

Norco College  
Library Advisory Committee Meeting  
November 13, 2018  
12:50-1:50pm  
OC 116

Minutes

1. Approval of the Minutes (Damon Nance)
  - Damon informed the committee that the previous meeting's minutes will be emailed to be approved electronically.
  - *October 9, 2018 minutes were electronically approved on November 23, 2018. Motioned by Elisa Chung and Second by Jose Sentmanat.*
  
2. LRC Update (Albert Jimenez)
  - Albert updated the committee about the LRC's upcoming in-service guest speaker event featuring Mr. Love Jefferson. The LRC hosts three in-service trainings throughout the academic year. This in-service training will focus on professional development for SI leaders, tutors and staff; and concentrate on self-awareness and team building for staff and students. Albert extended invitations to Dr. Edwin Romero from ASNC; Justine Mendez who oversees the Men of Color program; and faculty with the hopes of having at least 100 people in attendance. The event will be held on November 30<sup>th</sup> from 1p.m. – 5p.m in the LRC. This will not just be a speaking event, but it will be an engaging, hands-on training. If you would like more information or would like to recommend someone to attend, please contact Albert. First priority will go to students who work in the LRC, but if other students would like to attend, we can send them the information and add them to the list.
  
3. Library Success Data Report (Caitlin Welch)
  - Caitlin from our Office of Institutional Research presented an analysis of the Fall 2016- Spring 2018 library workshops and reference desk interactions to determine if either had an effect on student success. She also offered to clarify the information for the committee as needed and to answer any questions that might be posed concerning her analysis. Although reference desk interactions did have an impact on student success, the impact was not considered significant according to the conventions of data analysis. One speculation for this might be the small data sample size due to overall low usage of the reference desk services. However, Library Skills Instruction Workshop data showed a significant effect on student success. When students attended a library workshop, they increased their success on average by one full letter grade.
  - These findings seem to be consistent over the years that the library has tracked usage of reference desk and workshop attendance. Possible outcomes of this assessment might be to promote reference desk services and workshop offerings to students on a wider

scale and ongoing basis. In addition, in-class workshops could be offered on a wider basis depending on the availability of library resources.

- The library will continue to collect and analyze this data in the future to assess how we can better meet the needs of students and boost their success and completion levels.

#### 4. Accreditation 2020 and Standard II B Update (Damon Nance)

- Damon updated the committee on the ongoing progress of our Standard II B accreditation report. The Standard II B Chairs, Nikki Capps, Chris Poole and Damon met with Dr. Lee, Kris Anderson, and Gohar Momjian, ACCJC vice president assigned to our college, to discuss the drafty-draft for Standard II B. Gohar provided guidance on structuring and streamlining our narrative. It was explained that ACCJC strongly encourages a shorter report out than in previous years; they are looking for technical writing not expository writing, and we are instructed to choose only the best sources of evidence that directly relate to what we are looking to support. A working guideline for the length of the report is 3 pages for the Library and 3 pages for the LRC. Gohar's comments and feedback were extremely helpful, and we will be working to develop a more detailed and substantial report according to her suggestions. The next iteration of the draft will be due on December 30<sup>th</sup>.
- It was suggested to consider the accreditation report from Shasta College as an example of a well-crafted report. However, we were told to disregard the two column format of Shasta's report, which is no longer considered to be a best practice. Damon commended everyone for their support and noted that Standard II B is on track and definitely poised to finish with a comprehensive evaluation of library and LRC resources and services.

#### 5. Institutional Strategic Planning Council (Celia Brockenbrough)

- Officer Henry spoke at ISPC regarding traffic flow; it will remain the same.
- Melissa Bader is currently working on the mission statement for the college. A draft will be forwarded to the Academic Senate, ISPC, and COTW.
- Debra Mustain reported on the new college website. She emphasized that all website content should be updated before the new website goes live.

#### 6. Faculty Survey (Vivian Harris)

- Vivian reminded all faculty members to take the library faculty survey. The survey link was sent out via email to all faculty and is also available under the "For Faculty" tab on the library home page. The survey is an important assessment of how Norco College faculty view and use library services and resources. It will help us to focus on providing informed support to faculty and their students, as well as to address any needed improvements.

#### 7. Update on Academic Senate and ASNC Resolutions (Damon Nance)

- Damon informed the committee that his presentation of "The Library's Vital Role in Success and Completion" to Academic Senate on October 15 was well received. Academic Senate members acknowledged the library's significant

academic role and agreed to draft a resolution to support the need for increased library hours, resources and services.

- Both the Academic Senate and Student Senates have now created resolutions asking for additional part-time librarian hours and extended library hours. The Classified Senate has also expressed that they will likewise draft a resolution mirroring the Student Senate's document.

#### 8. Student Report (Sarah Gadalla)

- Sarah, as a representative for ASNC, voiced the students' appreciation of, and strong support for library resources and services at Norco College. She explained how students are in serious need of increased library open hours because many cannot study at home, and Starbucks does not essentially provide the supportive and directed learning environment that students need to be successful. It is better for students to be immersed in the academic-oriented environment of the college's spaces and resources where they can seek the guidance and support needed for their success. Sarah stated the she and ASNC would continue to advocate for increased library hours, services and resources.

#### 9. Open Forum

- No discussion.

**Next Meeting: March 12, 2019**

#### Library Mission:

*As the heart of the academic experience at Norco College, the Wilfred J. Airey Library provides informational leadership, instruction, access to technology, and learning resources supporting: the mission of the College; the development of lifelong information competency skills; and the overall success of the learning community.*

#### College Mission:

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.