



Library Advisory Committee
Meeting September 8, 2020
12:50-1:50pm

[Zoom Meeting Link](#)

Meeting ID 951 921 97334

Minutes

Members Present – Joseph DeGuzman, Vivian Harris, Gabriela Cortez, Jesus Reyes, Damon Nance, Jose Sentmanat, Miguel Castro, Rex Beck, Mitzi Sloniger, Glen Graham, Sabrina Sepulveda, Daren Koch, Walter Stevens, and Elisa Chung

Members Absent – ASNC Representative

Guests – Marianne Stefanous, Steven Marshall, Dr. Samuel Lee, Mark Walcott, and Quinton Bemiller

1. Approval of 9-8-2020 Agenda (Vivian Harris)
 - Move to approve – Glen Graham
 - 2nd - Joseph Sentmanat
 - Approved. No abstentions
2. Approval of 5-12-2020 Minutes (Vivian Harris)
 - Move to approve – Mitzi Sloniger
 - 2nd - Glen Graham
 - Approved. No abstentions
3. Academic Senate Standing Committee Fall 2020 Report – New Template (Vivian Harris)
 - Vivian informed the committee that the Academic Senate Standing Committee Report to Academic Senate has a new template. Vivian will work on completing the information and will forward to the committee for review and feedback to send to Academic Senate before the due date.
4. Strategic Planning and Governance Manual Draft 1 (Vivian Harris)

- Vivian shared with the committee that the Strategic Planning and Governance Manual is in its first draft and it is currently being worked on remotely. The Library Advisory Committee has been asked to review the manual and how the committee relates to the strategic goal. Committee members are welcome to work on the manual to assure that we align with the goals.

5. LRC Plan (Mitzi Sloniger)

- Mitzi highlighted the tutoring resources in the online environment to the committee. In the public page for the LRC, students who sign up for tutoring are enrolled in ILA-800, which is free, and we collect apportionment. Reviewed tutor and LRC website on Canvas with the committee. Three main areas of tutorial services: general, math, and writing tutorial.
- Once enrolled in ILA-800, it appears on the student's dashboard. This will help have a strong presence. Students can reach out to the LRC staff through ILA-800 on Canvas. Make an appointment buttons takes the students to WOnline to schedule an appointment or students can reach an LRC staff by clicking on the help button.
- Mitzi presented to the committee the plan to institutionalize funding in the next three years.
 - a. 2020-2021 using CARES 2 funds to pay tutors salaries
 - b. 2021-2022 work through the Proview Review process and Library LRC Advisory Committee to allocate general funds for academic support.
 - c. 2022-2023 continue the process with the goal of fully funding Academic Support Services on GF
- Currently, the LRC has a faculty member working as a coordinator. This position will not oversee or supervise classified personnel. The job description is still being fine-tuned.
- The purview of this committee is the Library and the LRC according to the Academic Senate notes. Mitzi suggested that we update the name of the committee. Vivian stated that this was a segue to our next agenda item.

6. Potential Library Advisory Committee Revisions - Name & Meeting Times (Damon Nance)

- Damon stated that the committee's purview has always been the Library and the LRC. Changing the name to Library/Learning Resource Center Advisory Committee, to include the LRC in the name, will help clarify that this committee includes the LRC. Potentially, he proposed changing the start time of the meeting, extending our time to add the LRC discussions and asked for feedback from the committee.
- Dr. Lee suggested that the committee create a smaller work group to focus on the LRC. This group can help focus on building the LRC plan.
- Quinton advised that the information was not conveyed to the Senate regarding the LRC and they were not aware of the situation. As a standing committee, senate would need to approve the name change based on the recommendation of the LAC by September 21st.
- Damon asked the committee if they recommend changing the name of the Library Advisory Committee to Library& Learning Resource Center Advisory Committee.

a. Recommendation:

- Move to approve - Rex Beck
 - 2nd - Mitzi Slongier
 - Approved. No abstentions.
- Damon asked the committee for feedback on whether a workgroup should be created.
 - Vivian requested the LRC plan be shared with the committee members to get acclimated and propose the work group. Dr. Lee advised that the plan is currently a draft and can be shared amongst the committee, however it's not an approved plan.
 - Discussion about whether to move forward with recommendations to the senate that we will extend our meeting times, or move forward with a recommendation to create a work group. Rex suggested that a work group would be the best option and committee members can be invited to partake in the work groups.

7. Damon reviewed with the group the recommendations: create a work group and leave the meeting time from 12:50 p.m. to 1:50 p.m. once a month. This was the consensus of the committee.

8. Student Report (ASNC Student Representative)

- No report

9. Open Forum

- Vivian opened the Open Forum. Quinton asked Vivian had reviewed the alignment of SPGM. Vivian asked to review the SPGM for the remainder of the meeting. Quinton is asking all standing committees to complete their annual report by Oct. 5th and discuss the alignment to the EMP goals. The feedback will be compiled and reported back to ISPC. The committee needs to review each goal to verify which goal can be supported by the committee. The Library Advisory Committee is currently listed under goals: 2.2, 7.6, 7.7, and 10.10.

a. Dr. Lee mentioned that there is a role for the Library/Learning Resource Center Advisory Committee in goal 2.7 and in goal 3, student equity through tutoring.

b. Mitzi recommended that as a committee we move to approve to be added to goal 2.1, 2.4 and 2.7. Keep the Library/Learning Resource Center Advisory Committee under goal 2.2.

- Move to motion – Mitzi Sloniger
- 2nd - Walter Stevens
- Approved. No abstentions

c. Vivian asked the committee regarding adding the committee to goal 3.

- Walter asked that we table it for the next meeting. Jose stated it merits a fuller discussion.

d. The committee is under goals 7.6 and 7.7. Vivian is asking the committee for a move to stay under goal 7.6 and 7.7.

- Move to motion – Walter Stevens
- 2nd - Jose Sentmanant
- Approved. No abstentions.

e. Take the name change to the Senate the Library & Learning Resource Center Advisory Committee. There was a discussion regarding if the committee should be

a council or stay as committee. Councils are the specified strategic planning group structures that committees report to regularly.

- Approved. No abstentions.
- f. Vivian is asking for a motion and a second to stay under goal 10.10.
- Move to motion – Walter Stevens
 - 2nd - Mitzi Sloniger
 - Approved. No abstentions.

Next Meeting: October 13, 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 inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.