



Library & Academic Support Committee

Minutes for September 8, 2026

12:50-1:50pm

Library Room 108

Zoom Link

Meeting ID: 830 3074 4665

Passcode: 134224

Members Present:

Miguel Castro, Nicole Capps, Gabriela Cortez, Cheryl Cox, Sean Davis, Andres Elizalde, Vivian Harris (Faculty Co-Chair), Arezoo Marashi, Dan Mickelsen, Damon Nance (Administrative Co-Chair), Fabiola Perez, Kosrow Rad, José Sentmanat, Carla Stout

Members Absent: Ammaar Azam, Steff Warsinski

Guests: Russell Burrows, Ivan Dorado, Stacy Miklavcic, Christopher Moffatt, Brianna Reyes

Quorum: 8

Subject to Brown Act: Yes

1. Call to Order

- 1.1 Meeting called to order at 12:55pm

2. Action Items

- 2.1 Approval of Agenda
 - 1st Cox, 2nd Elizalde, approved by consensus
- 2.2 Approval of [May 12, 2026 Minutes](#)
 - 1st Sentmanat, 2nd Elizalde, approved by consensus

3. Comments from the Public

- 3.1 No comments

4. Information/Discussion Items

- 4.1 Library Report (Norco College Librarians)
 - Introductions
 - Fabiola Perez, the new full-time faculty Outreach Librarian
 - Ammaar Azam, ASNC representative
 - Daniel Mickelsen, Physics, newest committee member
 - Thanks to the Circulation Team for designing the new signage advertising the library and its services that is located around the campus.
 - All student laptops are currently checked out.
 - The library currently owns approximately 150 laptops.
 - Calculators can be checked out of the Learning Resource Center for the entire semester.
 - In alignment with the Standard of Care and the other libraries in the district,

the library now opens at 8am (Monday – Friday).

- The library website is being redesigned. We anticipate it going live during the fall 2026 semester.
- The library team is currently weeding the print book collection. Discarded items are available to the college community (for free) on a first come first served basis. These books are available in the library foyer.
- The library team is working on gathering, indexing, and archiving Norco College materials. We plan to have an archive room in the new library building where these items will be housed. Please forward relevant items for the library archive to Vivian Harris (in the library).
- A scanner is available in the library for student use (free of charge).
- Fabiola Perez started a monthly library newsletter series that will be housed on the [library website](#).
- The Library/LRC Open House event was a success
 - 85 participants over 2 days between a 4-hour window
 - This event is being redesigned to allow for accurate assessment

4.2 Dean's Report (Damon Nance)

- A new LRC video (Tutoring is for every Mustang) was created over the summer to expand on everything that tutoring encompasses
 - When students think of tutoring, they often think that tutoring is only for help, but tutoring can be beneficial for all students
- Fabiola will be designing a new video for the library to inform students that the library is more than just a place with books in a building
- Many students are unaware that during the fall and spring semesters, both the library and the learning resource center are open on Saturday from 9am-2pm

4.3 Associated Students of Norco College Report (Ammaar Azad)

- ASNC held its annual Big Bear Retreat from August 11–13, with 14 officers in attendance. During the retreat, officers participated in leadership development workshops, team-building activities, strengthened relationships, and worked within committees to prepare for the upcoming academic year.
- ASRCCD held a districtwide training that brought together the associated student bodies from across RCCD. Student leaders received training on the Brown Act and college services, participated in workshops led by faculty and staff from across the district, and had the opportunity to strengthen relationships and collaboration among the district's colleges.
- Welcome Week took place on August 24–25. ASNC members tabled outside the ASNC Office to welcome students, promote clubs and campus resources, and host activities with prizes to encourage student engagement.
- ASNC held its first Senate meeting of the academic year on August 28 and will continue meeting every Friday throughout the year. Our next major event is Club Rush, scheduled for September 9–10 from 12-2pm on the Palm Pathway. We look forward to connecting students with the many clubs and opportunities available on campus. Additionally, the first ICC meeting took place last Tuesday from 1-1:50pm.
- On the administrative side, ASNC is continuing work on the renewal of the RTA MOU with RCCD and will provide updates as discussions progress.
- ASNC is also participating in the naming of the new Library & Student Services Building.
- The activities committee will be releasing an event calendar soon, and ASNC will look to provide the library with promotional materials.

4.4 Learning Resource Center Report (Arezo Marashi)

- Fall 2026 LRC tutoring started on Monday, August 31st. All schedules and appointment links are updated and active on [the LRC website](#). More than 30 tutors have been recruited, and they all completed 16 hours of tutor training on August 17 & 18, 2026, prior to the start of the fall semester.

- The LRC continued to experience significant growth in student engagement during Spring 2026. Compared to Fall 2025 there was a:
 - 9.31% increase in LRC total visits
 - 58.07% increase in unduplicated number of students served
 - 36.55% increase in students contact hours
- The LRC implemented an LRC Pulse Survey to collect qualitative feedback from students about their tutoring experience. The survey will complement the quantitative usage data collected through the LRC and provide insight into student experiences, needs, and areas for improvement. Tutors are helping to promote the survey and encourage students to participate.
- A new booking system is now available that makes it easy for faculty to [request an LRC presentation](#).
 - An email was sent to the NC-Faculty listserv before the fall semester began.
 - Faculty can request an in-person or online presentation that can be conducted either in their classroom or at the LRC.
 - This provides another opportunity to introduce students to LRC resources and encourage them to take advantage of the support that is available to them.

4.5 [Writing & Reading Center](#) Report (Nicole Capps)

- The WRC has extended hours this semester and is open until 7pm or 8pm Monday – Thursday.
 - Still working on obtaining Friday and Saturday hours
- The WRC Advisory Group meets 2-3 times per semester and consists of all the WRC instructors and anyone else who is interested.
 - The first meeting will be on Friday, October 2nd at 11:30am on Zoom. Contact Nikki if you would like to attend.
- The first CHL CAP event was successful, with 18 students and several faculty members, including Vivian, Arezoo, and Damon, who all shared information about their respective areas. We gave away an iPad to a grateful student!
- Nine instructors have already brought their classes to the WRC, which is more than usual.
 - First-week survey was sent to gauge interest, so Nikki will be doing that more often.
- The first 15 virtual writing workshops have been launched and were sent to all faculty. Let Nikki know if you would like a flyer.
 - Collaborating with honors, scholarship, and transfer centers this semester: 2 scholarship essay-writing workshops on 10/7 and 10/8; online PIQ workshop on 10/14 from 4-6pm on Zoom.

5. Good of the Order

5.1 No comments

6. Adjournment

6.1 Meeting adjourned at 1:37pm

Next Meeting

Date: September 8, 2026

Time: 12:50-1:50pm

Location: LIB 108

Mission Statement

The Library & Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster student success, strategic planning, and

sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.