



Library Advisory Committee Meeting

March 10, 2020

12:50-1:50pm

LIB 110

Minutes

Members Present – Damon Nance, Vivian Harris, Walter Stevens, Rex Beck, Jose Sentmanat, Ceasar Velador, Joseph DeGuzman, Mitzi Sloniger, Khalil Andachech, Glen Graham, Gabriela Cortez, Miguel Castro, Sabrina Sepulveda, Arezoo Marashi, and Sara Gadalla

1. Approval of the Agenda

- a. Move to approve - Walter Stevens
- b. 2nd - Rex Beck
- c. Approved. No abstentions.

2. Approval of the Minutes

- a. Minutes for the 11-12-19 Library Advisory Committee meeting were approved via email in fall 2019.

3. Library Service Area Outcomes (SAOs) – Action Item (Damon Nance)

- a. Vivian notified the committee that the Library Service Area Outcomes (SAOs) were sent out via email. Damon worked with the Library faculty and staff to develop the SAOs. These align with the Norco College Strategic Planning Goals.
- b. Damon informed the committee that the Library did not previously have formal SAOs, but it seemed appropriate to have some of the library's currently ongoing great work formally acknowledged as working towards SAO accomplishment.
 - i. The first one discusses marketing and the various media that advertises what the library has to offer that encourages more students to use the resources.
 - ii. Library sponsored events that highlight literature, reading, and critical thinking include our Read 2 Succeed and Poetry Performance programs. Encourage library usage by attending these events.
 - iii. Library instruction: Information literacy credit courses and library skills workshops provide students with the necessary research skills to achieve their educational goals and prepare them for success when they transfer and beyond. This SAO aligns with objective 7.7 of the Norco College Strategic Plan.
- c. Damon asked for suggestions from the committee on how we can assess these SAOs.
 - i. Surveys?
 - ii. Committee members suggested emailing Damon ideas that can be discussed at a later date.
 - iii. Buck suggested providing a survey to the students who attend the Poetry Performances (similar to what they do for the Presidential Forums). As the students are listening, they will have time to complete the survey.
- d. Motion to approve the Library Services Area Outcomes
 - i. Move to approve - Glen Graham
 - ii. 2nd - Joseph DeGuzman
 - iii. Approved. No abstentions.

4. Learning Resource Center (LRC) Update (Albert Jimenez)

- a. Arezoo updated the committee on Albert's behalf on the services the LRC provides
 - i. Tutoring appointments
 - ii. Reading and writing center
 - iii. Math and science center
 - iv. Supplemental Instruction
 - v. Academic skills workshops
 - vi. Added math workshops and limited study skills workshops (the schedule was emailed to NorAll)
 - vii. Group study rooms can be checked out on a first come, first served basis
 - viii. Students can check out calculators (graphing and scientific) and laptops
 - ix. CRLA certified and SI Accreditation is obtained through the International Center for Supplemental Instruction at the University of Missouri
- b. Arezoo explained that LRC services are grant funded but the grants are coming to an end.
- c. Arezoo provided the committee with SI data that has been collected over the last 4 years.
- d. The SI program consists of group study sessions. SI Leaders attend class and sit through the lectures with students. In addition, they also have regular SI sessions outside of the classroom. Before SI Leaders begin working, they complete SI Training and learn what it is to be an SI Leader. The training also teaches them how to collect data, obtain leadership skills, and how to manage a group of students.
- e. The focus of the SI program is to help students learn by integrating course content with study skills.
- f. SI Leaders and tutors attend professional development conferences in the fall and spring that focus on academic support services.
- g. Data Collection: Institutional research that targets courses with success rates lower than 70%. In addition, faculty support and student availability to support courses is required.
- h. According to the data, SI participants have an overall higher success rate than non participants.
- i. Survey feedback was received from both faculty and students.
- j. The Library Advisory Committee members had questions and provided feedback.
 - i. Vivian asked if SI is ending. The grant is ending September 30.
 - ii. During the fall, SI supported AB 705 requirements. SI is completely grant funded. Currently the decision is not to institutionalize the SI program.
 - iii. Math and science center
 - iv. Supplemental Instruction
 - v. Academic skills workshops
 - vi. Damon provided some insight about the SI grant ending. During winter, a budget reconciliation was completed and it was brought to the attention of the LRC team that funds were low. That dictated the level of services to be provided in the spring. Students questioned the cuts in services. Dr. Lee asked for the services to be restored to what they had been during the fall. Rex suggested writing a resolution to justify why general funds are needed to support SI.
- k. Arezoo provided the data to the entire faculty.
- l. Walter makes a motion that the LAC Committee recommends that this issue be brought forward to Academic Senate, APC, and ISPC, and as a committee we recommend that it is examined thoroughly and transparently.
- m. Mitzi asserts that overall data for the LRC is needed.

5. Writing and Reading Center (WRC) Update (Mitzi Sloniger)

- a. A classroom (IT 110) was converted into a space to support a writing and reading center. It originally had hours scheduled Monday – Thursday. Friday and Saturday hours were added.
- b. Mitzi suggested that we need a group of professors and staff to speak out on the LRC's behalf.

6. Library Services Platform (LSP) Update (Miguel Castro)

- a. Vivian provided a quick overview of the new Library Services Platform. All California Community Colleges have converted over to the new library system, Primo. The system went live at the beginning of the semester. The OneSearch catalog link is the online system that is used to search for print books, e-books, and reserves at Norco College. You can also use OneSearch to access some full text scholarly articles that are not part of the library's subscription databases. All full-text journal articles won't be fully integrated into the new system until the end of the semester. There is a link on top of the OneSearch homepage page that will direct you to the list of electronic library databases.
- b. LSP training and workshops will be provided to faculty at a later time.
- c. Students are being taught how to use the system through the Library Skills Instruction Workshops and the LIB 1 class.

7. Institutional Strategic Planning Council (ISPC) - December 2019 (Vivian Harris)

- a. Approved the technology plan
- b. The council is working on developing the college strategic plan, revising the structure, the information flow, the Academic Senate reporting structure, and other constituents' groups. This ongoing project is still in progress.
- c. Educational Master Plan
 - i. Key performance indicators
 - ii. There's a gap between tying program review goals to the new strategic plan and objectives.
- d. Mapping out strategic planning goals and objectives for all committees and constituent operational groups around college
- e. List Serve Proposal – District-wide pilot to be implemented possibly by fall 2020
- f. Prioritization lists for faculty replacements and new hires from APC have been revised.
- g. Annual evaluation report.
 - i. Response rate was extremely low, possibly due to survey fatigue.
- h. ISPC membership has been revised to include faculty from all schools.
 - i. The Academic Senate returned this structure and asked for an additional revision that includes all constituent groups. The number of faculty and classified professional members must remain equally aligned.
- i. FTEs distribution plan – uses FTEs as justification for the number of courses offered for each discipline. APC will be reviewing the FTEs distribution plan and considering variables across all disciplines.
- j. In order to have items placed on the agenda for a committee meeting, please submit requests one week in advance

8. Lunch with the Library FLEX Event Update (Damon Nance)

- a. Damon updated the committee on the "Lunch with the Library" FLEX activity. This Friday the library will host the first faculty participant of the semester. Participants receive lunch and up to 2 hours of FLEX credit for collaborating with librarians about library resources and services.

9. Full-Time Librarian Positions (Vivian Harris)

- a. Vivian shared with the committee that the librarians from MVC, Norco College and RCC met as a discipline. 2 full-time librarian positions were approved at the meeting:
 - i. LSP Librarian
 - ii. Instructional Design Librarian

10. Student Report (ASNC Student Representative)

- a. Sarah has a meeting with Dr. Green tomorrow. She will address the issues discussed at today's meeting and let Damon know the outcomes.
- b. Cesar asked if all students have access to services that are funded by the general fund. The Committee answered that in most cases, that should be correct. However, in order to answer Cesar's question more specifically/accurately, it may depend on what is specifically being referred to/asked for/purchased/etc.

Next Meeting: May 12, 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.