Norco College
Library Advisory Committee Meeting
Tuesday, May 10, 2016
12:50-1:50pm
CSS 219

Minutes
Members Present: Rex Beck, Miguel Castro, Joseph De Guzman, Siobhan Freitas, Teresa Friedrich Finnern, Daniel Lambros, Ruth Leal, Damon Nance, Walter Stevens, Miriam Torres.
Members Absent: Celia Brockenbrough, Elisa Chung, Vivian Harris, Alain Joachin, Stephany Kyriakos, Gabriela Lemus, Carol Miter, Deborah Tompsett-Makin.
Guests: Emile Bradshaw

1. Approval of the Minutes –
> Move to approve: Walter Stevens
> Second: Siobhan Freitas
> Vote: Unanimously approved with one name correction.

2. Mustang Tutoring Update (Emile Bradshaw)
- The Mustang Tutoring Website is undergoing revision. The revision includes
  o List of Tutors: A pdf file is available on the website that lists the name of all tutors for all subjects.
  o Easier Tutor recommendations: Click a button that brings up a form for a professor to download and fill out to recommend a student as a tutor for a class. Once filled out by the professor, he or she can give the form to the student to complete and submit directly to tutorial services.
- Tutor Training has been revised.
  o A group of staff and faculty have worked together to revise the tutorial training.
  o Four hours of training can be completed on-line, in four one-hour sessions.
  o Another six hours of in-person training is required.
  o The advantage of this new training is that new tutors are able to complete the training and still start work even mid-semester.
  o Discipline-specific training (1-2 hours) may be requested and developed by faculty, so that a tutor can be better prepared to tutor for a particular course.
- Regarding Student Success
  o The biggest challenge to student success according to a recent survey is motivation, followed by issues with relationships and financial difficulties. These survey findings at our college are similar to those found at other academic institutions.
- Express Tutors
  o There is an increased amount of "express" or drop-in tutors. These tutors are available for a wide variety of subjects at varying times, and no appointment is required.
- Embedded Tutors

o These tutors work with students during class time, by assisting students directly. The number of these tutors has been increased.

3. Institutional Strategic Planning Council Update (Ruth Leal)
- The Completion Initiative has been approved and will move forward.
- Another HIS-Stem Grant is being developed. It has not been submitted yet.
- The Emergency Operations Plan has been reviewed.
  - o This template was obtained from the state chancellor's office and revised by the district. It is not college-specific as yet.
  - o It will have a second reading.
- Promotion for Fall and Summer Sessions at Norco College
  - o The district has approved funds for a promotional/marketing campaign for each of the three colleges.
  - o The flyers/mailers will be college-specific rather than a generic campaign for the district.
- Institutional Effectiveness and Planning survey
  - o This will be a college wide survey instead of being given at the Committee of the Whole.
  - o An Open Dialogue session is coming up.

4. Upcoming Library Events (Damon Nance)
- Celebrate Books and Libraries this Thursday (May 12) during College Hour. One of the key features of this event is to spotlight Norco College faculty/staff authors. LAC members encouraged to promote and attend this event in support of the library.
- Read 2 Succeed – a DRC student panel will discuss Life on the Spectrum in conjunction with Temple Grandin's book "The Autistic Brain" on May 26 during College Hour. LAC members encouraged to promote and attend this event.
- LAC members encouraged to champion the library and the events it sponsors among colleagues and in meetings.

5. Library Partners Discussion (Damon Nance)
- In looking at models for Norco College Library Partners (NCLP), one required a Board of Directors.
  - o Discussion about where to look for Board members
  - o Suggestion that perhaps this model was too complex for the current resources.
  - o Suggestion to ask the RCCD Foundation what type of organization they would recommend to support the library's vision, resources and goals.
    - ▪ One of the primary goals is that the NCLP create a bridge between the college and the community.
  - o Suggest talking to a local Senior Advisory Council in a Senior Center to find volunteers who would be excited about spear heading this partnership.
  - o Also collaborate with ASNC to obtain support and assistance in developing this partnership.

6. **NetTutor Dialogue (Damon Nance)**
   - Damon wants greater feedback from faculty using and those not using Net Tutor to determine if there is a need to improve the service.
   - A feedback form has been developed. Damon requested that the committee members request that their colleagues who teach on-line classes fill out the form.
   - Other methods of obtaining feedback have not been very successful.
     - Suggestion to obtain usage data from NetTutor and present it to the committee.
   - The information sought is to determine if a) faculty are linking their online sites to Net Tutor b) whether NetTutor is effective for students c) whether Net Tutor is effective for faculty.
     - If students do not like Net Tutor, determine why and possibly seek an alternative online tutoring service.
     - College must offer some online tutoring service to support distance students.
     - We have invested funds in Net Tutor, and we still have a significant amount of funds left to spend.
   - Some committee faculty who teach online expressed that while they have enabled NetTutor and made it available to their students, they have done little, if anything to promote it. There might be an opportunity to gain increased student usage with increased promotion of the service.

7. **Norco College Student(s) Feedback**
   - The LAC's student member stated that she has online classes. She has not yet used Net Tutor, but she will log on and give feedback to Damon.

8. **Open Forum (All)**
   - No comments.

<p style="text-align:center; color:red;">Next Meeting: Fall 2016</p>