



Charter for Library & Learning Resource Center Advisory Committee

2021 – 2022

This Charter is established between the Library & Learning Resource Center Advisory Committee (LLRCAC) and the Academic Senate to structure the process and planned outcomes included herein during the 2021-2022 academic year.

Purpose

The purpose of the LLRCAC is to facilitate discussion and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

The mission of the LLRCAC is to serve as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations to uphold the overall mission of Norco College.

Charge

The LLRCAC is primarily responsible for assessing and coordinating the following Educational Master Planning goal and corresponding objectives:

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.*

- **Objective 7.6:** Build and support student services to foster student engagement, wellness, and success in the classroom and outside of the classroom.
- **Objective 7.7:** Build and support academic support services to improve student success.

Guiding Principles and Assumptions

The LLRCAC is a standing committee of the Academic Senate. The faculty Co-Chair provides regular reports on monthly meetings to the Academic Senate.

The following accreditation Standard guides the discussions of the LLRCAC:

Standard II.B.1: Library and other student support services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education.

The following California Education Code guides Library operations and provides context for the LLRCAC:

California Education Code - 78103 (Librarian On Duty): The libraries shall be open for the use of the faculty and the students of the community college district during the day. In addition, the libraries may be open at other hours, including evenings and Saturdays, as the governing board may determine. Libraries open to serve students during evening and Saturday hours shall be under the supervision of academic personnel.

Equity

The LLRCAC is committed to racial equity internally through its work environment and externally through the resources, services, and events it provides.

Scope & Expected Deliverables

The Library and Learning Resource Center and all associated services, resources, and activities fall under the purview of the LLRCAC.

As a standing committee of the Academic Senate, this committee is subject to the Brown Act and develops and posts agendas and minutes accordingly.

The LLRCAC reviews quantitative and qualitative assessment data aligned with service area outcomes and documents actions for improving Library and Learning Center resources, events, and services.

During the spring semester of each academic year, the LLRCAC evaluates the effectiveness of its planning and decision-making processes through the Survey of Effectiveness. The LLRCAC forwards recommendations for improvement to the Academic Senate in the form of an executive summary that analyzes the results of the Survey. The Academic Senate provides feedback on the executive summary and takes action on the LLRCAC recommendations.

Membership

The LLRCAC is comprised of approximately 16 members, inclusive of representatives from all the primary constituency groups. These representatives are assigned or appointed by their respective representative bodies, based ideally on expertise, title, or functional area of responsibility that aligns with the charge of the LLRCAC. An example of the membership might include the following individuals:

- Faculty Co-Chair – Librarian
- Administrative Co-Chair – Dean of Library & Learning Resource Center
- 8 Faculty Members
- 4 Classified Professional Members
- 2 Student Members

All members are voting members.

Meeting Time/Pattern

The LLRCAC meets during the Fall and Spring terms on the second Tuesday of the month from 12:50-1:50 pm. The meetings may be conducted by video conference, if permitted.

Roles of Chairs and Members

The Co-Chairs are accountable to the Academic Senate to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing the agenda and facilitating meetings of the LLRCAC based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the LLRCAC that can help to achieve the LLRCAC charter deliverables (and relevant strategic charge). Members are expected to attend and actively participate in all meetings, deliberations, and decision-making processes of the LLRCAC. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with LLRCAC peers, with the intention of finding consensus on all issues that come before the LLRCAC.

Meeting Procedures and Expectations

The Chairs and members of this governance entity will adhere to meeting and governance best practices as follows:

- Meeting agendas are issued at least 72 hours in advance of meeting times.
- Agenda items are sent to the Co-Chairs prior to 5:00 pm on the Thursday before a scheduled meeting.
- Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward.
- Minutes are taken and posted online to record the group's progress.
- Members endeavor to:
 - Appropriately prepare for meetings based on the meeting agenda.
 - Arrive promptly and stay for the duration of entire meetings.
 - Participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations, and, where appropriate, distinguish between constituency versus college-wide perspectives.
 - Welcome all ideas, interests and objectives that are within the scope of the charter.
 - Actively listen, to engage in respectful and constructive dialogue.
 - Work with a spirit of cooperation and compromise, leading to authentic collaboration.
 - Move forward once a consensus-based decision has been made.
 - Continue to progress with the members who are present at each meeting.
 - Follow through on tasks that are committed to outside of scheduled meetings.