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Norco College
Library Advisory Committee Meeting
Tuesday, Oct.13, 2015
12:50-1:50pm
CSS 219

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Minutes
Members Present: Rex Beck, Miguel Castro, Elisa Chung, Joseph De Guzman, Siobhan Freitas, Teresa Friedrich Finnern, Vivian Harris, Alain Joachin, Ruth Leal, Carol Miter, Damon Nance, Walter Stevens, Miriam Torres.
Members Absent: Quinton Bemiller, Celia Brockenbrough, Farrah Jalanbo, Andrew Kuria, Daniel Lambros, Gabriela Lemus, Christian Medina, Gisel Medina, Stephen Park, Stephany Kyriakos.
Guests: Greg Aycock and Emile Bradshaw

1. Approval of the Minutes

- Motion to Approve: Alain Joachin
- Second: Carol Miter
- Discussion/Change: One member has retired; remove from roster.

Minutes were unanimously approved with change in roster.

2. Library Reference Services Assessment Spring 2015 Follow Up (Damon Nance/Greg Aycock)

- During the last meeting there were some suggestions for improving upon the survey data, and mining the data for more information. Dr. Greg Aycock, Dean of Institutional Effectiveness was invited to hear and address these suggestions and ideas.
- Regarding trying to determine whether the students who used library services were already successful students, or whether the new skills learned from library workshops or discussions with research librarians helped them become better students: The prior year's GPA could be used as an indicator of student success previously, and since both the students ID and course for which the student is requesting assistance are collected, the course grade can be used to determine whether there was a local change in student success for that semester.
- It was suggested that the data of multiple semesters be pooled, in order to get a larger sample size.
- It was suggested that the research librarians ask the students they assist in research questions whether the library skills they are describing are new to the student, and keep track of the number of times they introduce students to a library research tools that is new to the student. (E.g. academic search complete, electronic "ask a librarian" etc…).
- It was suggested that Dr. Aycock try to determine whether library skills and student success in a class have a correlation relationship or a causation relationship.

3. Mustang Tutoring Update (Emile Bradshaw)

- The focus for Mustang tutoring this semester is on tutor training.
  - There is a new 10 minute training video that focuses on the mentoring aspects and characteristics of a good tutor (e.g. patience).
  - The next segment will be focused on teaching and learning strategies.

- It has been noted that students who are using tutoring services may not be very forthcoming when completing the surveys intended to capture their experience after they have been tutored. In future, to increase accuracy, the surveys may be administered by phone.
- Title V grant funding is helping to fund "CATs", who are Classroom Assistance Tutors (classroom embedded tutors). These are students who come into the lecture or lab, and assist students in learning. This has been used in math classes, gaming classes and language classes.
  - Statistics show that students who are enrolled in class sections that have in-class tutors have greater success than students enrolled in the same course without the in-class tutors.
  - CATs are to help students during the class or lab session; they are not supposed to function as teaching assistants (example: showing students how to use calculators in a math class, or how to use a microscope during a science lab is appropriate, but entering graded assignments or assisting in class set-up is inappropriate).
  - CATs are often already subject tutors who are known to the professor whose class they will assisting.
- Students in tutoring and in EOPS will be given Student Climate surveys this semester, in the wake of tragic on-campus events in Oregon and Texas recently. The survey is to determine what percentage of students may have external or non-academic issues to their student success, what those issues are (generally speaking) and, whether the College can do more to assist them in handling those issues.
  - The current version of the survey was handed out to the committee for review. It is a simple "check the appropriate category if it applies" type of survey and it is anonymous.

4. Library Program Review Requests Review and Discussion (Vivian Harris)
- A variety of requests for the library via instructional program reviews from various disciplines were reviewed and discussed; some of the requests are as follows:
  - Anthropology wants a videographer to record lectures while students are present, rather than a recorded lecture that does not have the conversational dynamic. It is recommended that this request be forwarded to the Instructional production Specialist in Technology Support Services.
  - Business Administration, Management, and Marketing Faculty who teach online, hybrid and web-enhanced classes still want Net-Tutor and Lynda.com for future terms.
  - Humanities requested a subscription to "Films on Demand". The library will look into the feasibility of obtaining this resource.
  - Theater would like to expand the dramatic text, research, reference, and script collection and include more digital performances. The library requested a list of specific titles from the discipline to be considered for purchase.

5. Committee Membership Guidelines Discussion (Damon Nance)
- The Academic Senate recommends that all senate committees develop formal membership guidelines.
- As a first draft of membership guidelines the committee suggested the following:
  - Co-chairs should be the Dean of Technology and Learning Resources and one full-time faculty member who is also a librarian.
  - At least one faculty member from each department. Since library services supports all disciplines, there should be broad representation from across the various disciplines.
  - At least two classified staff
  - At least one student
- Since we are a subcommittee of the Academic Senate, there was a question as to whether or not staff and administrators are allowed to vote on action items. This question needs to be asked of the Academic Senate President.

6. Statement of Purpose Review (Damon Nance)
- The committee needs to revise its statement of purpose since IMC is no longer directly connected with the Library/Learning Resources department and will be under the purview of the Technology Committee from this point forward. Mr. Nance has requested clarification from the Writing Center Coordinator and Communications Department Chair regarding whether the Writing Lab should remain under the purview of the Library Advisory Committee.
  - Suggestion to include wording about being "a committee of the senate" in statement of purpose.
  - Suggestion to possibly use verbiage from accreditation standards to create the statement of purpose.
  - Mr. Nance will draft a statement of purpose based on committee suggestions and bring it back for committee review.
  - The finalized statement of purpose recommendation will need to go to the Academic Senate for approval.

7. Norco College Student(s) Feedback
- ASNC appointed student representative, Miriam Torres, reported that students would like an improved system of accessing the seven study rooms available in the library. The current first-come, first-serve system sometimes overlooks students who have been waiting, because there is no way to notify them sequentially when a study room becomes available. Mr. Nance stated that this situation is currently being looked at by himself and library staff to determine an overall improved solution for all involved.

8. Open Forum (All)
- No comments.

Next Meeting: November 10, 2015