



# Program Review - Overall Report

2024 - 2027

Instructional: Library

## Overall Trends

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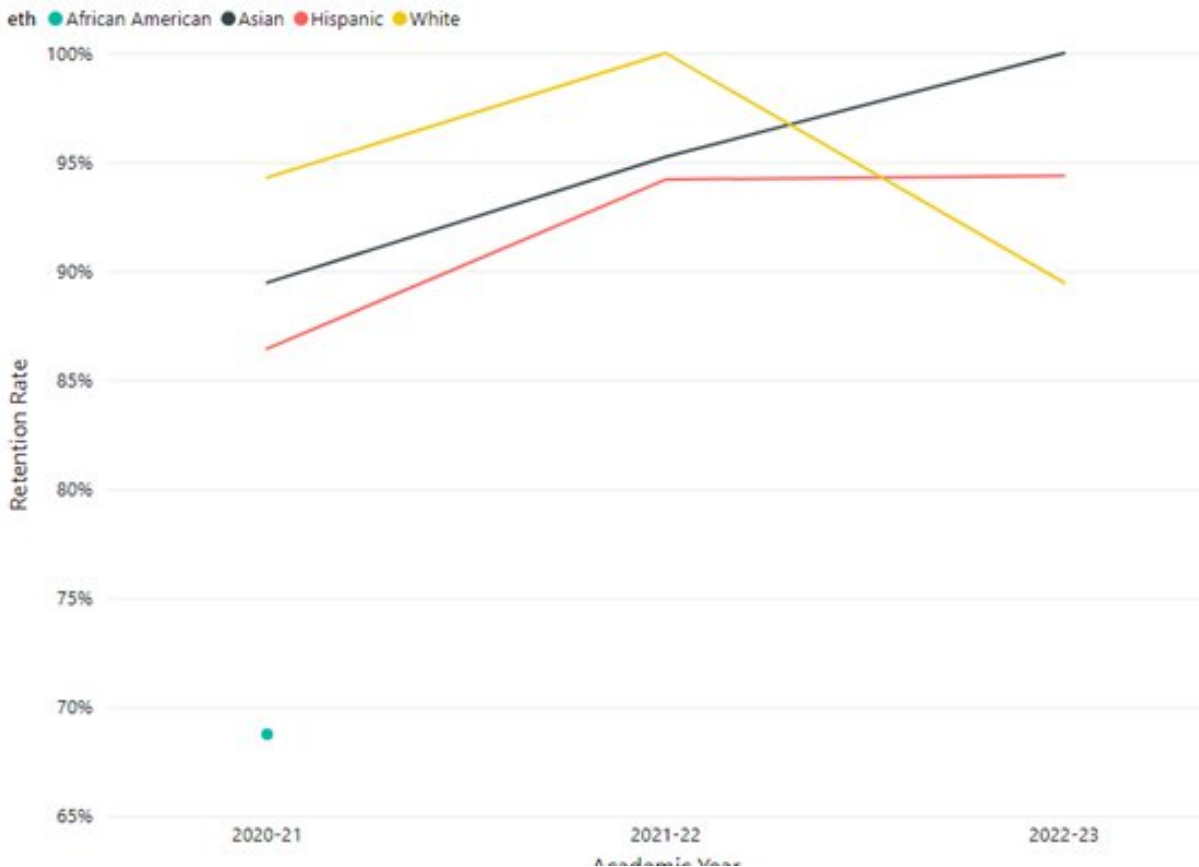
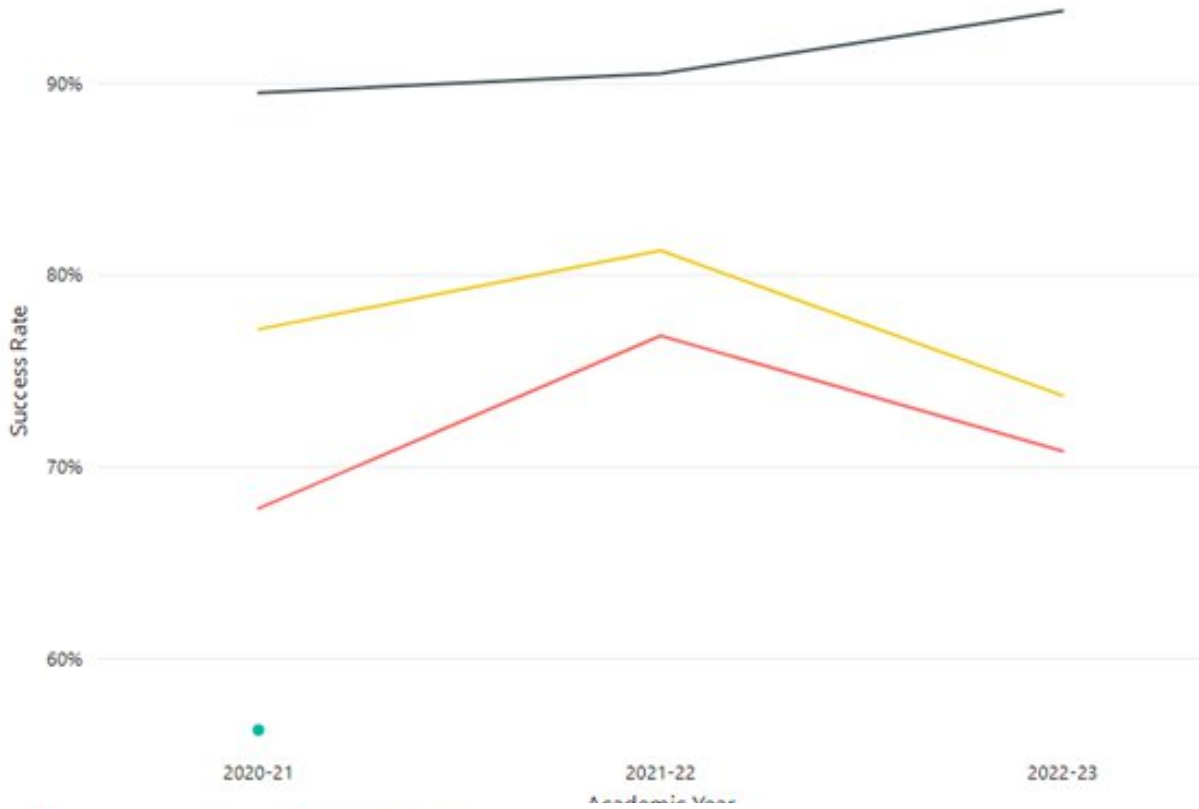
Please add any relevant documents here.

**What overall trends do you see in success, retention, program of study, educational planning, and awards over the past 3 or more years?**

Overall, students in LIB-1: Introduction to Information Literacy have been increasing from 71.1% to 75.4% in success and increasing from 86.8% to 95.1% in retention over the past 3 years (2020/2021-2022/2023).

## Data Review

eth ● African American ● Asian ● Hispanic ● White



Students in Library courses have decreased in their rate of receiving less than passing (DF) grades.

## Data Review

The Library does not offer its own program, but the Library 1 course is included in four Areas of Emphasis (AOE) degree programs:

1. Administration and Information Systems
2. Social and Behavioral Studies
3. Communication, Media, and Languages
4. Humanities, Philosophy, and Arts.

The number of students who selected Administration and Information Systems as their program of study increased from 259 to 318 in 3 years. The number of students who selected Social and Behavioral Studies as their program of study decreased from 1027 to 791 in 3 years. The number of students who selected Communication, Media, and Languages as their program of study increased from 156 to 163 in 3 years. The number of students who selected Humanities, Philosophy, and Arts as their program of study increased from 171 to 175 in 3 years.

The number of students who selected Communication, Media, and Languages and Humanities, Philosophy, and Arts has stayed relatively flat with only a slight increase. Students who selected the Administration and Information Systems AOE has the largest increase while students who selected the Social and Behavioral Studies AOE significantly decreased. Of the students in these four programs, only 37.05% have met with a counselor and developed an educational plan.

The number of students who have completed a degree or certificate in the Administration and Information Systems AOE program decreased from 113 to 102 in 3 years. The number of students who have completed a degree or certificate in the Social and Behavioral Studies AOE program decreased from 568 to 537 in 3 years. The number of students who have completed a degree or certificate in the Communication, Media, and Languages AOE program increased from 150 to 153 in 3 years. The number of students who have completed a degree or certificate in the Humanities, Philosophy, and Arts AOE program increased from 205 to 206 in 3 years.

This represents flat growth for the Communication, Media, and Languages AOE and Humanities, Philosophy, and Arts program. This represents slightly decreased growth for the Social and Behavioral Studies AOE and the Administration and Information Systems program. In 2022-2023, 102/537/153/206 students graduated respectively. The expected number of students who should get an AOE degree would be approximately 64/158/33/35 respectively (20% of Program of Study number in 2022-2023). The data shows that there is no gap in the pipeline for the AOE degrees, in fact, many more students are completing AOE degrees than selected them as their program of study.

## Disaggregated Student Subgroups

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**Look at the disaggregated student subgroups in success, retention, program of study, educational planning, and awards for your area. Are there any equity gaps that you will address in the next 3 years?**

In terms of student subgroups in Library courses, Hispanic Females have the lowest success rates and White Females have the lowest retention rates in 2022-2023. During the same year, Hispanic Females have success rates at 69.6% and White Females have retention rates at 87.5%. The Library would like to improve the success rates for Hispanic Females.

One of the most significant trends for the Library 1 course is that after 2020-21 the number of African American students who took the class decreased to the point that there is not any success or retention data available. The Library will actively work to increase African American enrollment in Library 1.

**If there are any concerning trends over the past 3 or more years, or if equity gaps exist, what is your action plan to address them?**

The Library will discuss engagement strategies for Hispanic Females and African Americans with Puente, Men of Color, and Umoja to develop an approach to increase enrollment and improve success in Library 1. The Library will also consult with counseling and educational advisors. The Library has recently developed a comic book OER that teaches students how to critically evaluate information and is in the process of developing library modules that students can complete at their own pace. These resources will be integrated into Library 1 as the library faculty review their course shells and work towards creating a common course shell that infuses equity and asset-minded pedagogies.

## Data Review

Please add any relevant documents here.

# Program/Unit Goals

## Assess and Improve Library Courses and Programs

### Program/Unit Goal

The Library will consider enrollment, success, retention, and SLO data during its review of the Library 1 course in the context of the new Cal-GETC Standards and determine the most suitable way to offer this instruction going forward. Furthermore, the Library will look at labor market data to determine the feasibility of offering new library programs including the program type (i.e., credit or non-credit) and modality (i.e., online, in-person, hybrid).

### Goal Cycle

2024 - 2027

### What are you doing now in support of this goal?

The Dean of Career & Technical Education provided the Library with labor market data and that information was shared and discussed at a district-wide Library discipline meeting on March 19, 2024. The Library has also reviewed the Cal-GETC Standards and the discipline has selected a library faculty member to represent the Library in discussions about the Library 1 course's inclusion in the Areas of Emphasis.

### What are your plans (3-year) regarding this goal?

The Library plans to stay abreast of developments regarding the AOE's through the district-wide library representative and the local Norco College Curriculum Committee library representative. The Library faculty will use the California Community Colleges Curriculum Inventory (COCI) to research library programs by TOP code 1602.00 and will look at library programs offered by other colleges in CurricUNET. If appropriate, the Library will develop a new library program and associated courses in coordination with the district-wide library discipline.

**Please add any relevant documents here.**

## Mapping

Educational Master Plan (2020-2025): undefined

### Assess and Improve Library Courses and Programs Program/Unit Goal Mapping Notes

*2030 Goal 1 - The Library would increase enrollment (FTES and Headcount) with the addition of a Library Technician certification program if feasible.*

*2025 Objective 2.2 - A Library Technician certificate program could increase the number of certificates completed annually.*

*2025 Objective 2.3 - If the Library 1 course was offered in an alternate format aligned with the new Cal-GETC Standards it would reduce the number of units students were required to take to earn a degree (elimination of the Self Development requirement).*

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*2030 Goal 3 - Offering library workshops in multiple formats and modalities would make library instruction equitable for all students regardless of how and where they take classes.*

*2025 Objective 3.1-3.5 - Offering library workshops in multiple formats and modalities would provide enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.*

*2025 Objective 6.4 - Improving library workshops to support incarcerated student success.*

*2025 Objective 7.7 - Enhancing library workshops builds and supports student success through academic support.*

### Align Library Services with the Guided Pathways Program/Unit Goal Mapping Notes

*2030 Goal 2 - The Library Guided Pathways Plan, 2022-2024 implements the Guided Pathways Framework.*

*2030 Goal 3 - The Library Guided Pathways Plan, 2022-2024 addresses equity through implementation of the Guided Pathways Framework.*

## Program/Unit Goals

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2025 Objective 6.4 - Library Liaisons support incarcerated student success by assigning a librarian to the CRC.

2025 Objective 7.7 - The Library Guided Pathways Plan, 2022-2024 supports student success through academic support.

### Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library Program/Unit Goal Mapping Notes

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2025 Goal 6.1 - The Experiential Learning Project includes networking and forming faculty/student partnerships with CSUSB and UCR.

2025 Objective 6.4 - Infusing DEIA into all aspects of the Library supports incarcerated student success.

2025 Objective 7.7 - Infusing DEIA into all aspects of the Library supports student success through academic support.

2025 Objective 10.10 - Adding student artwork with a diversity theme to library study rooms promotes belonging, inclusivity, and community.

- **2025 Objective 2.2 - KPI 5 (Academic Affairs):** Increase number of certificates completely by 15% annually (✓)
- **2025 Objective 2.3 (Academic Affairs):** Decrease AA degree unit accumulation from 88 to 74 total units on average (✓)
- **2025 Objective 7.2 (Academic Senate):** Develop Career & Technical Education programs and industry credentials related to regional needs (✓)
- **2025 Objective 7.3 (Academic Senate):** Develop and implement plan for noncredit and noncredit-enhanced programming (✓)
- **2030 Goal 1: Access:** Expand college access by increasing both headcount and FTES (✓)
- **2030 Goal 5: Workforce and Economic Development:** Reduce working poverty and the skills gap (✓)
- **2030 Goal 7: Programs:** Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs. (✓)

EMP-Objectives (2025-2030): undefined

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- **Goal 1: Access:** Expand college access by increasing both headcount and FTES (✓)
- **Goal 8: Resources :** Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals (✓)

## Progress and Evidence

### Evidence Date

03/22/2024

**What progress have you made toward this goal?**

**How do you measure your progress?**

**Discuss your evidence/results.**

**Please provide any assessment data or other evidence that supports this Program/Unit Goal.**

Attached is the Center of Excellence Labor Market Research for Library Technicians that provides support for the investigation of a potential Library Technician program at Norco College.

Also attached are the minutes from the Library Discipline Meeting on March 18, 2024 where Norco College library faculty introduced the Labor Market Research for consideration.

**Is there a resource request associated with this Goal?**

Yes

**If yes, please provide a short description.**

Additional Library associate faculty budget would be needed to support the addition of this program.

## Program/Unit Goals

Please add any relevant documents here.

[1602.00\\_Library Technicians\\_IED\\_Dec2023.pdf](#);

[Library Discipline Meeting Minutes 3-19-24.pdf](#)

### Assess and Improve Library Workshops

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#### Program/Unit Goal

The library faculty will review and assess how they offer information literacy and research instruction for courses when requested by discipline faculty.

#### Goal Cycle

2024 - 2027

#### What are you doing now in support of this goal?

Discipline faculty request workshops online using the Library Workshop Request Form. Students at the CRC complete the Library Research Request Form to ask for research support. Library faculty have determined possible instructional formats and are informally discussing options with faculty who currently bring in classes for instruction. The librarians are sharing feedback provided by discipline faculty at school and LLRCAC meetings.

#### What are your plans (3-year) regarding this goal?

The library will investigate offering instruction in multiple formats including:

- Group research instruction in the library
- Group research instruction in the classroom
- Synchronous/asynchronous online research instruction
- Research instruction at off-campus centers (i.e., Stokoe and CRC)
- Self-paced instruction through library Canvas modules

Library Liaisons will survey faculty in their assigned schools to inform changes to library workshops. Library faculty will also work with discipline faculty at Stokoe and CRC to adapt instruction to meet the needs of students at those locations. Changes will then be implemented.

Please add any relevant documents here.

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- **2025 Objective 3.1 - KPI 8 (Student Services):** Reduce the equity gap for African American students by 40% (✓)
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EMP-Objectives (2025-2030): undefined

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- **2030 Objective 3.1 – KPI 9 (Planning & Development):** Eliminate equity gaps for Black/African American students (✓)
- **2030 Objective 3.2 – KPI 10 (Planning & Development):** Eliminate equity gaps for Hispanic/Latinx students (✓)
- **Goal 3: Equity :** Close all student equity gaps (✓)
- **Goal 8: Resources :** Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals (✓)

## Progress and Evidence

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**What progress have you made toward this goal?**

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## Program/Unit Goals

**Please provide any assessment data or other evidence that supports this Program/Unit Goal.**

Attached is the Library Workshop Request Form that discipline faculty complete to schedule a research session with a librarian at the library.

Also attached is the Library Research Request Form that is being used by students at the CRC to collect information on their assignments and the research they need.

**Is there a resource request associated with this Goal?**

No

**If yes, please provide a short description.**

**Please add any relevant documents here.**

[Library Workshop Request Form.pdf](#);

[Library Research Request Form.pdf](#)

## Align Library Services with the Guided Pathways

### Program/Unit Goal

Complete and assess implementation of the Library's Guided Pathways Plan, 2022-2024.

### Goal Cycle

2024 - 2027

### What are you doing now in support of this goal?

The Library developed a Guided Pathways Plan, 2022-2024 and identified goals and activities for reaching those goals. The Library faculty have made significant progress on the plan in terms of aligning the library with the schools, discussing library curriculum, and implementing library liaisons. The Library has presented the plan to the CHL School, LLRCAC, Academic Senate, APC, and College Council.

### What are your plans (3-year) regarding this goal?

The Library has identified activities to reach the Plan goals, which are identified in the attached Library Guided Pathways Plan. The Library plans to assess progress on the goals and determine any gaps that need to be addressed with future action.

**Please add any relevant documents here.**

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- **2030 Goal 2: Success:** Implement Guided Pathways framework. (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)

EMP-Objectives (2025-2030): undefined

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### Assess and Improve Library Workshops Program/Unit Goal Mapping Notes

2030 Goal 3 - Offering library workshops in multiple formats and modalities would make library instruction equitable for all students regardless of how and where they take classes.

2025 Objective 3.1-3.5 - Offering library workshops in multiple formats and modalities would provide enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2025 Objective 6.4 - Improving library workshops to support incarcerated student success.

2025 Objective 7.7 - Enhancing library workshops builds and supports student success through academic support.

### Align Library Services with the Guided Pathways Program/Unit Goal Mapping Notes

2030 Goal 2 - The Library Guided Pathways Plan, 2022-2024 implements the Guided Pathways Framework.

2030 Goal 3 - The Library Guided Pathways Plan, 2022-2024 addresses equity through implementation of the Guided Pathways Framework.

2025 Objective 3.1-3.5 - Implementing the Library's Guided Pathways Plan, 2022-2024 provides enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2025 Objective 6.4 - Library Liaisons support incarcerated student success by assigning a librarian to the CRC.

2025 Objective 7.7 - The Library Guided Pathways Plan, 2022-2024 supports student success through academic support.

### Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library Program/Unit Goal Mapping Notes

2030 Goal 2 - Infusing DEIA into all aspects of the Library implements the Guided Pathways Framework.

2030 Goal 3 - The Library's DEIA initiatives help close equity gaps.

2025 Objective 3.1-3.5 - The Library's DEIA efforts provide equitable academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2030 Goal 6 - The Library's DEIA initiatives such as the Experiential Learning Project require collaboration between disciplines and networking with other libraries and educational institutions.

2025 Goal 6.1 - The Experiential Learning Project includes networking and forming faculty/student partnerships with CSUSB and UCR.

2025 Objective 6.4 - Infusing DEIA into all aspects of the Library supports incarcerated student success.

2025 Objective 7.7 - Infusing DEIA into all aspects of the Library supports student success through academic support.

2025 Objective 10.10 - Adding student artwork with a diversity theme to library study rooms promotes belonging, inclusivity, and community.

- **2030 Objective 3.1 – KPI 9 (Planning & Development):** Eliminate equity gaps for Black/African American students (✓)
- **2030 Objective 3.2 – KPI 10 (Planning & Development):** Eliminate equity gaps for Hispanic/Latinx students (✓)
- **2030 Objective 8.2 (Planning & Development):** Identify and pursue grants and private donations that support our strategic goals, college mission, and vision statement (✓)
- **Goal 2: Success :** Implement Guided Pathways framework (✓)
- **Goal 3: Equity :** Close all student equity gaps (✓)
- **Goal 5: Workforce and Economic Development:** Reduce working poverty and the skills gap (✓)

## Progress and Evidence

### Evidence Date

03/22/2024

## Program/Unit Goals

**What progress have you made toward this goal?**

**How do you measure your progress?**

**Discuss your evidence/results.**

**Please provide any assessment data or other evidence that supports this Program/Unit Goal.**

Attached are the Library Liaison Flyers containing information on their roles and responsibilities distributed by librarians to their assigned schools

Attached is the Library Guided Pathways 2022-2024 Action Plan that describes goals, activities, and status of efforts to align with the College's school structure.

Also attached is the Library Guided Pathways Presentation delivered to various governance groups.

**Is there a resource request associated with this Goal?**

No

**If yes, please provide a short description.**

**Please add any relevant documents here.**

[Library Liaison Flyers 02-21-24.pdf](#);

[NC Library GP Action Plan Rev3-22-24.pdf](#);

[Library GP Equity Plan PPT Final.pdf](#)

## Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library

### Program/Unit Goal

Ensure that all library instruction, services, resources and spaces are equally accessible, and that DEIA is celebrated, so that all students feel welcome and supported in the library.

### Goal Cycle

2024 - 2027

### What are you doing now in support of this goal?

The Outreach Librarian is a member of the DEIA Committee and coordinates library engagement activities, displays, social media posts, and library research guides with college-wide DEIA celebrations. Library faculty and classified professionals have attended equity presentations and completed CORA courses. The Library has tried whenever possible to eliminate barriers related to equity by getting rid of printing costs, checking out laptops, loaning textbooks including OER and ZTC eBooks, and purchasing library lockers for materials pick-up outside of operating hours.

### What are your plans (3-year) regarding this goal?

The Library will include diversity training and CORA course completion in new employee onboarding. The Library is currently collaborating on a Pathways to Success/Title V Grant with the ART discipline and the School of VAPA. The Library will assist with the completion of this experiential learning project to develop student artwork through a DEIA lens for display in the library study rooms. The Library faculty will work on developing a shared Canvas course shell for Library 1 based on best practices related to equity and asset-minded pedagogy. The Library will create posters of diverse graduating library student workers to document their success stories and encourage current students. These will be hung in the library and/or displayed during Library/LRC Open House events. Library faculty want to offer students better resources for efficiently scanning textbooks with short-term loan periods. The Library would also like to be able to store digital artifacts for the college that are searchable through the OneSearch Library Catalog. Finally, the Library will infuse equity into library events like Read 2 Succeed and Celebrate Books and Libraries.

**Please add any relevant documents here.**

### Mapping

Educational Master Plan (2020-2025): undefined

### Assess and Improve Library Courses and Programs Program/Unit Goal Mapping Notes

2030 Goal 1 - The Library would increase enrollment (FTES and Headcount) with the addition of a Library Technician certification program if feasible.

## Program/Unit Goals

2025 Objective 2.2 - A Library Technician certificate program could increase the number of certificates completed annually.

2025 Objective 2.3 - If the Library 1 course was offered in an alternate format aligned with the new Cal-GETC Standards it would reduce the number of units students were required to take to earn a degree (elimination of the Self Development requirement).

2030 Goal 5 - A Library Technician certificate could be offered as a credit or non-credit program which would help close workforce skills gaps.

2030 Goal 7 - A Library Technician certificate would contribute to the College's comprehensive range of programs.

2025 Objective 7.2 - A Library Technician certificate would be a program responsive to regional needs of employers.

2025 Objective 7.3 - The Library Technician certification could be offered as a non-credit program.

### Assess and Improve Library Workshops Program/Unit Goal Mapping Notes

2030 Goal 3 - Offering library workshops in multiple formats and modalities would make library instruction equitable for all students regardless of how and where they take classes.

2025 Objective 3.1-3.5 - Offering library workshops in multiple formats and modalities would provide enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2025 Objective 6.4 - Improving library workshops to support incarcerated student success.

2025 Objective 7.7 - Enhancing library workshops builds and supports student success through academic support.

### Align Library Services with the Guided Pathways Program/Unit Goal Mapping Notes

2030 Goal 2 - The Library Guided Pathways Plan, 2022-2024 implements the Guided Pathways Framework.

2030 Goal 3 - The Library Guided Pathways Plan, 2022-2024 addresses equity through implementation of the Guided Pathways Framework.

2025 Objective 3.1-3.5 - Implementing the Library's Guided Pathways Plan, 2022-2024 provides enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2025 Objective 6.4 - Library Liaisons support incarcerated student success by assigning a librarian to the CRC.

2025 Objective 7.7 - The Library Guided Pathways Plan, 2022-2024 supports student success through academic support.

### Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library Program/Unit Goal Mapping Notes

2030 Goal 2 - Infusing DEIA into all aspects of the Library implements the Guided Pathways Framework.

2030 Goal 3 - The Library's DEIA initiatives help close equity gaps.

2025 Objective 3.1-3.5 - The Library's DEIA efforts provide equitable academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.

2030 Goal 6 - The Library's DEIA initiatives such as the Experiential Learning Project require collaboration between disciplines and networking with other libraries and educational institutions.

2025 Goal 6.1 - The Experiential Learning Project includes networking and forming faculty/student partnerships with CSUSB and UCR.

2025 Objective 6.4 - Infusing DEIA into all aspects of the Library supports incarcerated student success.

2025 Objective 7.7 - Infusing DEIA into all aspects of the Library supports student success through academic support.

2025 Objective 10.10 - Adding student artwork with a diversity theme to library study rooms promotes belonging, inclusivity, and community.

- **2025 Objective 10.10 (Business Services):** Design spaces that intentionally build community (✓)
- **2025 Objective 3.1 - KPI 8 (Student Services):** Reduce the equity gap for African American students by 40% (✓)
- **2025 Objective 3.2 - KPI 9 (Student Services):** Reduce the equity gap for Latinx students by 40% (✓)
- **2025 Objective 3.3 - KPI 10 (Student Services):** Reduce the equity gap for Men of Color by 40% (✓)
- **2025 Objective 3.4 - KPI 11 (Student Services):** Reduce the equity gap for LGBTQ+ students by 40% (✓)
- **2025 Objective 3.5 - KPI 12 (Student Services):** Reduce the equity gap for Foster Youth students by 40% (✓)

## Program/Unit Goals

- **2025 Objective 6.1 (Academic Affairs):** Establish and expand relationships with regional educational institutions (✓)
- **2025 Objective 6.4 (Academic Affairs):** Work toward reducing recidivism through incarcerated student education (✓)
- **2025 Objective 7.7 (Academic Affairs):** Build and support academic support services to improve student success (✓)
- **2030 Goal 2: Success:** Implement Guided Pathways framework. (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)
- **2030 Goal 6: (Community Partnerships) :** Pursue, develop, & sustain collaborative partnerships (✓)

EMP-Objectives (2025-2030): undefined

### **Assess and Improve Library Courses and Programs Program/Unit Goal Mapping Notes**

*2030 Goal 1 - The Library would increase enrollment (FTES and Headcount) with the addition of a Library Technician certification program if feasible.*

*2025 Objective 2.2 - A Library Technician certificate program could increase the number of certificates completed annually.*

*2025 Objective 2.3 - If the Library 1 course was offered in an alternate format aligned with the new Cal-GETC Standards it would reduce the number of units students were required to take to earn a degree (elimination of the Self Development requirement).*

*2030 Goal 5 - A Library Technician certificate could be offered as a credit or non-credit program which would help close workforce skills gaps.*

*2030 Goal 7 - A Library Technician certificate would contribute to the College's comprehensive range of programs.*

*2025 Objective 7.2 - A Library Technician certificate would be a program responsive to regional needs of employers.*

*2025 Objective 7.3 - The Library Technician certification could be offered as a non-credit program.*

### **Assess and Improve Library Workshops Program/Unit Goal Mapping Notes**

*2030 Goal 3 - Offering library workshops in multiple formats and modalities would make library instruction equitable for all students regardless of how and where they take classes.*

*2025 Objective 3.1-3.5 - Offering library workshops in multiple formats and modalities would provide enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.*

*2025 Objective 6.4 - Improving library workshops to support incarcerated student success.*

*2025 Objective 7.7 - Enhancing library workshops builds and supports student success through academic support.*

### **Align Library Services with the Guided Pathways Program/Unit Goal Mapping Notes**

*2030 Goal 2 - The Library Guided Pathways Plan, 2022-2024 implements the Guided Pathways Framework.*

*2030 Goal 3 - The Library Guided Pathways Plan, 2022-2024 addresses equity through implementation of the Guided Pathways Framework.*

*2025 Objective 3.1-3.5 - Implementing the Library's Guided Pathways Plan, 2022-2024 provides enhanced academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.*

*2025 Objective 6.4 - Library Liaisons support incarcerated student success by assigning a librarian to the CRC.*

*2025 Objective 7.7 - The Library Guided Pathways Plan, 2022-2024 supports student success through academic support.*

### **Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library Program/Unit Goal Mapping Notes**

*2030 Goal 2 - Infusing DEIA into all aspects of the Library implements the Guided Pathways Framework.*

*2030 Goal 3 - The Library's DEIA initiatives help close equity gaps.*

*2025 Objective 3.1-3.5 - The Library's DEIA efforts provide equitable academic support to African American, Latinx, LGBTQ+, Men of Color, and Foster Youth students and supports closing equity gaps.*

*2030 Goal 6 - The Library's DEIA initiatives such as the Experiential Learning Project require collaboration between disciplines and networking with other libraries and educational institutions.*

## Program/Unit Goals

2025 Goal 6.1 - *The Experiential Learning Project includes networking and forming faculty/student partnerships with CSUSB and UCR.*

2025 Objective 6.4 - *Infusing DEIA into all aspects of the Library supports incarcerated student success.*

2025 Objective 7.7 - *Infusing DEIA into all aspects of the Library supports student success through academic support.*

2025 Objective 10.10 - *Adding student artwork with a diversity theme to library study rooms promotes belonging, inclusivity, and community.*

- **2030 Objective 3.1 – KPI 9 (Planning & Development):** Eliminate equity gaps for Black/African American students (✓)
- **2030 Objective 3.2 – KPI 10 (Planning & Development):** Eliminate equity gaps for Hispanic/Latinx students (✓)
- **2030 Objective 4.1 (Planning & Development):** Provide opportunities for professional learning that support equitable student outcomes in a variety of modalities (✓)
- **2030 Objective 7.3 (Business Services):** Enhancement and design of spaces that intentionally build community in support of the college mission to improve equitable student success (✓)
- **2030 Objective 8.2 (Planning & Development):** Identify and pursue grants and private donations that support our strategic goals, college mission, and vision statement (✓)
- **Goal 2: Success :** Implement Guided Pathways framework (✓)
- **Goal 3: Equity :** Close all student equity gaps (✓)

### Progress and Evidence

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#### Evidence Date

03/22/2024

**What progress have you made toward this goal?**

**How do you measure your progress?**

**Discuss your evidence/results.**

**Please provide any assessment data or other evidence that supports this Program/Unit Goal.**

Attached is the list of available online OER and ZTC textbooks (eBooks) posted on the library website. Attached is the Laptop Request Form from the library website that students complete to check out and renew library laptops for the semester.

Attached is the Regular Update from February 23, 2024, that includes information on the Library Lockers and the Library's Black History Month resources.

Attached is the Pathways to Success Title V Grant Proposal and the email notification of the award.

Attached is the Experiential Learning Project Timeline associated with the Pathways to Success Title V Grant.

**Is there a resource request associated with this Goal?**

Yes

**If yes, please provide a short description.**

The Library is requesting a subscription to Alma Digital (\$1,134 annual, ongoing cost) to store and provide access to college documents through the Library Services Platform. The Library is requesting \$500 (one-time cost) to support the installation of student artwork for the Experiential Learning Project and the associated viewing/reception. The Library is also requesting a high-efficiency book scanner (\$22,197 one-time cost), so that students can quickly scan pages from textbooks that can only be borrowed for a short period of time. This scanner would also support the scanning of documents for accreditation.

**Please add any relevant documents here.**

[Laptop Loan Request.pdf](#);

[Library Online OER ZTC Textbooks.pdf](#);

[Norco College Regular Update \\_\\_ February 23.pdf](#);

[Pathways Success Title V Grant Proposal.pdf](#);

# Program/Unit Goals

[Experiential Learning Project for Spring 2024.pdf](#)

## Curriculum

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**Are all your courses current (within four years)?**

Yes

**What percentage of your courses are out of date?**

0%

**If you have courses that are not current, are they in the curriculum process?**

N/A

**For out of date courses that are not already in progress of updating, what is your plan?**

N/A

**Do you have proposals in progress for all the DE courses you intend to file?**

No

**Do you require help to get your courses up to date?**

No

**Please add any relevant documents here.**

[LIB 1 COR.pdf](#)

## Credit for Prior Learning

## Equity Related Professional Development Questions

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### 1. Which equity-related professional development trainings have members of your area participated in to improve student learning, student support, and/or college support?

Library faculty and classified professionals attended the Achieving Equity in Guided Pathways Summit on September 14-15, 2023. Several library staff members have also completed CORA Courses including Racial Microaggressions, Teaching Men of Color in the Community College, Unconscious Bias, and Black Minds Matter. Library faculty also attend equity-related FLEX sessions, equity-themed library events like Read 2 Succeed and Celebrate Books and Libraries and participate in DEIA celebrations on campus.

### 2. What knowledge or skills/techniques have members in your area implemented from these trainings and what changes have you seen?

Library faculty have used the CORA Teaching Men of Color in the Community College course to make Library 1 course materials and syllabi more inclusive and have switched over exclusively to OER/ZTC resources. Library faculty have also used Guided Pathways and equity training to develop the Library's Guided Pathways Plan, 2022-2024. Furthermore, the Library now aligns books displays, research guides, and engagement activities with DEIA monthly celebrations. The equity training also informed the illustration of the Library Comic which features a diverse cast of students, representative of the College's demographics. After learning that many African American and Latinx students have childcare, work, and transportation challenges, the Library purchased lockers to provide greater access to library resources outside of regular operating hours. Finally, the Library is collaborating with the School of Visual and Performing Arts to feature student artwork with a DEIA theme in Library Study Rooms to make those spaces more inclusive and welcoming.

### 3. What additional equity-related professional development/trainings do you seek to better support your area?

The Library faculty would appreciate more equity-training related to providing academic support to special populations, especially incarcerated students.

#### **Please add any relevant documents here.**

[Experiential Learning Project for Spring 2024.pdf](#);

[Library Comic Cover.pdf](#);

[Library Comic Prezi.pdf](#);

[Library GP Equity Plan PPT Final.pdf](#);

[SPR 24 Read 2 Succeed.pdf](#);

[Norco College Regular Update \\_ February 23.pdf](#)

# Assessment

## Outcome Mastery

### Date

03/22/2024

### Observation

#### What did you notice?

Library faculty observed that students achieved all three Library 1 SLOs at a rate of 90% or higher which is well above the 70% mastery benchmark.

### Course(s)

Library 1

### SLO(s)

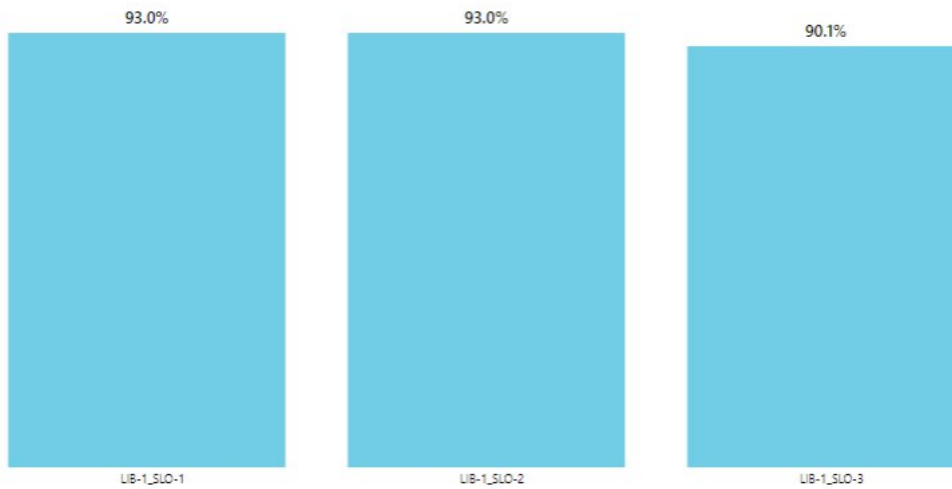
All three Library 1 SLOs (SLO 1, SLO 2, SLO 3) are scheduled for assessment every semester.

### Discussion/Analysis

Students completing Library 1 have a high level of mastery of information literacy SLOs by the end of the course. Of the three SLOs, SLO 3 has the lowest level of mastery at 90% compared to 93% for SLO 1 and SLO 2. SLO 3 requires students to “assess the value of information,” which requires critical thinking. Library faculty have developed a Library Comic focused on evaluating information that once added to the Library 1 course will support students in learning these skills.

**Please paste any relevant screenshots here.**

Mastery and Assessments by Learning Outcome



**Please add any relevant documents here.**

# Assessment

## Outcome Mastery Over Time

### Date

03/22/2024

### Observation

#### What did you notice?

Library faculty noticed that student mastery of outcomes declined in Summer 2023 compared with Summer 2022 and Winter 2024.

### Course(s)

Library 1

### SLO(s)

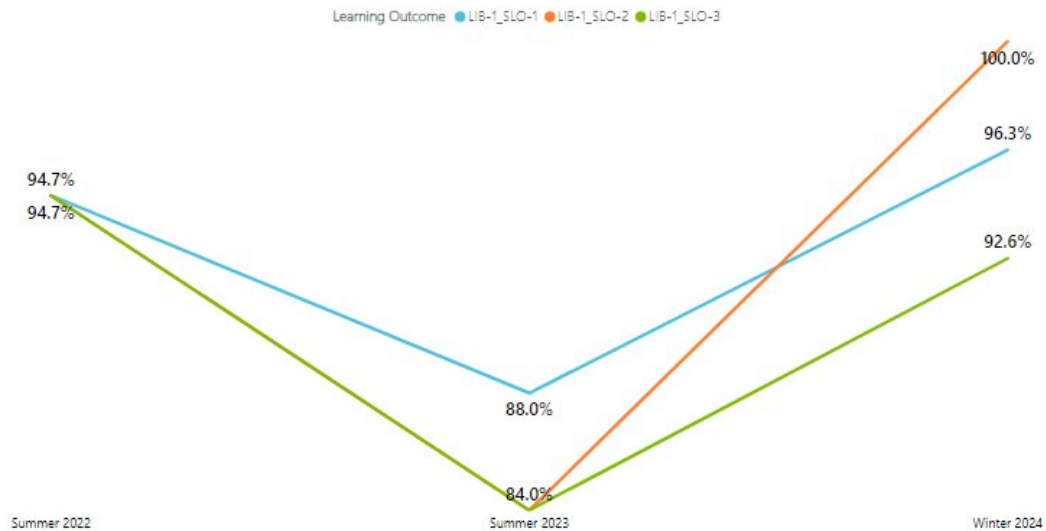
All three Library 1 SLOs (SLO 1, SLO 2, SLO 3) are scheduled for assessment every semester.

### Discussion/Analysis

Student mastery of outcomes was consistently lower for all three SLOs during Summer 2023. The library faculty suspect that zeros may have been recorded for students who did not complete the assessment, which may have artificially reduced the mastery percentage. The library faculty will review assessment procedures and conduct a norming session to ensure that Library 1 instructors are using a common assessment instrument and recording assessment results correctly.

### Please paste any relevant screenshots here.

Mastery by Term and Learning Outcome



# Assessment

Please add any relevant documents here.

## Outcome Mastery by Demographics

### Date

03/22/2024

### Observation

#### What did you notice?

Library faculty noticed that male students achieved higher levels of outcome mastery (93.3%) compared with female students (87.4%). There is an inverse relationship between outcome mastery and age in that students aged 25 and older achieved higher mastery than students aged 24 or younger. Finally, Hispanic and White students had lower mastery (84.8% and 86.7% respectively) than the other subpopulations of students.

### Course(s)

Library 1

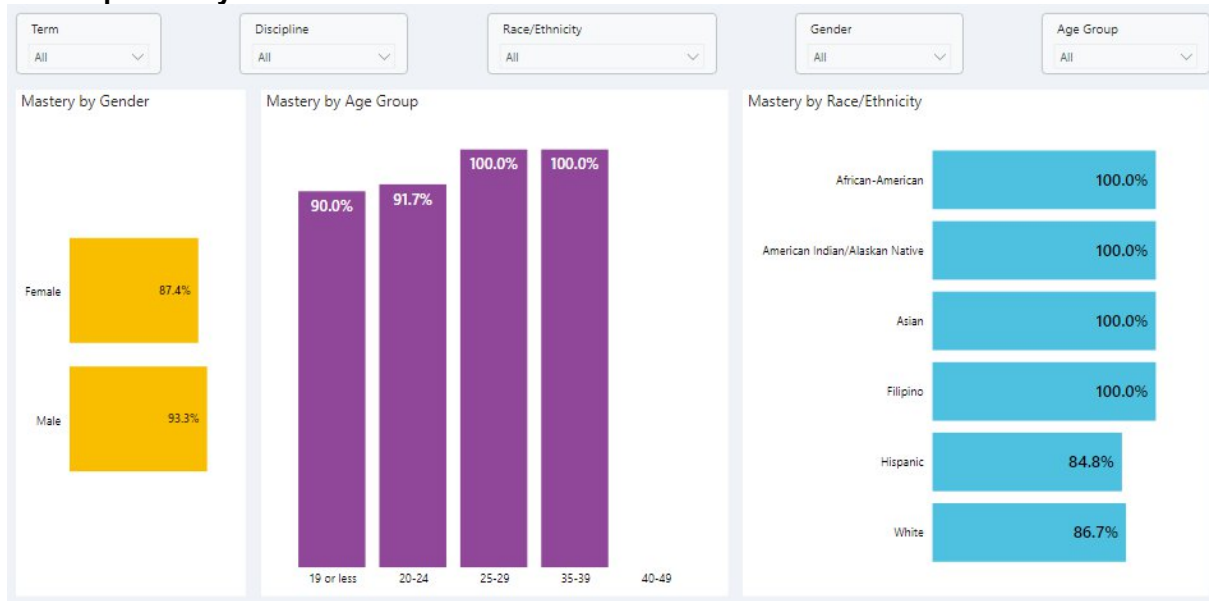
### SLO(s)

All three Library 1 SLOs (SLO 1, SLO 2, SLO 3) are scheduled for assessment every semester.

### Discussion/Analysis

Library faculty discussed how to increase outcomes mastery for females, younger students, and Hispanic students. The librarians will review and assess the course content, especially the assignments and examples, to identify any implicit bias. The faculty plan to develop a common Library 1 course shell that will consider equity-mindedness and asset-based pedagogy which may help these students achieve the outcomes at higher levels.

Please paste any relevant screenshots here.



# Assessment

Please add any relevant documents here.

# Resource Requests

## Portable Interactive Display for Library Instruction

### Resource Year

2025 Update

### What resources do we already have?

The Library currently has a big screen monitor on a television cart on loan from TSS that the librarians connect to a laptop during library presentations and research workshops. The cart is difficult to position for optimal viewing, and bulky to store. Moreover, the display is difficult for students to see and for faculty to use as they must use a traditional mouse and keyboard to demonstrate how to search the library catalog and databases online. (Please note, this request was initiated in the 2024-2027 Program Review, but changed to the 2025 update resource year inadvertently. Unfortunately, we could not switch the Resource Year back to 2024-2027.)

### What resources do you need?

The Library would like to request a portable interactive display that can be easily moved and stored when not in use. The interactive display will allow the librarians to interact with the screen directly instead of using an external mouse. Furthermore, the screen would be easier to position for students to see and would optimize library instruction. The request is for a Newline interactive display TT-8622Z, an onboard computer, and a height-adjustable cart with a 6-year warranty.

### \$ Amount Requested

13,467.94

### Resource Type

ITEM: Technology

### Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

The Wilfred J. Airey Library does not have a dedicated library instruction classroom. As a result, library research sessions must be presented in the open computer area within the library space. With enrollment increasing and the establishment of Library Liaisons, Library faculty have received more requests for research sessions and workshops. Providing more functional instructional equipment to support Library faculty in providing research instruction will facilitate information literacy as a General Education Learning Outcome. This request is aligned with EMP Goal 2 (Success) as Library Workshops are included in the Library Guided Pathways Plan, 2022-2024. Moreover, information literacy instruction provides foundational skills related to critical thinking and research that benefit students in various courses and programs. This request also maps to 2025 Objective 7.7 as library instruction is critical academic support that contributes to student success. Finally, this request aligns with the Student Equity Plan goals related to Transfer-level math and English for Hispanic/Latinx Students and Persistence for Black/African American Students as library instruction supports student completion and persistence for these students in English courses with research assignments.

### This request for my area is Priority #:

1

### Is this request

Revised

### For Administrative Use Only

### Funding Status

### Notes

Please note, this request was initiated in the 2024-2027 Program Review, but changed to the 2025 update resource year inadvertently. Unfortunately, we could not switch the Resource Year back to 2024-2027.

### Council Ranking

1

### 2025-26 Council Ranking

### Mapping

Educational Master Plan (2020-2025): *undefined*

- **2025 Objective 7.7 (Academic Affairs):** Build and support academic support services to improve student success (✓)

## Resource Requests

- **2030 Goal 2: Success:** Implement Guided Pathways framework. (✓)

### Instructional: Library: *undefined*

- **Align Library Services with the Guided Pathways :** Complete and assess implementation of the Library's Guided Pathways Plan, 2022-2024. (✓)
- **Assess and Improve Library Workshops :** The library faculty will review and assess how they offer information literacy and research instruction for courses when requested by discipline faculty. (✓)

### Student Equity Plan: *undefined*

- **Persistence for Black/African American Students:** Percentage of first-time college students who enrolled in the subsequent semester. (✓)
- **Transfer-level math and English for Hispanic/ Latinx Students:** Percentage of first time in college students who completed transfer-level math and English in the first year. (✓)

## Professional Bookeye Scanner

---

### Resource Year

2024 - 2027

### What resources do we already have?

The library currently has one entry-level flatbed scanner for all patrons to use in the library to scan documents and textbooks on reserve.

### What resources do you need?

The Library would like to purchase a professional Bookeye scanner for student and staff use. The scanner would include a book cradle and kiosk configuration that would allow students to scan and output the file for printing or email. The scanner would allow instructors and library staff to scan materials for instructional purposes. This scanner would also allow the library to digitize files for upload to the Springshare E-Reserves module and the Library Systems Platform Alma-D document repository for accreditation and document control purposes.

### \$ Amount Requested

19,500

### Resource Type

ITEM: Technology

### Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This resource request is supported by the Program/Unit Goal Infuse Diversity, Equity, Inclusion, and Accessibility into the Library as it helps eliminate the financial barriers to education presented by the cost of textbooks. In addition, the request aligns with 2030 Goal 3 (Equity) and 2025 Objectives 3.1-3.5 since students in the identified equity groups who have timely access to course materials tend to be more successful in their courses. The Bookeye scanner would also address 2025 Objective 6.4 as library faculty would be able to more efficiently scan print materials for incarcerated students at the CRC. This request would relate to 2025 Objective 7.7 as providing efficient and timely access to textbook materials in digital form builds and supports academic support services in the Library. Finally, this resource request supports Equity Plan goals related to transfer-level math and English completion, persistence, and degree/certification completion for Hispanic and African American students as access to course materials is tied to completion and persistence.

### This request for my area is Priority #:

### Is this request

Revised

### For Administrative Use Only

### Funding Status

Completed/Funded

### Notes

Received Bookeye scanner from Open Educational Resource Grant.

### Council Ranking

# Resource Requests

## 2025-26 Council Ranking

### Mapping

#### Educational Master Plan (2020-2025): undefined

- **2025 Objective 3.1 - KPI 8 (Student Services):** Reduce the equity gap for African American students by 40% (✓)
- **2025 Objective 3.2 - KPI 9 (Student Services):** Reduce the equity gap for Latinx students by 40% (✓)
- **2025 Objective 3.3 - KPI 10 (Student Services):** Reduce the equity gap for Men of Color by 40% (✓)
- **2025 Objective 3.4 - KPI 11 (Student Services):** Reduce the equity gap for LGBTQ+ students by 40% (✓)
- **2025 Objective 3.5 - KPI 12 (Student Services):** Reduce the equity gap for Foster Youth students by 40% (✓)
- **2025 Objective 6.4 (Academic Affairs):** Work toward reducing recidivism through incarcerated student education (✓)
- **2025 Objective 7.7 (Academic Affairs):** Build and support academic support services to improve student success (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)

#### Instructional: Library: undefined

- **Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library :** Ensure that all library instruction, services, resources and spaces are equally accessible, and that DEIA is celebrated, so that all students feel welcome and supported in the library. (✓)

#### Student Equity Plan: undefined

- **Persistence for Black/African American Students:** Percentage of first-time college students who enrolled in the subsequent semester. (✓)
- **Transfer-level math and English for Hispanic/ Latinx Students:** Percentage of first time in college students who completed transfer-level math and English in the first year. (✓)
- **Vision Goal Completion for Hispanic/ Latinx Students:** Percentage of first-time college students who completed a degree or certificate in three years. (✓)

## JOVE Database Subscription for Science Disciplines

### Resource Year

2024 - 2027

### What resources do we already have?

The Library initiated a subscription to JOVE in 2020-2021 in response to a request from science faculty in need of additional electronic resources to support online instruction during the pandemic. HEERF Funding paid for this expensive database through 2022-2023. The Library paid for the database through the subscriptions budget in 2023-2024.

### What resources do you need?

The Library requires additional funding to pay for the JOVE database, which has increased significantly in price (approximately \$2,000) over the last two years. The Library has contacted the statewide Library Consortium to inquire about reduced pricing, but the database vendor is unwilling to offer this product through the League. The CMAC chair has indicated that OER funding could possibly support this request.

### \$ Amount Requested

15,525

### Resource Type

ITEM: Instructional Supplies

**Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.**

## Resource Requests

This resource request maps to the Program/Unit Goal Align Library Services with the Guided Pathways as this database specifically supports faculty and students in the School of Natural Sciences, Health, and Kinesiology. Providing specialized databases supports 2030 Goal 2 (Success) as it implements the Guided Pathways Framework and helps students stay on the path. This database request also aligns with 2030 Goal 3 (Equity) and 2025 Objectives 3.1-3.5 since it helps close equity gaps in challenging science courses. This request maps to 2025 Objective 7.7 as it provides support or academic support services in the form of library database access. Finally, this resource request supports Equity Plan goals related to transfer-level math and English completion, persistence, and degree/certification completion for Hispanic and African American students as providing instructional materials in audio-visual formats facilitates student success.

**This request for my area is Priority #:**

### Is this request

Revised

### For Administrative Use Only

#### Funding Status

No longer needed

#### Notes

Database was evaluated in terms of usage, which did not justify continuing with the subscription. Biology faculty were contacted and notified of the results of the evaluation and agreed to use alternate resources to support instruction.

#### Council Ranking

#### 2025-26 Council Ranking

#### Mapping

Educational Master Plan (2020-2025): *undefined*

- **2025 Objective 3.1 - KPI 8 (Student Services):** Reduce the equity gap for African American students by 40% (✓)
- **2025 Objective 3.2 - KPI 9 (Student Services):** Reduce the equity gap for Latinx students by 40% (✓)
- **2025 Objective 3.3 - KPI 10 (Student Services):** Reduce the equity gap for Men of Color by 40% (✓)
- **2025 Objective 3.4 - KPI 11 (Student Services):** Reduce the equity gap for LGBTQ+ students by 40% (✓)
- **2025 Objective 3.5 - KPI 12 (Student Services):** Reduce the equity gap for Foster Youth students by 40% (✓)
- **2025 Objective 7.7 (Academic Affairs):** Build and support academic support services to improve student success (✓)
- **2030 Goal 2: Success:** Implement Guided Pathways framework. (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)

Instructional: Library: *undefined*

- **Align Library Services with the Guided Pathways :** Complete and assess implementation of the Library's Guided Pathways Plan, 2022-2024. (✓)

Student Equity Plan: *undefined*

- **Persistence for Black/African American Students:** Percentage of first-time college students who enrolled in the subsequent semester. (✓)
- **Transfer-level math and English for Hispanic/ Latinx Students:** Percentage of first time in college students who completed transfer-level math and English in the first year. (✓)
- **Vision Goal Completion for Hispanic/ Latinx Students:** Percentage of first-time college students who completed a degree or certificate in three years. (✓)

# Resource Requests

## Funds to Support Framing and Installing Student Artwork in Library Study Rooms

### Resource Year

2024 - 2027

### What resources do we already have?

The Library, Art, and Art History disciplines secured a Pathways to Success Title V Grant for an Experiential Learning Project that involved the creation and installation of student artwork in Library study rooms. The student artwork was displayed through Winter 2025 and was then de-installed. The Library applied for a Century Circle Grant in February 2025 to purchase the artwork from students. However, the library still requires funding to frame the artwork and install Slat MDF Acoustic Wall Panels in the study room walls to allow for the existing art, but also future pieces that students will create through the experiential learning assignments as a sustained collaboration with VAPA.

### What resources do you need?

The Library is requesting funds to cover the purchase of frames for current artwork and paneling (and the installation thereof) for the library study rooms to support a rotating collection of student art.

### \$ Amount Requested

6,000

### Resource Type

BUDGET: Request Ongoing Funding (Support, Mktg)

### Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This resource request maps to the Program/Unit Goal Align Library Services with the Guided Pathways as the Experiential Learning Project represents a collaboration between the Library and the School of Visual and Performing Arts. The request also aligns with Program/Unit Goal Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library as the artwork will have a diversity theme and seeks to create a sense of belonging and inclusivity. The installation and celebration of student artwork supports 2030 Goal 2 (Success) as it implements the Guided Pathways Framework through the collaboration between the Library and Art disciplines in line with the Library Guided Pathways Plan, 2022-2024. This request also aligns with 2030 Goal 3 (Equity) since the artwork will have a DEIA theme.

### This request for my area is Priority #:

3

### Is this request

Revised

### For Administrative Use Only

### Funding Status

### Notes

### Council Ranking

### 2025-26 Council Ranking

### Mapping

Educational Master Plan (2020-2025): *undefined*

- **2030 Goal 2: Success:** Implement Guided Pathways framework. (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)

Instructional: Library: *undefined*

- **Align Library Services with the Guided Pathways :** Complete and assess implementation of the Library's Guided Pathways Plan, 2022-2024. (✓)
- **Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library :** Ensure that all library instruction, services, resources and spaces are equally accessible, and that DEIA is celebrated, so that all students feel welcome and supported in the library. (✓)

# Resource Requests

## Alma Digital (Alma-D) Subscription

### Resource Year

2024 - 2027

### What resources do we already have?

The Library currently has a subscription for the Library Services Platform (LSP) that is paid for by the State Chancellor's Office. The LSP provides the College with a searchable library catalog that contains records on all library holdings.

### What resources do you need?

The Library would like to purchase the Alma Digital (Alma-D) add-on to the LSP that provides storage for a digital document repository. The Library uses Alma-D to catalog and store college documents that are organized into sub-collections and made publicly accessible and findable through the library catalog (OneSearch). The college website also links to these documents in PDF form, which helps the college website's accessibility score and maintains version control. In January 2026, Ex Libris will be migrating Alma Digital to an enhanced platform called Alma Specto. Alma Specto will have advanced features and may also be more expensive to license.

### \$ Amount Requested

2,000

### Resource Type

BUDGET: Request Ongoing Funding (Support, Mktg)

### Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This resource request maps to the Program/Unit Goal Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library as it would help make resources more available for students at the CRC. This request also aligns with 2030 Goal 3 (Equity) and 2025 Objective 6.4 since it provides support for incarcerated students. The addition of Alma-D would support academic support services and 2025 Objective 7.7. Finally, this request maps to 2025 Objective 8.2 as it supports integrated planning processes and accreditation.

### This request for my area is Priority #:

3

### Is this request

Revised

### For Administrative Use Only

### Funding Status

### Notes

### Council Ranking

### 2025-26 Council Ranking

### Mapping

Educational Master Plan (2020-2025): *undefined*

- **2025 Objective 6.4 (Academic Affairs):** Work toward reducing recidivism through incarcerated student education (✓)
- **2025 Objective 7.7 (Academic Affairs):** Build and support academic support services to improve student success (✓)
- **2025 Objective 8.2 (Planning and Development):** Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans (✓)
- **2030 Goal 3: Equity:** Close all student equity gaps. (✓)

Instructional: Library: *undefined*

- **Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library :** Ensure that all library instruction, services, resources and spaces are equally accessible, and that DEIA is celebrated, so that all

# Resource Requests

students feel welcome and supported in the library. (✓)

**Funds to purchase archiving supplies to properly document and preserve institutional materials collected and stored by the Norco College Library.**

---

## Resource Year

2026 Update

## What resources do we already have?

The library currently does not possess any archiving supplies to continue to provide adequate means of long term preservation or public access to archived resources.

## What resources do you need?

Since its foundation in 1991, Norco College has accumulated a significant body of institutional materials such as photographs, documents, and records which reflect the history, growth, and identity of the college and the communities it serves. For over three decades, these irreplaceable materials have been stored in back room of the library. In order to continue to maintain and grow a properly curated archival collection, the library will need a variety of archival supplies such as: various sized archival storage boxes, nitrile gloves, acid free polyester file folders, photograph and document page protectors, archiving linen tape, specialized glue for archiving purposes and adhesive remover.

## \$ Amount Requested

2,500

## Resource Type

ITEM: Equipment, Services, Software, Furniture

## Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This resource request maps to the Program/Unit Goal Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library as it would help make archived resources available to all students. Additionally, this request maps to 2025 Objective 8.2 as it supports integrated planning processes and accreditation.

## This request for my area is Priority #:

2

## Is this request

New

## For Administrative Use Only

## Funding Status

## Notes

## Council Ranking

## 2025-26 Council Ranking

## Mapping

Educational Master Plan (2020-2025): *undefined*

- **2025 Objective 8.2 (Planning and Development):** Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans (✓)

Instructional: Library: *undefined*

- **Infuse Diversity, Equity, Inclusion, and Accessibility (DEIA) into the Library :** Ensure that all library instruction, services, resources and spaces are equally accessible, and that DEIA is celebrated, so that all students feel welcome and supported in the library. (✓)

# Resource Requests

## Camera for Outreach

---

### Resource Year

2026 Update

### What resources do we already have?

The Library has limited resources available to effectively promote library engagement activities.

### What resources do you need?

One: Sony ZV-E10 II Mirrorless Camera with 16-50mm and 55-210mm Lenses Kit (Black)

### \$ Amount Requested

1,800

### Resource Type

ITEM: Equipment, Services, Software, Furniture

### Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

Purchasing a camera for the library maps to EMP Goal 7.6 and Goal 7.7 and will strengthen outreach, engagement, and communication efforts by enabling the creation of visual materials that promote library and academic support services. These efforts directly support institutional goals of increasing awareness of available services and encouraging student participation, which contributes to a stronger sense of belonging.

### This request for my area is Priority #:

2

### Is this request

New

### For Administrative Use Only

### Funding Status

### Notes

### Council Ranking

### 2025-26 Council Ranking

## Resource Request

---

**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Funds to cover the travel expenses and registration for the ELUNA Annual Meeting

**Request related to EMP goal or Assessment?**

EMP Goal 4

EMP Goal 11

**\$ Amount Requested**

2,200

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

**This request for my area is Priority #:**

2

## Professional Development Activity Funding Request Application

---

**Attendee and Activity Information**

Has this professional development request been discussed and approved by your department chair?

**Date of Request**

**Activity Date(s)**

**Attendee Name**

**Position**

**Discipline**

**Name of Activity and Organization/Sponsor**

**Link to Activity Website**

**Location**

**City, State**

**Have you sought any other co-sponsorship (other internal and/or external funding)?**

**If yes, list source and total dollar amount.**

## Faculty Professional Development Requests

### Estimated Costs (\$)

#### Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals (\$75/day maximum)

Hotel Parking

Incidentals

Total Costs

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Please upload proof of approval for travel from your department chair or Dean.

## For Administrative Use Only

---

Funding Status

Notes

## Resource Request

---

**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Travel funds to support attendance at the Council of Chief Librarians Deans and Directors Meeting

**Request related to EMP goal or Assessment?**

EMP Goal 4

**\$ Amount Requested**

500

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

**This request for my area is Priority #:**

1

## Professional Development Activity Funding Request Application

---

**Attendee and Activity Information**

Has this professional development request been discussed and approved by your department chair?

**Date of Request**

**Activity Date(s)**

**Attendee Name**

**Position**

**Discipline**

**Name of Activity and Organization/Sponsor**

**Link to Activity Website**

**Location**

**City, State**

**Have you sought any other co-sponsorship (other internal and/or external funding)?**

**If yes, list source and total dollar amount.**

## Faculty Professional Development Requests

### Estimated Costs (\$)

#### Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals (\$75/day maximum)

Hotel Parking

Incidentals

Total Costs

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Please upload proof of approval for travel from your department chair or Dean.

## For Administrative Use Only

---

Funding Status

Notes

## Resource Request

---

**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Travel funds to support attendance at the EBSCO User Group Conference

**Request related to EMP goal or Assessment?**

EMP Goal 4

**\$ Amount Requested**

920

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

**This request for my area is Priority #:**

3

## Professional Development Activity Funding Request Application

---

**Attendee and Activity Information**

Has this professional development request been discussed and approved by your department chair?

**Date of Request**

**Activity Date(s)**

**Attendee Name**

**Position**

**Discipline**

**Name of Activity and Organization/Sponsor**

**Link to Activity Website**

**Location**

**City, State**

**Have you sought any other co-sponsorship (other internal and/or external funding)?**

**If yes, list source and total dollar amount.**

## Faculty Professional Development Requests

### Estimated Costs (\$)

#### Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals (\$75/day maximum)

Hotel Parking

Incidentals

Total Costs

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Please upload proof of approval for travel from your department chair or Dean.

## For Administrative Use Only

---

Funding Status

Notes

## Resource Request

---

**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Registration costs for the Creative Commons Certificate Program

**Request related to EMP goal or Assessment?**

EMP Goal 4

**\$ Amount Requested**

500

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

Equity

**This request for my area is Priority #:**

4

## Professional Development Activity Funding Request Application

---

**Attendee and Activity Information**

Has this professional development request been discussed and approved by your department chair?

**Date of Request**

**Activity Date(s)**

**Attendee Name**

**Position**

**Discipline**

**Name of Activity and Organization/Sponsor**

**Link to Activity Website**

**Location**

**City, State**

**Have you sought any other co-sponsorship (other internal and/or external funding)?**

**If yes, list source and total dollar amount.**

## Faculty Professional Development Requests

### Estimated Costs (\$)

#### Registration

What is included with Registration?

Air Travel or Mileage (65.5 cents/mile)

Hotel (tax included)

Airport Parking

Ground Transportation

Meals (\$75/day maximum)

Hotel Parking

Incidentals

Total Costs

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

Briefly explain your selection above.

Is there anything else you would like to add?

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Please upload proof of approval for travel from your department chair or Dean.

## For Administrative Use Only

---

Funding Status

Notes

## Resource Request

---

**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Travel and registration costs for attendance at the Strengthening Student Success Conference

**Request related to EMP goal or Assessment?**

EMP Goal 4

**\$ Amount Requested**

1,801.65

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

Equity

**This request for my area is Priority #:**

2

## Professional Development Activity Funding Request Application

---

**Attendee and Activity Information**

**Has this professional development request been discussed and approved by your department chair?**

Yes

**Date of Request**

05/10/2024

**Activity Date(s)**

October 9-11, 2024

**Attendee Name**

Hayley Ashby

**Position**

Full-time Faculty

**Discipline**

Library

**Name of Activity and Organization/Sponsor**

Strengthening Student Success Conference - RP Group

**Link to Activity Website**

Link to the SSSC Website - <https://rpgroup.org/Events/Strengthening-Student-Success/overview>

**Location**

In state

**City, State**

Garden Grove, CA

**Have you sought any other co-sponsorship (other internal and/or external funding)?**

Yes

**If yes, list source and total dollar amount.**

I have checked with the Library department but there is no funding available

4/3/2026

## Faculty Professional Development Requests

### **Estimated Costs (\$)**

#### **Registration**

760

#### **What is included with Registration?**

Registration to the regular conference (\$675) and registration for the post-conference workshop on Artificial Intelligence (\$85)

#### **Air Travel or Mileage (65.5 cents/mile)**

38.65

#### **Hotel (tax included)**

850

#### **Airport Parking**

#### **Ground Transportation**

#### **Meals (\$75/day maximum)**

175

#### **Hotel Parking**

48

#### **Incidentals**

#### **Total Costs**

1,871.65

### **Justification for Funding Request**

**Select the categories of professional development that best support your request. (Check all that apply)**

Improvement of teaching

Computer and technological proficiency programs

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

I would like to attend the conference to assist with supporting the library's implementation of the guided pathways framework through our Library Guided Pathways Plan. I also would like to use the studies and research projects to assist with the further development of assessment practices for the library and would also share this information with the CHL school and the Assessment Committee to information assessment practices (I am a member of NAC). Finally, I will use what I learn to inform my instructional practices in Library 1 and library orientations.

**How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.**

Facilitate a conversation

Change something in your classroom

Share at a department meeting

**Briefly explain your selection above.**

I will share the information I learn from the conference with my school at a meeting and would be happy to facilitate a conversation with TLC.

**Is there anything else you would like to add?**

### **Approve and Submit**

**Proof of approval is uploaded, ready to submit?**

Yes

**Please upload proof of approval for travel from your department chair or Dean.**

[SSSC Dept Chair Approval.pdf](#)

## Faculty Professional Development Requests

### For Administrative Use Only

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#### Funding Status

#### Notes

2024 - 2027

### Resource Request

---

#### What resources do we already have?

FPDC covered the cost for registration to the Strengthening Student Success Conference and partial cost for the post-conference workshop (\$105 still needed)

#### Potential Funding Source(s)

FPDC

#### What resources do you need?

Travel and registration costs for attendance at the Strengthening Student Success Conference

#### Request related to EMP goal or Assessment?

EMP Goal 4

#### \$ Amount Requested

366.65

#### Resource Type

FACULTY: Professional Development

#### The evidence to support this request can be found in:

Program/Unit Goals

Equity

#### This request for my area is Priority #:

2

### Professional Development Activity Funding Request Application

---

#### Attendee and Activity Information

Has this professional development request been discussed and approved by your department chair?

Yes

#### Date of Request

08/27/2024

#### Activity Date(s)

October 9-11, 2024

#### Attendee Name

Hayley Ashby

#### Position

Full-time Faculty

#### Discipline

Library

#### Name of Activity and Organization/Sponsor

Strengthening Student Success Conference - RP Group

#### Link to Activity Website

Link to the SSSC Website - <https://rpgroup.org/Events/Strengthening-Student-Success/overview>  
Conference Registration - <https://rpgroup.org/Strengthening-Student-Success/Registration>

4/3/2026

Generated by Nuventive Improvement Platform

## Faculty Professional Development Requests

Post-Conference Workshop - <https://rpgroup.org/Events/Strengthening-Student-Success/Workshops>

### Location

In state

### City, State

Garden Grove, CA

### Have you sought any other co-sponsorship (other internal and/or external funding)?

Yes

### If yes, list source and total dollar amount.

I have checked with the Library department but there is no funding available; since my last request I was able to secure support for hotel accommodations through the Office of Institutional Effectiveness

### Estimated Costs (\$)

#### Registration

105

#### What is included with Registration?

Registration to the main conference; post-conference workshop on Artificial Intelligence cost is \$190 rather than the \$85 previously requested which was the presenter price. An additional \$105 is needed to register for this workshop.

#### Air Travel or Mileage (65.5 cents/mile)

38.65

#### Hotel (tax included)

#### Airport Parking

#### Ground Transportation

#### Meals (\$75/day maximum)

175

#### Hotel Parking

48

#### Incidentals

#### Total Costs

366.65

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Improvement of teaching

Computer and technological proficiency programs

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

I would like to attend the conference to assist with supporting the library's implementation of the guided pathways framework through our Library Guided Pathways Plan. I also would like to use the studies and research projects to assist with the further development of assessment practices for the library and would also share this information with the CHL school and the Assessment Committee to information assessment practices (I am a member of NAC). Finally, I will use what I learn to inform my instructional practices in Library 1 and library orientations.

**How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.**

Facilitate a conversation

Change something in your classroom

Share at a department meeting

## Faculty Professional Development Requests

### Briefly explain your selection above.

I will share the information I learn from the conference with my discipline, school at a meeting, and would be happy to facilitate a conversation with other groups like TLC.

Is there anything else you would like to add?

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Yes

Please upload proof of approval for travel from your department chair or Dean.

[SSSC Dept Chair Approval.pdf](#)

## For Administrative Use Only

---

### Funding Status

### Notes

2024 - 2027

## Resource Request

---

What resources do we already have?

None

Potential Funding Source(s)

FPDC

What resources do you need?

Funds to cover the cost of the courses

Request related to EMP goal or Assessment?

EMP Goal 4

\$ Amount Requested

400

Resource Type

FACULTY: Professional Development

The evidence to support this request can be found in:

Program/Unit Goals

Equity

This request for my area is Priority #:

1

## Professional Development Activity Funding Request Application

---

### Attendee and Activity Information

Has this professional development request been discussed and approved by your department chair?

Yes

Date of Request

11/04/2024

Activity Date(s)

November 2024 and April 2025

Attendee Name

Cheryl Cox

4/3/2026

## Faculty Professional Development Requests

### Position

Full-time Faculty

### Discipline

Library

### Name of Activity and Organization/Sponsor

Fresno Pacific University

### Link to Activity Website

Teaching with OER and Open Pedagogy for Equity - [Course Description](#)  
Equity & Culturally Responsive Teaching in the Online Learning Environment - [Course Description](#)

### Location

In state

### City, State

Fresno, CA

### Have you sought any other co-sponsorship (other internal and/or external funding)?

Yes

### If yes, list source and total dollar amount.

No library budget funding available

### Estimated Costs (\$)

#### Registration

400

#### What is included with Registration?

N/A

#### Air Travel or Mileage (65.5 cents/mile)

0

#### Hotel (tax included)

0

#### Airport Parking

0

#### Ground Transportation

0

#### Meals (\$75/day maximum)

0

#### Hotel Parking

0

#### Incidentals

0

#### Total Costs

400

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Improvement of teaching

Retraining to meet changing institutional needs

Courses and training implementing equity minded practices

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

Each of the courses focuses on key areas that are directly relevant to my role and the College's goals. By improving my expertise, I will be better equipped to drive projects forward, guide my colleagues when selecting

## Faculty Professional Development Requests

OER resources, and be more mindful of equity considerations when creating, designing, and promoting information literacy guides/resources.

**How do you plan to share the information gained from the activity to your department/division? See “Dissemination Plan Ideas” document for ways to disseminate information and check all that apply.**

Facilitate a conversation

Share at a department meeting

Change something in your classroom

**Briefly explain your selection above.**

I will share the information with faculty colleagues, including the other librarians and faculty in CHL. I will use the equity best practices to inform my instruction in the classroom and at the reference desk.

**Is there anything else you would like to add?**

### **Approve and Submit**

**Proof of approval is uploaded, ready to submit?**

Yes

**Please upload proof of approval for travel from your department chair or Dean.**

[CCox\\_Professional Development 2024-25.pdf](#)

## For Administrative Use Only

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### Funding Status

### Notes

2025 Update

## Resource Request

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**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Funds to cover the cost of the California Library Association (CLA) Conference

**Request related to EMP goal or Assessment?**

EMP Goal 4

EMP Goal 12

**\$ Amount Requested**

700

**Resource Type**

FACULTY: Professional Development

**The evidence to support this request can be found in:**

Program/Unit Goals

**This request for my area is Priority #:**

1

## Faculty Professional Development Requests

### Professional Development Activity Funding Request Application

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#### **Attendee and Activity Information**

Has this professional development request been discussed and approved by your department chair?

Yes

#### **Date of Request**

08/28/2025

#### **Activity Date(s)**

October 23 - 25

#### **Attendee Name**

Cheryl Cox

#### **Position**

Full-time Faculty

#### **Discipline**

Library

#### **Name of Activity and Organization/Sponsor**

California Library Association (CLA)

#### **Link to Activity Website**

[CLA Conference 2025 - Riverside](#)

#### **Location**

In state

#### **City, State**

Riverside, CA

Have you sought any other co-sponsorship (other internal and/or external funding)?

Yes

If yes, list source and total dollar amount.

No library budget funding available

#### **Estimated Costs (\$)**

##### **Registration**

510

##### **What is included with Registration?**

Admission to the conference. However, if I become a member for \$40, the registration fee becomes \$320 for members.

##### **Air Travel or Mileage (65.5 cents/mile)**

12

##### **Hotel (tax included)**

0

##### **Airport Parking**

0

##### **Ground Transportation**

0

##### **Meals (\$75/day maximum)**

75

##### **Hotel Parking**

##### **Incidentals**

60

## Faculty Professional Development Requests

### Total Costs

657

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Improvement of teaching

Retraining to meet changing institutional needs

Courses and training implementing equity minded practices

Other activities determined to be related to educational and professional development

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

The conference is focused on "storytelling" which aligns with the College's Equity Summit. By attending the programs and listening to speakers I will learn to help make the library more accessible and equitable for students. I hope to learn strategies for improving outreach and how to utilize immersive storytelling as a tool for social change.

**How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.**

Facilitate a conversation

Share at a department meeting

Change something in your classroom

**Briefly explain your selection above.**

I will share the information with faculty colleagues, including the other librarians. I will use the information learned at the conference to support and change my instruction in the classroom, the library environment as a whole, and specifically in the library while at the reference desk.

**Is there anything else you would like to add?**

I'm hoping to save the committee some costs by registering for the conference as a member. The membership fee to join CLA is \$40 for first time members. This \$40 fee plus the members registration fee of \$320 reduces the cost of registration from \$510 to \$360. I am excited about the alignment between the conference theme of "Storytelling" and the College's theme for the Equity Summit.

### Approve and Submit

**Proof of approval is uploaded, ready to submit?**

Yes

**Please upload proof of approval for travel from your department chair or Dean.**

[CLA Fall25 Dept Approval.pdf](#)

## For Administrative Use Only

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### Funding Status

### Notes

2026 Update

## Resource Request

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**What resources do we already have?**

None

**Potential Funding Source(s)**

FPDC

**What resources do you need?**

Funds to cover the travel expenses and registration for the ELUNA 2026 Annual Meeting

## Faculty Professional Development Requests

### Request related to EMP goal or Assessment?

EMP Goal 4  
EMP Goal 11  
EMP Goal 3

### \$ Amount Requested

1,920

### Resource Type

FACULTY: Professional Development

### The evidence to support this request can be found in:

Program/Unit Goals

### This request for my area is Priority #:

1

## Professional Development Activity Funding Request Application

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### Attendee and Activity Information

#### Has this professional development request been discussed and approved by your department chair?

Yes

#### Date of Request

12/02/2025

#### Activity Date(s)

April 29 – May 1, 2026

#### Attendee Name

Miguel Castro

#### Position

Full-time Faculty

#### Discipline

Library

#### Name of Activity and Organization/Sponsor

Eluna 2026 Conference - Ex Libris Users of North America (ELUNA) Users of North America (ELUNA) and the IGeLU (International Group of Ex Libris Users)

#### Link to Activity Website

<https://el-una.org/meetings/eluna-2026-conference/>

#### Location

In state

#### City, State

Los Angeles, California

#### Have you sought any other co-sponsorship (other internal and/or external funding)?

Yes

#### If yes, list source and total dollar amount.

No library budget funding available

#### Estimated Costs (\$)

##### Registration

1,000

##### What is included with Registration?

Admission to the conference for (3) days

##### Air Travel or Mileage (65.5 cents/mile)

65

## Faculty Professional Development Requests

### Hotel (tax included)

600

### Airport Parking

### Ground Transportation

### Meals (\$75/day maximum)

75

### Hotel Parking

180

### Incidentals

### Total Costs

1,920

### Justification for Funding Request

**Select the categories of professional development that best support your request. (Check all that apply)**

Maintenance of current academic/technical knowledge & skills

Development of innovations in instructional and administrative techniques & program effectiveness

Courses and training implementing equity minded practices

Other activities determined to be related to educational and professional development

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

Attending this conference allows training opportunities for learning skills to optimize the library platform and resource accessibility for students and faculty. Conference sessions feature library professionals sharing real-world solutions to common problems that have been tested and refined at other institution and can be implemented at Norco College. Conference sessions include topics like enhancing assignment creation with AI tools and positioning the library as a strategic partner in teaching and directly supporting instructional goals. The conference essentially serves as both professional development and strategic planning, helping librarians enhance services that directly support student learning, faculty teaching, and institutional efficiency goals.

**How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.**

Facilitate a conversation

Share at a department meeting

Provide adjunct training

**Briefly explain your selection above.**

My intention is to pass along learned content from other Ex Libris product customers about optimizing products, tackling projects and problems, and implementing new services or models at Norco College. Attending this conference provides: Concrete examples from peer institutions to reference when discussing workflow improvements or new features, solutions to common problems that other libraries have already tested, product roadmap insights directly from Ex Libris that affect library system's and comparative data showing how other institutions use the same tools as the Norco College library, all of which can be shared among the Norco College library staff.

**Is there anything else you would like to add?**

The ELUNA conference is essential for college librarians because it provides peer-tested solutions from other academic institutions facing similar challenges, rather than just vendor presentations. College librarians can directly shape the Ex Libris products they use daily by participating in user groups with product managers and enhancement coordinators. The conference format encourages meaningful networking, with smaller session sizes that allow for in-depth questions and relationship-building with colleagues who can provide ongoing support. I would love to attend this conference as ELUNA is invaluable for staying current with library technology while building a support network of peers solving the same problems.

## Faculty Professional Development Requests

### Approve and Submit

Proof of approval is uploaded, ready to submit?

Yes

Please upload proof of approval for travel from your department chair or Dean.

[Request for Dept approval\\_2026 Eluna Conference.pdf](#)

## For Administrative Use Only

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### Funding Status

### Notes

2026 Update

## Resource Request

---

What resources do we already have?

### Potential Funding Source(s)

FPDC

What resources do you need?

mileage, hotel, food

Request related to EMP goal or Assessment?

EMP Goal 3

\$ Amount Requested

404.36

Resource Type

FACULTY: Professional Development

The evidence to support this request can be found in:

Equity

This request for my area is Priority #:

I have received this request

## Professional Development Activity Funding Request Application

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### Attendee and Activity Information

Has this professional development request been discussed and approved by your department chair?

Yes

Date of Request

03/13/2026

Activity Date(s)

May 1, 9 AM – 2:30 PM

Attendee Name

Angela Thomas

Position

Part-time Faculty

Discipline

Business

Name of Activity and Organization/Sponsor

ZTC Summit, ASCCC OERI

4/3/2026

## Faculty Professional Development Requests

### Link to Activity Website

There isn't anything up yet but they are working on it. [Here is a link](#) to last years activities.

### Location

In state

### City, State

Valencia, CA

### Have you sought any other co-sponsorship (other internal and/or external funding)?

No

If yes, list source and total dollar amount.

### Estimated Costs (\$)

#### Registration

0

#### What is included with Registration?

lunch

#### Air Travel or Mileage (65.5 cents/mile)

54.36

#### Hotel (tax included)

200

#### Airport Parking

0

#### Ground Transportation

0

#### Meals (\$75/day maximum)

150

#### Hotel Parking

0

#### Incidentals

0

#### Total Costs

404.36

### Justification for Funding Request

Select the categories of professional development that best support your request. (Check all that apply)

Courses and training implementing equity minded practices

**Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs, grants, or plans (e.g., Equity, AB 705, Guided Pathways, STEM, etc.) please explain.**

This summit provides training in best practices in the world of ZTC. Textbook costs are an equity issue. We also talk about the freedom to change OER textbooks to allow for more inclusion using the IDEA Framework rubric and other tools.

**How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.**

Develop a Flex day activity

**Briefly explain your selection above.**

I can present at FLEX about something I learned at the ZTC summit. I also plan to bring back my knowledge to CMAC.

**Is there anything else you would like to add?**

This is a great way to show how dedicated Norco College is to ZTC and represent the college as a major player.

## Faculty Professional Development Requests

### Approve and Submit

Proof of approval is uploaded, ready to submit?

No

Please upload proof of approval for travel from your department chair or Dean.

## For Administrative Use Only

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**Funding Status**

**Notes**

## Faculty Hiring Resource Requests

### Program Review Reflections

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**What would make program review meaningful and relevant for your unit?**

It would be helpful to receive feedback on our program review submission and how it could be improved in the future. Also, we would like to know what resource requests are funded.

**What questions do we need to ask to understand your program plans, goals, needs?**

Ask the following:

- How does the Library contribute to student success across disciplines and programs?
- What is the Library's role in implementing Guided Pathways?
- How are Library resources such as subscription databases funded?
- What professional development do Library faculty need to meet its goals?

**What types of data do you need to support your program plans, goals, needs?**

The Library needs to have a section within program review to enter information about SAO assessment and data dashboards for SAOs.

**If there are any supporting documents you would like to attach, please attach them here.**

### Submission

---

**All parts of my Program Review have been completed and it is ready for review.**

Yes

### Program Review Reflections

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**What would make program review meaningful and relevant for your unit?**

**What questions do we need to ask to understand your program plans, goals, needs?**

**What types of data do you need to support your program plans, goals, needs?**

**If there are any supporting documents you would like to attach, please attach them here.**

### Submission

---

**All parts of my Program Review have been completed and it is ready for review.**

Yes