

Norco College  
Library Advisory Committee  
Meeting November 12, 2019  
12:50-1:50pm  
LIB 108

Minutes

Members Present: Jose Sentmanat, Glen Graham, Gabriela Cortez, Walter Stevens, Arezoo Marashi, Vivian Harris, Damon Nance, Rex Beck, Jesus Reyes, Mitzi Slongier, Khalil Andacheh, Miguel Castro and Cesar Velador

Members Absent: Celia Brockenbrough, Sabrina Sepulveda, Dominique Hitchcock, Araceli Covarrubias, Maureen Sinclair, Joseph De Guzman, Carol Miter, Kris Anderson, and Elisa Chung

Guest(s): Albert Jimenez

**1. Approval of the Minutes (Damon Nance)**

- Arezoo informed that Damon will e-mail the minutes for electronic approval.

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

- Albert informed the committee regarding Study Jam Sessions. The LRC hours will be extended until 9pm, Monday-Thursday. Students are welcome to visit the free drop-in sessions, no appointment needed. LRC will be asking faculty for their feedback on any needs for support.
- The local Starbucks will donate coffee and treats for the Library/LRC Study Jam Sessions. ASNC is also currently working on approving funding for coffee and snacks to be offered free-of-charge during the Study Jam Sessions.
- Albert informed the committee of the info session this Friday for all students who are interested in working at the LRC as tutors or SI leaders.

**3. New LRC Mission Statement (Albert Jimenez)**

- Albert brought forward to the committee the LRC Mission Statement in preparation for Accreditation 2020. Up to this time, the LRC did not have an official Mission Statement. The proposed statement has received feedback from the Learning Resource Center staff and students, who work as SI leaders and tutors.
- Arezoo stated that this mission statement needs to be approved and at this time and LRC is requesting feedback from the committee. Albert will take back the feedback and make the changes to the statement and will forward the updated statement to the committee. The committee decided to update the statement at this meeting.
  - “The Learning Resource Center maintains a student-centered and supportive environment to foster independent learning. The Learning Resource Center promotes campus community by creating a learning environment committed to the holistic development of life-long learning. Through a variety academic support services, the Learning Resource Center is committed to helping all Norco College students achieve their educational goals and academic success.”

- The Mission Statement as amended above is approved by the committee.

#### **4. Accreditation 2020 – Standard II B Review & Discussion (Damon Nance)**

- Damon updated the committee on Accreditation 2020. Standard II B is nearly complete. Norco's Collection Development Policy reviewed by the committee during our last meeting has been changed to be referred to as a "procedure" instead of a "policy", per District request. This switch of terminology does not constitute a major change of the document's essence.
- Last week, the Standard II B Co-Chairs and team met with Dr. Lee, Kris, and Ruth Leal to review and discuss the highlights of our standard. This was helpful to answer any lingering questions and prepare the Standard II B team if they are selected for an interview by the visiting team. Damon will prepare a summary sheet for LAC members to refer to if they are interviewed by the ACCJC visiting team. He will send this out before our March 2-5 visit.

#### **5. New Library Services Platform (LSP) Update (Miguel Castro)**

- Miguel provided an update on the Library Services Platform to the committee. Beginning February 2020, the Library will switch their catalog/management/tracking system to a new Library Services Platform which will affect research procedures for students and faculty. The new system that students/faculty will use is called Primo and the back-end of the system that library clerks will use is called Alma. Currently, the system is being used at the UCs and at most Cal States. This is a huge project with over 100 California community colleges taking part. Most of the difficulties encountered so far has come from moving all the data to the new system. The main benefit of this new system is the unified discovery capability. The new system will go live on Dec. 20th, yet will not be rolled out to students and faculty until February 2020.
- Miguel presented the committee with a brief look at the new library system and provided a quick overview of functionality. The system may need some adjustments prior to it going live. Students will be able to sign-in and save their searches on the new system. Through the Community Zone all 113 community colleges will be able to share content within the system. Advertisement and usage instructions will be posted on the Library webpage. Suggestion by the committee is to provide a FLEX workshop in spring for faculty and staff.

#### **6. Institutional Strategic Planning Council (Celia Brockenbrough)**

- No report

#### **7. Lunch with the Library FLEX Event (Damon Nance)**

- Damon reported to the committee that Lunch with the Library FLEX event credit has been approved for faculty to review the library collection in their discipline areas. Buck prepared an informative PowerPoint presentation to present to the Professional Development Committee which was very well received. The committee tabled our request to have the approval extended for up to 2 years due to the State's usual guidelines that FLEX is approved in 1 (academic) year increments. To participate in Lunch with the Library FLEX, faculty should make an appointment with the Damon or one of the Librarians and a box lunch option would be ordered. Faculty can enjoy their lunch while working or they are welcomed to take it with them! Librarians will be on hand to interact/collaborate on collection issues and

help introduce faculty to relevant resources/services.

#### **8. Student Report (ASNC Student Representative)**

- Cesar updated the committee regarding ASNC's contributions for the Study Jam Sessions. ASNC has approved \$1600 to purchase coffee, snacks and bottled water for the fall and spring Study Jams. These items will be offered free of charge to students studying in the Library, Learning Resource Center, and STEM Center from December 4<sup>th</sup> – December 13<sup>th</sup> and during finals week of spring semester.
- Damon reported that we are currently working on quotes for the proposed new student study area in the Library. This idea was developed in collaboration with ASNC and will add 42 new student study stations to the library!
- Cesar mentioned that ASNC is working on hydration stations. One would be placed in the IT building and would like to see the other placed in the Library building either upstairs or downstairs. Additional hydration stations would be placed in the STEM Center, next to the Food Pantry, and the Corral.

#### **9. Open Forum**

- No Comments

**Next Meeting: March 10, 2020**

**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.