NORCO COLLEGE

Library & Learning Resource Center Advisory Committee Meeting
October 13, 2020
12:50-1:50pm

Zoom Meeting Link
Meeting ID: 921 1673 9979
Password: LLRC

Agenda

1. Approval of 10-13-2020 Agenda (Vivian Harris)

2. Approval of 9-8-2020 Minutes (Vivian Harris)

3. Read 2 Succeed Update (Damon Nance)

4. LRC Workgroup Update (Damon Nance)

5. Student Report (ASNC Student Representative)

6. Academic Senate Standing Committee Fall 2020 Report (Vivian Harris)

7. Strategic Planning and Governance Manual Charter p96-98 (Vivian Harris)

8. Open Forum

Next Meeting: November 10, 2020

Committee Mission: *The Library and Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.*

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

Academic Senate Standing Committee
Report to Academic Senate
Fall 2020

1. **Committee Name:**

    - Library & Learning Resource Center Advisory Committee

2. **Committee's Statement of Purpose/Mission:**

    - The Library & Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.

3. **Is the committee satisfied with its statement of purpose/mission? If not, what plans does the committee have to update its statement of purpose/mission?**

    - Yes, the committee is satisfied with its statement of purpose/mission

4. **How does the committee align with [Norco College's Mission](#)? (Please use our *current* mission).**

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

    - The Library & Learning Resource Center Advisory Committee fosters strategic planning, student success, and sustained continuous improvement; upholds the overall mission of Norco College; provides an inclusive space for all Norco College constituents along with physical and informational resources and services within the Wilfred J. Airey Library; and offers learning support services provided by the Learning Resources Center.

5. **Please provide an updated roster of all Committee Members for the 2020-2021 academic year:**

    - Vivian Harris, Associate Professor, Library Services (Faculty Co-Chair)
    - Damon Nance, Dean of Technology and Learning Resources (Administrative Co-Chair)
    - Sabrina Sepulveda, Administrative Assistant, Library/Learning Resources (Administrative Support)
    - ASNC Student Representative

- Rex Beck, Professor, Business Logistics Management
- Miguel Castro, Library Technical Assistant II
- Elisa Chung, Associate Professor, Mathematics
- Gabriela Cortez, Administrative Assistant, CalWORKS
- Joseph DeGuzman, Associate Professor, Mathematics
- Glen Graham, Assistant Professor, Electronics
- Daren Koch, Tutorial Services Technician
- Jesus Reyes, Assistant Professor, Anatomy & Physiology
- Jose Sentmanat, Assistant Professor, Philosophy
- Mitzi Sloniger, Associate Professor, Reading
- Marianne Stefanous, Tutorial Services Clerk
- Walter Stevens, Professor, Theater Arts

6. **Is this membership correct? If not, what corrections will be made, and when? Is the committee satisfied with its membership? If not, what changes need to be made and when are these changes expected?**

   - Yes, the membership is correct

7. **Please list the Committee's alignment to Educational Master Plan (EMP) Goals as listed in the new [Strategic Planning & Governance Manual (SPGM) DRAFT 1](#), Chapter 5, pages 30-36.**

   - Objective 7.6 – Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.
     - Strategic Body: Student Support Council
     - Implementation: Library and Learning Resource Center Advisory Committee

   - Objective 7.7 – Build and support academic support services to improve student success
     - Strategic Body: Academic Council
     - Implementation: Library and Learning Resource Center Advisory Committee

8. **Are there any EMP objectives in Chapter 5 the committee recommends should be added to the committee's charge in SPGM DRAFT 1? Are there any EMP objectives in Chapter 5 the committee recommends should be removed from the committee's charge in SPGM DRAFT 1?**

   - The Library and Learning Resource Center Advisory Committee would only like to be included in objectives 7.6 & 7.7

9. **Please state what the committee accomplished in Spring 2020 and what the committee will do during the Fall 2020 semester to address each goal mentioned above.**

   - Spring 2020 committee meetings were held on March 9 & May 11; Fall 2020 meetings are being held on September 8, October 13, & November 10
   - Norco College librarians continue to maintain virtual reference desk hours identical to the pre-COVID physical face-to-face library open hours: Monday-Thursday 7:30am-8pm; Friday 7:30am-4pm; Saturday 9am-2pm (spring/fall); Monday-Thursday 7:30am-8pm (summer); Monday-Thursday 7:30am-4pm (winter)
   - 2 associate faculty librarians became accessibility mentors to assist colleagues with Canvas while transitioning to becoming an online institution
   - Library and Learning Resource Center statistics are sent out by the LLRC Dean on a weekly basis
   - The Fall 2020 Virtual Read 2 Succeed book is When We Rise by Cleve Jones. This is the first LGBTQ+ selection. Virtual events include a book discussion (9-24-20), a student panel (10-22-20), and an author lecture (11-19-2020).
   - The Student Discussion Club continues to meet on the 2nd and 4th Tuesday of the month during the spring and fall semesters

10. **Please list the Committee's alignment to specific areas of the "10+1" (Academic and Professional Matters):**

    1. Curriculum, including establishing prerequisites and placing courses within disciplines
    2. Degree and certificate requirements
    3. Grading policies
    4. Education program development
    5. Standards or policies regarding student preparation and success
       - The Library and Learning Resource Center both provide resources that contribute to student preparation and success
    6. District and college governance structures, as related to faculty roles
       - Faculty librarians participate on district and college committees
    7. Faculty roles and involvement in accreditation processes, including self--study and annual reports
       - Faculty librarians assist with writing accreditation standard II B, conducting surveys, and completing annual library reports
    8. Policies for faculty professional development activities
    9. Processes for program review
       - Faculty librarians submit an annual program review
    10. Processes for institutional planning and budget development

11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

11. **Please report here a summary of discussion concerning the Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees (this should have been reviewed by your committee in Spring 2020—please review with your committee now if necessary):**

   - The Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees was included and discussed as an agenda item at the September 8, 2020 meeting
   - All members were pleased with the results

12. **Please share any other activities/plans the committee is currently undertaking:**

   - The Library & Learning Resource Center Advisory Committee is forming a Learning Resource Center (LRC) Workgroup in order to create and finalize an LRC plan that will be beneficial for Norco College students

13. **What assistance does the committee need from Academic Senate?**

   - N/A

14. **Please share any additional comments/information here:**

   - In fall 2020, the committee underwent a formal name change from Library Advisory Committee to Library & Learning Resource Center Advisory Committee

Charter Template

To be posted on appropriate webpage once approved

GROUP NAME
Charter

This Charter is established between the (Group Name) and the (Overseeing Senate, Council, or Committee) to structure the process and planned outcomes for the (Group Name) during the (length of charter, in number of years) year period of the (year-year) academic/calendar year(s).

Purpose	[State the overall responsibility and context for the work of the proposed body. It is here that it should be made clear to what overseeing body the proposed body is making recommendations and from what body they are taking direction and/or by what body their work is being coordinated.]
Charge	[Identify and describe the primary work to be accomplished within the context of the overall goals of the college including specific EMP goal alignment. This sets boundaries for topics within their overall purview and/or delineates the boundaries of their work so that they are not duplicating the efforts or services being provided or performed effectively by other governance groups and/or other areas/offices/organizations/people within the college community.]
Scope/Deliverables	[Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes form the work.]
Membership	[Description of the number and composition of the members based on role/perspective/expertise and constituency group.] The (proposed body) will be comprised of (number) members (or as specified by the overseeing committee/council) inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc. • Role/Perspective/Expertise [Chair] – (Constituency) • Role Perspective/Expertise [Co-Chair] - (Constituency) • Role/Perspective/Expertise – (Constituency) • Role/Perspective/Expertise – (Constituency)

Meeting Time/Pattern	[Specify meeting days/times or the general pattern or schedule. See examples below.] The (proposed body) meets weekly on (day) at (time) in (location). The (proposed body) meets monthly on the (first, second, etc.)(day of month) at (time) in (location).
Roles of Chairs and Members	The Co-Chairs are accountable to (the overseeing body) to ensure continuity of dialogue between governance tiers. Chairs are responsible for preparing agenda and facilitating meetings of the (proposed body) 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 (proposed body) that can help to achieve the (proposed body's) charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the (proposed body). While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with (proposed body) peers with the intention of finding consensus on all issues that come before the (proposed body).

Meeting Procedures and Expectations	The Co-Chairs, and members of the (proposed body) will adhere to participatory governance best practices as follows:
	
	• Meeting agendas are issued in advance of meeting times.
	• 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.
	• Members endeavor to:
	    o appropriately prepare for meetings based on the meeting agenda.
	    o arrive promptly and stay for the duration of entire meetings.
	    o 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.
	    o welcome all ideas, interests and objectives that are within the scope of the charter.
	    o actively listen to engage in respectful and constructive dialogue.
	    o work with a spirit of cooperation and compromise leading to authentic collaboration.
	    o move forward once a consensus-based decision has been made.
	    o continue to progress with the members who are present at each meeting.
	    o follow through on tasks that are committed to outside of scheduled meetings.

Roster Template (Example)

PROPOSED BODY NAME

Roster of Members as of [Current Date]

Name	Perspective/Expertise	Role	Constituency
Name of individual	In what position in the charter does this individual fill?	Co-Chair, Member? Ex-officio or appointed? If appointed and charter is multi-year, term of office for the position? Terms should be staggered.	Management, Faculty, Classified, or Student?