NORCO COLLEGE

Library Advisory Committee

May 12, 2020 12:50-1:50pm

[Zoom Meeting Link](#)

Meeting ID 940 8555 3593

Minutes

Members Present – Damon Nance, Vivian Harris, Rex Beck, Jose Sentmanat, Joseph DeGuzman, Mitzi Sloniger, Glen Graham, Gabriela Cortez, Miguel Castro, Elisa Chung, Sabrina Sepulveda, Arezoo Marashi, and Celia Brockenbrough

Members Absent – Kris Anderson, Walter Stevens, Khalil Andachech, Cesar Velador and Jesus Reyes

1) **Approval of the Agenda**
   - Move to approve – Mitzi Sloniger
   - 2nd – Joseph Guzman
   - Approved. No abstentions.

2) **Approval of 3-10-2020 Minutes**
   - Correction – Change the Reading and Writing Center location from IT 110 to LIB 110
   - Move to approve – Rex Beck
   - 2nd – Arezoo Marashi
   - Approved with one abstention.

3) **Results of Academic Senate & Standing Committees Report of Effectiveness (Vivian Harris)**
   - Vivian reported out to the committee the results of the survey.
   - The survey continues to show that the committee is effective and beneficial to members and the college overall.

4) **Social Distancing at Wilfred J Airey Library (Damon Nance)**
   - Damon brought forward to the committee the discussion of social distancing in the Library and the LRC. He would like the committee's input on recommendations/suggestions.
     - Committee recommendations/suggestions –
       i. Celia recommended some computers be removed as they are close in proximity to each other. Possibly limit the number of students who enter the library at one time.

      ii. Glenn suggested that the computers be disconnected, to completely prevent students from using those computers taped off with caution tape.

      iii. Jose recommended that provisions for wiping down surfaces for any computer stations or anything that students use to be readily available.

      iv. Encourage students to use their personal laptops in the library to help social distancing.

      v. Glenn suggested a virtual library. Celia replied that we currently have many resources available virtually for students and the Norco College Librarians have been providing services to Norco College students virtually.

5) **Full-Time Librarian Positions (Vivian Harris)**
   - Vivian announced that Celia will be retiring in June and her position will be replaced.
   - Vivian attended a discipline meeting for librarians earlier in the semester to approve two different librarian positions. The position that Norco College would like to obtain is the Library Services Platform Librarian (LSP Librarian). Riverside would like to hire an Instruction Designed Librarian.

6) **Read 2 Succeed Transition to Online Format (Damon Nance)**
   - Damon initiated an open discussion with the committee on how to proceed with transitioning Read 2 Succeed to an online format. Currently, we are working to see if the author from spring would be will be available in the fall virtually.
     - Any other ideas from the committee members –
       i. Damon stated that he could email the committee for input.
       ii. Vivian suggested reaching out to ASNC.
       iii. Albert offered an idea that has been occurring during the quarantine. Performers are using social media platforms to perform and answer questions.
       iv. Glen suggested online delivery similar to brown bag.
       v. Arezoo informed that Zoom has a webinar feature and someone can monitor the chat to assist the author.
       vi. Damon stated we can continue on holding the prize drawing to help encourage student participation.

7) **Writing and Reading Center (WRC) Update (Mitzi Sloniger)**
   - Mitzi updated the committee that she and Nikki are attending the LRC Zoom meetings. Albert and Mitzi have been meeting to discuss ILA-800.
   - Mitzi asked that the Library Advisory Committee faculty members reach out to other faculty on the importance of advertising the LRC tutoring

services. Also, on the importance of having students register for ILA-800. This is a no credit and no cost course.

8) **Learning Resource Center (LRC) Update (Albert Jimenez)**
   - Albert informed the committee that the LRC is offering tutoring appointments through Zoom. WC Online is currently used for students to access the tutoring appointments. Walk-in services have been ongoing.
   - The LRC was able to retain a majority of tutors and SI Leaders to work during the campus closure.
   - SI sessions are also being offered by Zoom links.
   - Discussions regarding creating a virtual LRC and what portal to use to able to merge tutoring appointments and ILA-800 are being discussed. Currently, Canvas is one of the portals proposed to use for the virtual LRC and there is a course shell for ILA-800.
   - Live Chat function is still waiting approval. This function would help the LRC clerks to help the students similar to the Live Chat on the college home page.

9) **Institutional Strategic Planning Council (ISPC) (Vivian Harris)**
   - May 2nd ISPC Meeting
     - Agenda for this meeting was relatively short.
       i. Discussion items discussed Strategic Planning Structure and ISPC Membership update
       ii. In the coming next academic year, there will be three non-voting members: Library, Counseling and a Faculty representative at large.

10) **Student Report (ASNC Student Representative)**
   - No Report

11) **Open Forum**

Next Meeting: September 8, 2020

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 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.

Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?
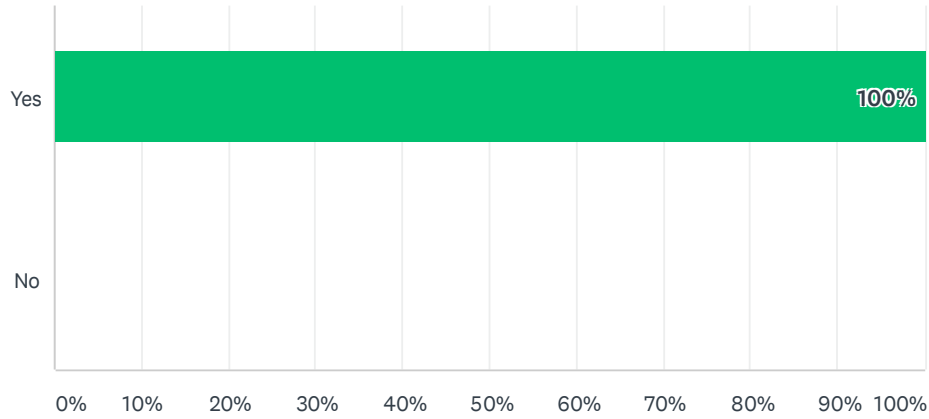
Answered: 14   Skipped: 0
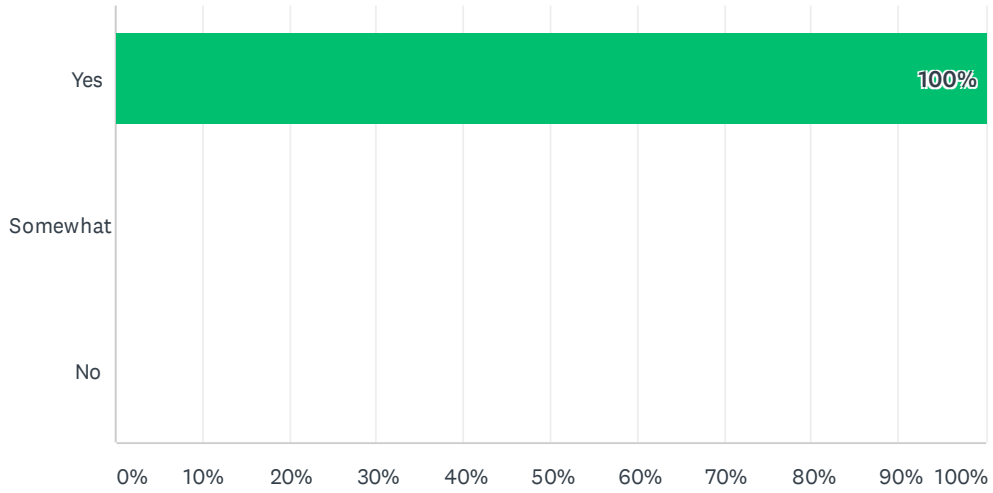
ANSWER CHOICES	RESPONSES	
Yes	100%	14
Somewhat	0%	0
No	0%	0
TOTAL		14

#	ADDITIONAL COMMENTS	DATE
	There are no responses.	

Q3 Are agendas and minutes provided electronically prior to the committee meetings?

Answered: 14   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	100%	14
No	0%	0
TOTAL		14

Q4 Are the agenda items usually completed within the meeting time?

Answered: 14   Skipped: 0
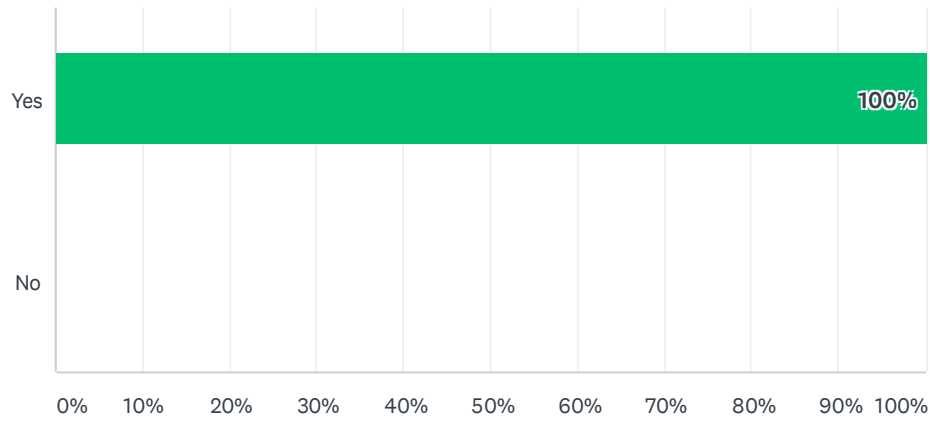
ANSWER CHOICES	RESPONSES	
Yes	100%	14
No	0%	0
TOTAL		14

Q5 Are committee members given adequate information to make informed recommendations and decisions?

Answered: 14   Skipped: 0

| Yes | 100% |
| No | |

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
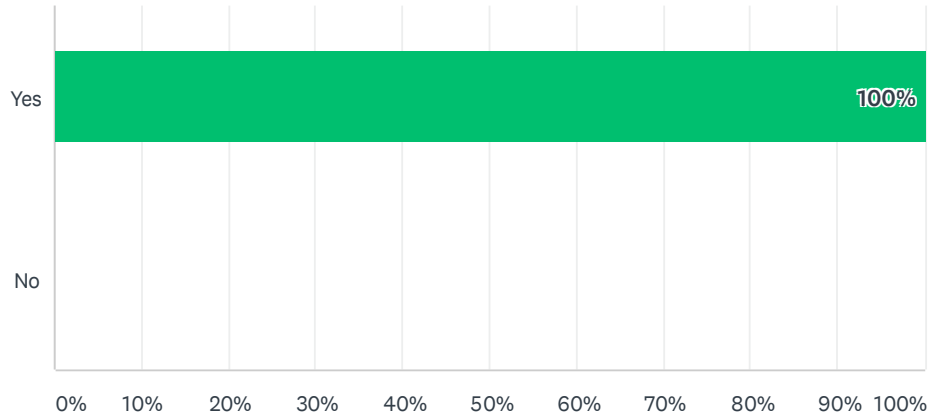
ANSWER CHOICES	RESPONSES	
Yes	100%	14
No	0%	0
TOTAL		14

Q6 Please rate your level of agreement with the following statements:

Answered: 14   Skipped: 0

All members are encourag...
- 86%
- 14%

Discussions are collegia...
- 93%
- 7%

Participation in the...
- 86%
- 14%

The committee charge is...
- 86%
- 14%

The purpose of the committe...
- 79%
- 21%
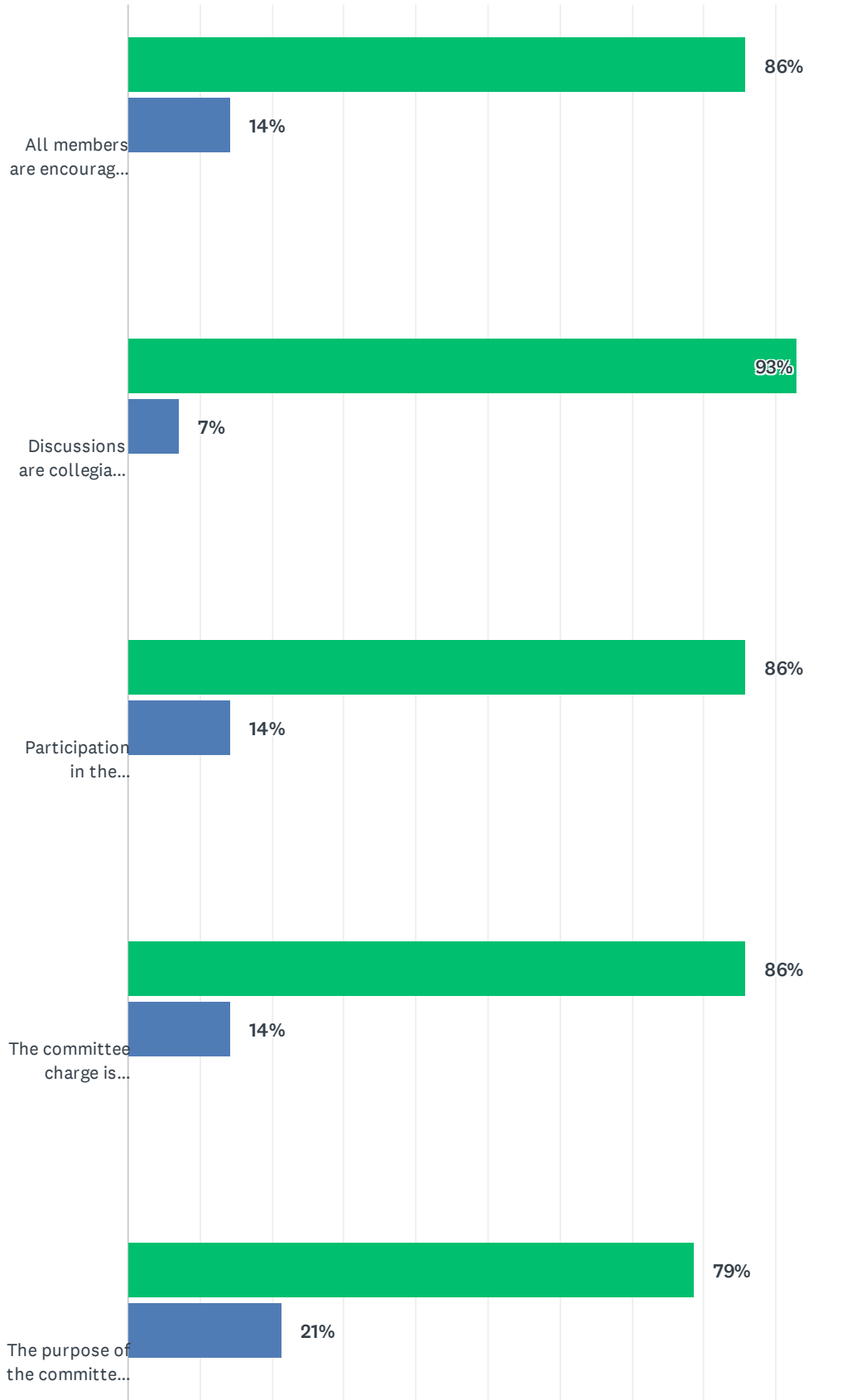
Academic Senate and Senate Standing Committees Evaluation of Effectiveness
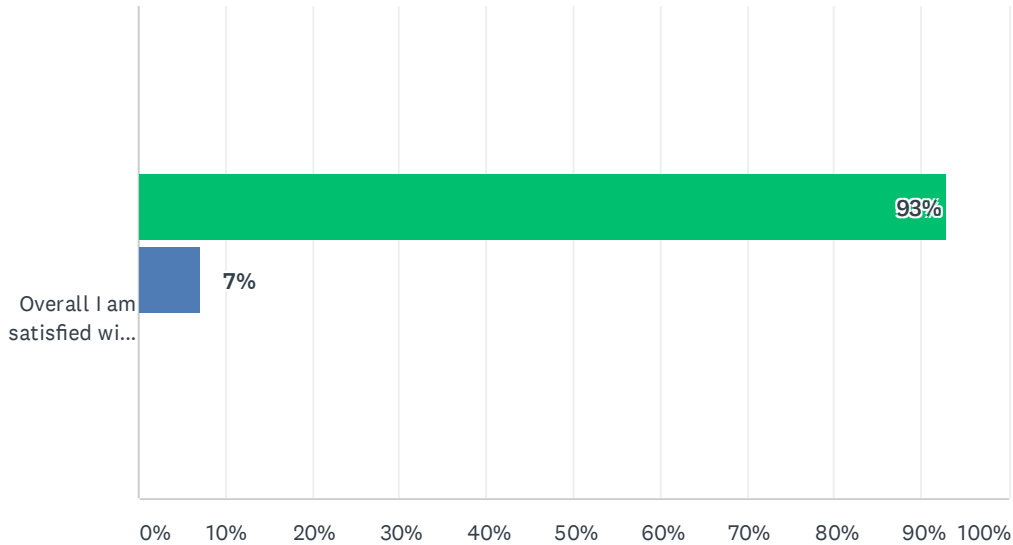
Strongly agree ■ **Agree** ■ **Disagree** ■ **Strongly disagree**

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
All members are encouraged to be actively involved.	86% 12	14% 2	0% 0	0% 0	14
Discussions are collegial, and differing opinions are respected.	93% 13	7% 1	0% 0	0% 0	14
Participation in the committee is meaningful and important to me.	86% 12	14% 2	0% 0	0% 0	14
The committee charge is understood and the members work towards fulfilling the charge.	86% 12	14% 2	0% 0	0% 0	14
The purpose of the committee aligns well with the college mission.	79% 11	21% 3	0% 0	0% 0	14
Overall I am satisfied with the committee's performance.	93% 13	7% 1	0% 0	0% 0	14

Q7 Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

Answered: 14   Skipped: 0
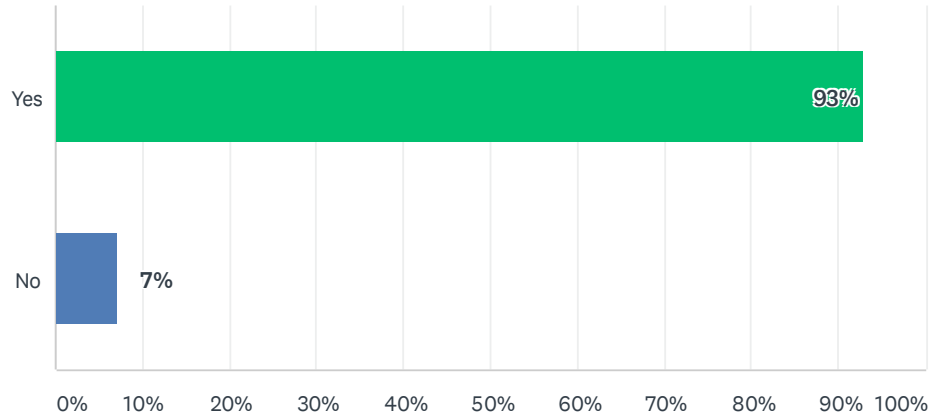
ANSWER CHOICES	RESPONSES	
Yes	93%	13
No	7%	1
TOTAL		14

Q8 Is there something that you would recommend to help the committee function more effectively?

Answered: 7   Skipped: 7

#	RESPONSES	DATE
1	excellent committee	4/30/2020 12:00 AM
2	As the scholarly heart of the institution (and, indeed, any institution of higher learning and research) the library should be strongly supported regarding available materials, technology, equipment and tools for student success and preparation. The library should be the literal and figurative heart of the scholarly institution and a place that invites students to actively participate in research, intellectual development and cultural awareness.	4/29/2020 5:57 PM
3	I think everyone in this committee is doing a great job and putting in a lot of hard work. Thank you all.	4/23/2020 4:43 PM
4	The leadership is doing a great job. I just wish the committee and its work were valued more by management.	4/23/2020 3:26 PM
5	More cookies--Thank you Damon!	4/23/2020 1:57 PM
6	Not at this time	4/23/2020 12:06 PM
7	No. Committee functions effectively.	4/22/2020 4:27 PM

Q9 Please make suggestions on how this evaluation (survey) could be improved:

Answered: 2   Skipped: 12

#	RESPONSES	DATE
1	N/A	4/23/2020 3:26 PM
2	Instead of general questions, you could make them more specific to categories of responsibility for the Library Committee, if you care for a closer examination of what we do.	4/23/2020 1:57 PM

Position Information

How to Apply Interested candidates must apply by the deadline listed below by 8:00 p.m., Pacific Standard Time.	
Position Title	Library Services Platform Librarian / Assistant Professor, Library
Job listing number	
Department	
Position Type	Full-Time Faculty/Counselor/Librarian
Student Position Type	
Student Employment	
Location/Department	
College/Campus:	Norco
Physical location of the position:	
If off-site, please specify location.	
Employment Type:	Full-Time Tenure Track (Faculty)
If Part-Time, indicate the number of hours per week	
Position Length:	10-month
Salary Range:	Column C, Step 1 to Column H, Step 6
Salary Amount:	$71,346 - $109,925 (includes pro-rata compensation for ten (10) required additional service days)
Salary Type:	Annual
Is this position categorically (grant) funded?	No
Department Specific Needs	
Job Description	
Basic Function:	**BASIC FUNCTION:** Norco College is seeking outstanding candidates for the position of Library Services Platform Librarian. Working with librarians and other campus faculty, the successful candidate will primarily be responsible for integration and maintenance of the Library Services Platform with other library services and resources, data migration, maintaining electronic resource access, and managing computer hardware, software, and networks in support of library functions and services. The ideal candidate will share Norco College's commitment to educating its racially and socioeconomically diverse student population. We currently enroll 15,280 students, the majority of whom are from racially minoritized populations. 58% of Norco College's students are Hispanic, 7% are African-American, 7% are Asian American, 0.2% are Native American, 3% are Pacific Islander, 22% are White, and 3% are

	multiracial. Norco College has been designated as a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.
Education:	EDUCATION: American Library Association (ALA) accredited master's degree in Library Science or Library Information Science, or an equivalent advanced degree.
Experience:	OTHER PREFERRED QUALIFICATIONS: 1. Experience with automated library networks, database authentication systems, and library serves platform maintenance. 2. Knowledge of MARC and the management of electronic resources. 3. Basic knowledge of web-authoring applications including HTML, CSS, and Java Script. 4. Experience teaching and providing reference services in an academic environment. 5. Familiarity with distance learning through learning management systems such as Canvas. 6. Experience and/or coursework withdata-driven assessment. 7. Knowledge of open educational resources and copyright as it pertains to education. 8. Experience with Springshare products such as LibGuides, LibCal, LibAnswers, etc.
Licenses/Certifications:	LICENSES/CERTIFICATIONS: None.
Other:	COMMITMENT TO DIVERSITY: Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).
Duties and Responsibilities:	DUTIES AND RESPONSIBILITIES: 1. Manage, coordinate, and maintain the library services platform and library website. 2. Maintain library database authentication services and serve as a liaison to vendors. 3. Collaborate with libraries in the district on matters related to the library services platform. 4. Design, collect, and facilitate the analysis of quantitative and qualitative data for library assessment and professional surveys. 5. Participate in librarian duties including online chat, reference desk, collection development, library workshops, and teaching library credit course(s). 6. Assignments are based upon the assumption of workload of forty hours weekly, including but not limited to conducting

	classes, class preparation, student evaluation, office hours, committee work, curriculum and program development, student learning outcomes assessment, program review, student activities, and other duties per the bargaining unit agreement.
	7. Institutional service activities are expected of all faculty members.
	8. Participation in discipline/department decision making processes and work regarding curriculum, program development and other matters are also expected of all department faculty.
	9. Librarianship is a profession grounded in service with teamwork at the core. The successful candidate will uphold high standards of professionalism, teamwork, and ethics appropriate to the professional position.
Conditions of Employment:	CONDITIONS OF EMPLOYMENT:
	1. Ten-month, tenure-track position.
	2. Salary is commensurate with academic preparation, and full-time teaching or equivalent experience with a range from Column C, Step 1 to Column H, Step 6 of the current Faculty Salary Schedule.
	3. Medical and dental benefits are provided for the employee and legal dependents.
	4. A $50,000 life insurance policy is provided for the employee.
	5. Orientation to college is required as is adherence to Improvement of Instruction policy.
	6. Maintaining broad knowledge of the academic or occupational area and design pedagogy related to learning outcomes is expected.
	7. Responsible for all other conditions of employment required of full-time faculty members such as a willingness to be involved in District and College promotional activities, active participation in college committee work, student activities and other support services, and appropriate professional activities.
	The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected bylaw. This holds true for all District employment opportunities. Inquiries regarding compliance and/or grievance procedures

may be directed to the District's Title IX Officer/Section 504/ADA Coordinator. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law, is strictly prohibited. The Title IX Officer, Section 504/ADA Coordinator for the District is Ms. Lorraine Jones, 3801 Market Street,
Riverside, CA 92501. Telephone Number is: (951) 222-8039.

Work Hours/Work Days for Classified and Hourly Positions Only:

Required Application Documents

Resume or Curriculum Vitae
Cover Letter
Letter of Recommendation 1
Letter of Recommendation 2
Masters or Equivalent Transcript

Other Document:
Optional Applicant Documents
Effective Employment Date
Application Deadline:
Special Comments

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IMPORTANT NOTICES:

*   All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

*   Only electronic, on-line applications are accepted. All supporting materials, including letters of recommendation, required or optional, must also be in electronic formats and attached to the electronic, on-line application when applying. Supporting materials are only accepted as Adobe Acrobat (.pdf) or Microsoft Word files and must be less than 2 MB insize.

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*Cover letter must address how applicant meets the qualifications for the position.

* Letters of recommendation must be recent and NON-CONFIDENTIAL and submitted electronically when

applying on-line.

*Copies of degree diplomas/certificates are NOT a replacement for transcripts.

*Interested candidates must apply by the deadline listed above by 8:00 p.m., Pacific Standard Time.

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Position Information

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Interested candidates must apply by the deadline listed below by 8:00 p.m., Pacific Standard Time.	
Position Title	Instructional Design Librarian / Assistant Professor, Library
Job listing number	
Department	
Position Type	Full-Time Faculty/Counselor/Librarian
Student Position Type	
Student Employment Location/Department	
College/Campus:	Riverside
Physical location of the position:	
If off-site, please specify location.	
Employment Type:	Full-Time Tenure Track (Faculty)
If Part-Time, indicate the number of hours per week	
Position Length:	10-month
Salary Range:	Column C, Step 1 to Column H, Step 6
Salary Amount:	$71,346 - $109,925 (includes pro-rata compensation for ten (10) required additional service days)
Salary Type:	Annual
Is this position categorically (grant) funded?	No
Department Specific Needs	
Job Description	
Basic Function:	BASIC FUNCTION: Riverside City College is seeking outstanding candidates for the position of Instructional Design Librarian. Working with librarians and other campus faculty, the successful candidate will primarily be responsible for developing, delivering, and assessing learning resources in support of the Library's information literacy initiatives. The Instructional Design Librarian should possess demonstrated teaching ability, knowledge of, and a strong commitment to the *ACRL Framework for Information Literacy for Higher Education*. This position will utilize teaching and learning pedagogies, educational and emerging technologies, and assessment practices. Through a lens of equity and inclusion, this position works with the Reference team to provide research assistance and library instruction tailored to the specific needs of both online and face-to-face learners and faculty. The candidate will also serve as a subject area(s) liaison as assigned. The ideal candidate will share Riverside City College's commitment to educating its racially/ethnically and socioeconomically diverse student population. The college currently enrolls nearly 30,000

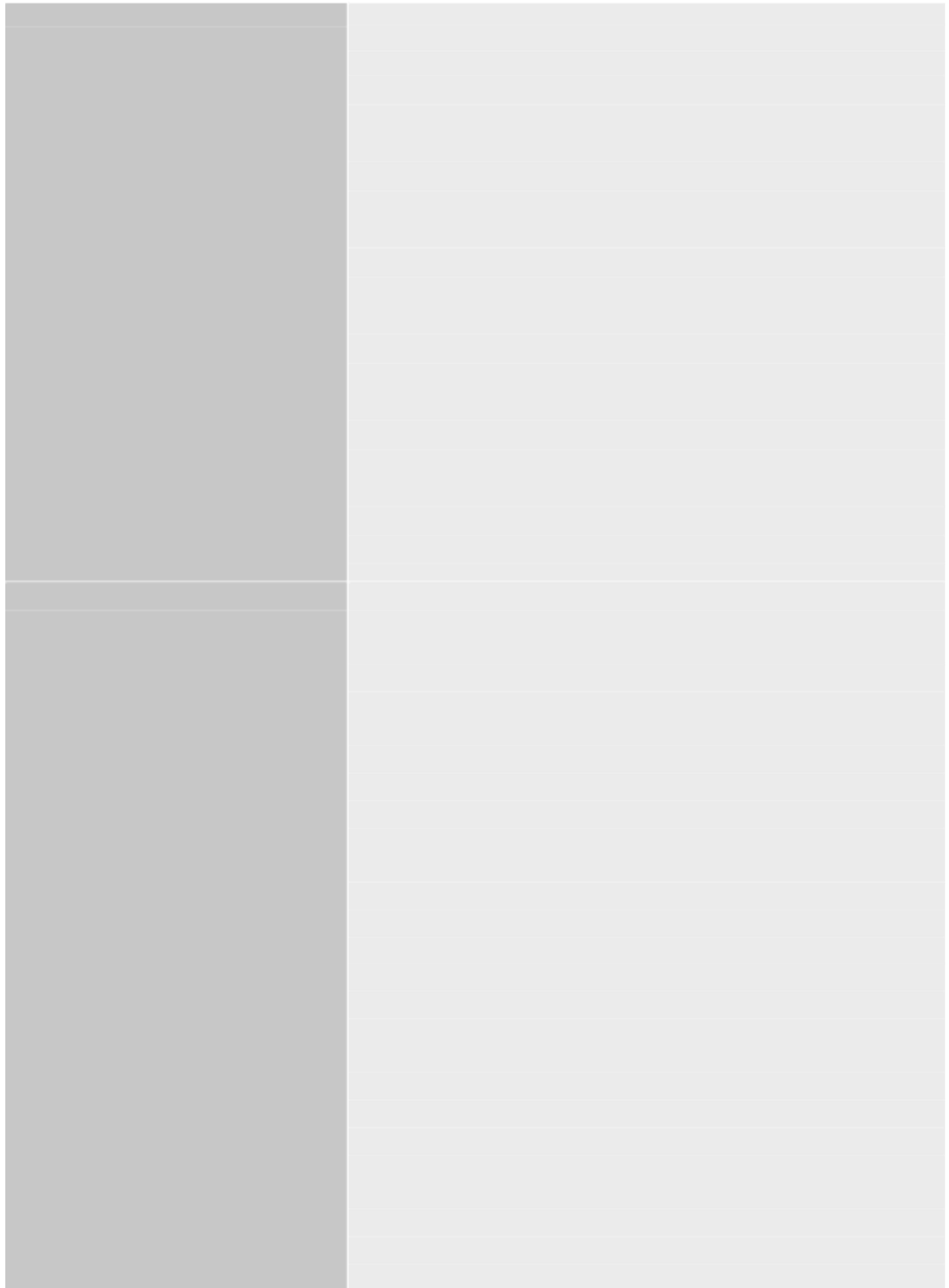|	
	students annually, the majority of whom are from racially minoritized populations. 60% of RCC's students are Hispanic, 8% are African-American, 7% are Asian American, 0.3% are Native American, 0.7% are Pacific Islander, 21% are White, and 2% are multiracial. Riverside City College has been designated as a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.
Education:	EDUCATION: American Library Association (ALA) accredited master's degree in Library Science or Library Information Science, or an equivalent advanced degree.
Experience:	OTHER PREFERRED QUALIFICATIONS: 1. Experience and/or coursework in instructional technology and design. 2. Experience and/or coursework writingeffective instructional texts for a variety of formats. 3. Basic knowledge of web-authoring applications. 4. Experience teaching in an academic environment in a variety of modalities such as a learning management system. 5. Experience and/or coursework in lesson planning and curriculum development. 6. Experience and/or coursework withdata-driven assessment. 7. Knowledge of open educational resources and copyright as it pertains to education. 8. Knowledge of accreditation standards as related to instruction through distance education.
Licenses/Certifications:	LICENSES/CERTIFICATIONS: None.
Other:	COMMITMENT TO DIVERSITY: Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).
Duties and Responsibilities:	DUTIES AND RESPONSIBILITIES: 1. Lead the development, maintenance, and assessment of curriculum-aligned library learning objects such as videos, tutorials, and Springshare LibGuides for use in multiple instructional delivery modes. 2. Collaborate with RCCD Distance Education and faculty to promote library resources and information literacy instruction. 3. Design, collect, and facilitate the analysis of quantitative and qualitative data for the assessment of library instruction. 4. Serve as the library representative for college-wide Open Education Resource initiatives.

5. Participate in librarian duties including online chat, reference desk, collection development, library orientations, and teaching library credit course(s).
6. Assignments are based upon the assumption of workload of forty hours weekly, including but not limited to conducting classes, class preparation, student evaluation, office hours, committee work, curriculum and program development, student learning outcomes assessment, program review, student activities, and other duties per the bargaining unit agreement.
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Optional Applicant Documents
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Application Deadline:
Special Comments

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