new furniture and equipment recently purchased for the center!

Next Meeting: October 8, 2019

Library Advisory Committee Mission: The Library Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.

Library Mission: *As the heart of the academic experience at Norco College, the Wilfred J. Airey Library provides informational leadership, instruction, access to technology, and learning resources supporting: the mission of the College; the development of lifelong information competency skills; and the overall success of the learning community.*

College Mission: Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.