



Library & Academic Support Committee

Minutes for April 8, 2025

12:50-1:50pm

Library Room 108

Members (13 total):

Hayley Ashby, Nicole Capps, Miguel Castro, Cheryl Cox, Sean Davis, Andres Elizalde, Vivian Harris (Faculty Co-Chair), Hussam Mobin, Damon Nance (Administrative Co-Chair), Khosrow Rad

Absent: Gabriela Cortez, José Sentmanat, Marianne Stefanous

Guests: Russell Burrows, Ivan Dorado, Danny Hernandez

Quorum: 7

Subject to Brown Act: Yes

1. Call to Order

- 1.1 Meeting called to order at 12:52pm

2. Action Items

- 2.1 Approval of Agenda
 - 1st Ashby, 2nd Castro, approved by consensus
- 2.2 Approval of [March 11, 2025 Minutes](#)
 - 1st Elizalde, 2nd Cox, approved by consensus

3. Information/Discussion Items

- 3.1 Survey of Effectiveness (Vivian Harris)
 - The committee reviewed the results of the survey
 - A suggestion was made for the committee to visit the various Academic Support areas on campus at the end of meetings when time permits
- 3.2 Accreditation Activity Summary & Feedback (Hayley Ashby)
 - Hayley reviewed the summary and feedback for the accreditation activity the committee completed for accreditation standard 2.7 (in fall 2024)
 - The committee provided extensive feedback and detailed input that will be useful to the Accreditation Team once they begin writing the report
 - Email any feedback or additional details to Faculty Accreditation Co-Chair [Hayley Ashby](#)
- 3.3 Library Report (Hayley Ashby)
 - The librarians have begun conducting focus groups to obtain feedback from the special populations on campus
 - Starting with the 2025-2026 academic year, during the summer and winter intersessions, the Library & Learning Resource Center hours will be Monday – Thursday 7:30am-6pm
 - The Library received a Circle City Grant to purchase student artwork for the library study rooms
 - Dean Damon Nance's office is now downstairs in the Learning Resource Center (LRC)

- 3.4 Khanmigo Teacher Tool in Canvas (Damon Nance)
- Damon provided information about the Khanmigo Teacher Tool
 - Nikki Capps discussed this tool with the English faculty, but many were not interested because English is a writing discipline
 - Information about the Khanmigo Teacher Tool has been forwarded to Jose Sentmanat, Co-Chair of the Teaching and Learning Committee (TLC)
 - Damon is exploring Artificial Intelligence (AI) tutoring options, and that feature is available with the Khanmigo Teacher Tool
- 3.5 Library Events (Damon Nance)
- The Library partnered with the School of Communication, Humanities, & Languages (CHL) to host a poetry Career & Academic Planning (CAP) event on Tuesday, April 8, 2025. There were approximately 40 attendees.
 - For the first time ever, the Read 2 Succeed Student Panel will be held in the library on Thursday, April 24 @ 12:50-1:50pm. Dreamers will be hosting this hybrid event.
 - The Poetry Performance is being held on Tuesday, May 6 during college hour
- 3.6 Associated Students of Norco College Report (Hussam Mobin)
- The Associated Students of Norco College (ASNC) just hosted another successful barbershop event
 - The Norco College Music & Arts Festival (NOMU) will be held on Friday, May 16, 2025
 - ASNC applications are open for board positions. Let students know, especially if they are interested in being actively involved with student government.
 - ASNC is a wonderful resource. Please be sure to use it.
- 3.7 Learning Resource Center Report (Brianna Reyes)
- Tutorial Services is no longer using the COVID-19 block grant to fund tutoring. The tutoring budget will now be funded using the Standard of Care allocation.
 - There are currently 62 tutors on payroll; 4 more are currently undergoing the hiring process.
 - There are currently 18 study groups, with the possibility of adding 3 more
 - All scientific and graphing calculators have been checked out for this semester
 - More Biology (BIO) students have been using the study bones in the Learning Resource Center (LRC). Additional BIO models (bones, muscles, nervous system, etc.) have been requested in Program Review.
 - Student sign-in when students clock in to the LRC has been updated to obtain more accurate data on LRC student use
 - NetTutor hours have changed. To encourage student use of the Learning Resource Center, NetTutor will only be available when the LRC is closed.
 - The LRC Team has started making reminder phone calls to students the evening before their appointment(s) with the hopes of decreasing appointment no-shows. Also, Tutorial Services recently obtained an account with Ocelot, and this will allow LRC Team members to send out text message reminders for student appointments.
- 3.8 Writing & Reading Center Report (Nicole Capps)
- More than 300 students have visited the Writing & Reading Center (WRC) this semester. This is the highest number of visits to the WRC yet. There have also been more online workshop attendees than ever before (54 by week 7 versus 50 for the entire semester).
 - According to student feedback from WRC surveys, 94% of students feel that their visits are beneficial and the top 2 reasons for visiting the WRC include fulfilling a requirement and getting help with their writing
 - The WRC is open 30 hours this semester, which is an increase from previous terms. However, the LRC is open 22 hours more than the WRC. It would be ideal if operating hours for the WRC and LRC were the same.
 - Philosophy, Ethnic Studies, and Extended Programs & Services (EOPS) are

now requiring students to visit and utilize the online and in-person tutoring services in the WRC

- [The WRC Commercial](#) has been completed and is available on the Norco College YouTube Channel
- Send ideas and requests for workshops, daily language instruction (DLI), tutorials, professional development presentations, etc. to Lead Instructor, Writing & Reading Center, [Nikki Capps](#)
- In honor of National Poetry Month, the WRC is featuring 5 poets every week during the month of April

4. Good of the Order

5. Adjournment

5.1 Meeting adjourned at 1:46pm

Next Meeting

Date: May 13, 2025

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.