Norco College
Library Advisory Committee Meeting
Tuesday, Nov.10, 2015
12:50-1:50pm
CSS 219

Minutes

Members Present: Rex Beck, Celia Brockenbrough, Miguel Castro, Joseph De Guzman, Siobhan Freitas, Teresa Friedrich Finnern, Vivian Harris, Daniel Lambros, Gabriela Lemus, Carol Miter, Damon Nance, Walter Stevens, Deborah Tompsett-Makin, Miriam Torres.

Members Absent: Quinton Bemiller, Elisa Chung, Farrah Jalanbo, Alain Joachin, Andrew Kuria, Stephany Kyriakos, Ruth Leal, Christian Medina, Gisel Medina, Stephen Park.

1. Approval of the Minutes
- Motion to Approve: Walter Stevens
- Second: Celia Brockenbrough
- Discussion/Change: No changes.
- Approved with 3 abstentions.

2. Action Item: Statement of Purpose Review (Damon Nance)
- Motion to Approve: Celia Brockenbrough
- Second: Walter Stevens
- Discussion/Change: We will keep the Writing Lab under the purview of the library committee at this time. IMC will be removed since it makes better since for this department to come under the purview of the Technology Committee.
- Approved unanimously.
- The revised Statement of Purpose is below. It will be taken to Academic Senate as a recommendation for approval on November 30.

    The Library 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 (Mustang Tutoring; Computer Information Systems Lab (CIS); Game Lab), and the Writing Lab.

3. Action Item: Committee Membership Guidelines Discussion (Vivian Harris)
- The proposed Membership Guidelines are as follows:
    1. Committee Co-chairs should be the Dean of Technology and Learning Resources, and one full-time faculty member who is also a librarian.

2. Committee should consist of at least one faculty member from each department (5). Since library services supports all disciplines, there should be broad representation from across the various disciplines.
   3. One full-time faculty member who is a librarian in addition to the committee Co-chair
   4. One full-time faculty member who is a counselor
   5. One classified library staff member
   6. At least two classified staff members from college departments outside of the library
   7. At least one student

- Two amendments to the LAC Guidelines:
   1. The above Guidelines will be visited and evaluated annually during the fall semester of each academic year.
   2. As a subcommittee of the Academic Senate, actual membership of the Library Advisory Committee will be visited and evaluated annually by the faculty members of the committee.
- Motion to Approve: Walter Stevens
- Second: Celia Brockenbrough
- Approved Unanimously.
- The above Guidelines will be taken to Academic Senate as a recommendation for approval on November 30.

Other concerns brought up during this discussion:
   o Will there be a maximum number of students on the committee? At this time, the committee agrees not to have a limit of student members.
   o Will all faculty and staff become voting members? Or only faculty? At this time, the committee agrees to let staff be voting members.
   o We should define a hard and fast quorum for this subcommittee. At this time, the committee agrees to define quorum as half plus one of all voting members.

4. Library Student Leadership Program (Damon Nance)
- This program was created to give something back to the students who work in the library.
- The objectives are to help students learn about information, careers and resources associated with work in libraries. Upon completion of the program, the students will act as leaders/ambassadors to promote library resources and services college wide.
- The LAC suggested that this Student Leadership Program could become a Library Certificate. Suggestions included:
- Discuss with Kevin Fleming.
- Add additional courses so that 6-12 credits could be earned.
- The current students who are working in the library would create a good sized pilot class for the certificate.

5. Read to Succeed Events (Vivian Harris)

- Joy DeGruy will be coming Nov. 19 from 12:30-2:30 for our Author Appearance event. The event will be streamed in the second floor library study area, CSS 219, and the Student Activities office.
- The Norco Library will be getting a new webpage on the Norco College website soon.
  - One planned feature is that Read to Succeed will have a featured page with links to past archived recorded events.
- The Read to Succeed Events have had an evolution such that the semester program is formatted as follows: typically a set of three events every fall and spring semester including one book discussion, a student panel discussion, and a third session which includes a student panel discussion, a third event which consists of an author appearance, presentation and book signing. For each of these programs, the Library seeks to partner with another College department or organization.

6. Norco College Students(s) Feedback

- ASNC representative, Miriam Torres, reported that students really enjoyed the most recent Poetry Performance event hosted by the library.

7. **Open Forum (All)**

- The Academic Senate has developed a new template for all of its subcommittees to formalize the "reporting out" process of all of the subcommittees to the Senate.
- Also, please promote the library to your departments, areas, students, etc.! Not all students were brought up going to libraries, and most today need to be instructed on the value of libraries for academic success.

<p align="center">Next Meeting: March 8, 2016</p>