Library & Academic Support Commitee

Minutes for September 9, 2025
12:50-1:50pm
Library Room 108

Members Present:
Nicole Capps, Miguel Castro, Gabriela Cortez, Cheryl Cox, Sean Davis, Andres Elizalde, Jared Evangelista, Vivian Harris (Faculty Co-Chair), Arezoo Marashi, Damon Nance (Administrative Co-Chair), Khosrow Rad, José Sentmanat, Carla Stout, Steff Warsinski

Guests: Russell Burrows, Ivan Dorado

Quorum: 8

Subject to Brown Act: Yes

1. Call to Order

1.1 Meeting called to order at 12:55pm

2. Action Items

2.1 Approval of Agenda
- 1st Cox, 2nd Rad, approved by consensus

2.2 Approval of May 13, 2025 Minutes
- 1st Elizalde, 2nd Sentmanat, approved by consensus

3. Comments from the Public

3.1 No comments

4. Information/Discussion Items

4.1 Library Report (Norco College Librarians)
- Open House Feedback & Recommendations
  - Revise the scavenger hunt questions possibly using multiple choice options
  - Focus on the services that are offered in the Writing & Reading Center (WRC)
  - For the Learning Resource Center (LRC), ask: How do you make an appointment for FREE tutoring?
  - Stamp the forms to ensure that students visit each station and obtain the information for each resource
  - Provide better signage for each of the stations
  - Students prefer completing the questions on paper versus online via QR code
  - Have students walk all the way into the LRC (near the study rooms), so they can see the space that is available
  - Encourage faculty to bring their entire classes to the event
  - Add an online open house video quiz
  - Provide an online option for online students
  - Include an evening option for late classes
  - Move the pizza to foyer/lobby of either the LRC or Library

- Advertise the WRC free iPad giveaway on the event flyer
- Consider changing the name of the event to be more inclusive of all Academic Support Services

4.2 Dean's Report (Damon Nance)

- Tutoring Standard of Care Workgroup is being formed as an ad hoc committee of the Library & Academic Support Committee
- Read 2 Succeed
  - *Fireworks Every Night* by Beth Raymer is the second fiction title being read for the Read 2 Succeed program,
  - Partnering with Phoenix Scholars, Men of Color, & Puente
  - The program has grown so much that Damon ran out of books to distribute
    - Some faculty are using this book in their classes
  - Send any recommendations for authors to Damon.
    - We cannot include a book if the author is not available to visit Norco College in person
  - The Spring 2026 book will be *Illegally Yours* by Rafael Agustin
    - Read 2 Succeed will be partnering with Dreamers, Unity Zone, Puente, and Men of Color

4.3 Associated Students of Norco College Report (Noel Evangelista)

- Events & Deadlines
  - September 15 - ASNC officer applications close
  - September 16 @ 12-2pm - Hispanic Heritage Celebration
  - September 16 & 17 @ 12-2pm - Club Rush
- ASNC is glad to collaborate with constituent groups across campus

4.4 Learning Resource Center Report (Arezoo Marashi)

- Over the summer, the LRC Team transitioned to using SARS (Student Appointment & Reservation System) which has helped to increase collaboration (as required by the Stand of Care)
- The LRC website was updated and reorganized to include:
  - Tutoring schedules in a Google worksheet that allows for real time updates
  - Tutor application
  - Faculty recommendation form
  - Embedded Tutoring/Study Group request forms
- Tutors are trained a few times per semester. Contact Arezoo Marashi for details.
- Tutoring is currently available:
  - Monday – Thursday 9am-7pm
  - Friday 9am-4pm
  - Saturday 9am-2pm

4.5 Writing & Reading Center Report (Nicole Capps)

- Over the past three years, data shows that the need for tutoring in the WRC continues to increase
- More than 3500 students have been served and surveyed (since data collection began in 2022), and the WRC faculty and tutors have received 100% positive ratings
- The WRC gave away free a iPad at the Library & LRC Open House event
- The WRC is open 32.5 hours this semester
- The WRC only has an undetermined grant funded budget that still hasn't been institutionalized
  - Due to lack of funding, if a tutor is scheduled for in-person in WRC, they also have to be available online at the same time
  - It is challenging for writing tutors to be available in person & online simultaneously, especially during busy times

- WRC Advisory meetings will be held on Zoom from 11am-12pm on Friday, October 3 & November 21.
    - Email Nikki Capps if you would like to attend.

5. Good of the Order

5.1 Discussion about promoting free tutoring but not being able to meet the student need

5.2 How do we secure permanent funding for tutoring, especially in the WRC?

6. Adjournment

6.1 Meeting adjourned at 1:52pm

Next Meeting

Date: October 14, 2025
Time: 12:50-1:50pm
Location: LIB 108

Mission Statement

The Library & Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.