



## Library & Academic Support Committee

Minutes for March 10, 2026

12:50-1:50pm

Library Room 108

### Members Present:

Gabriela Cortez, Cheryl Cox, Andres Elizalde, Jared Evangelista, Vivian Harris (Faculty Co-Chair), Arezoo Marashi, Damon Nance (Administrative Co-Chair), Khosrow Rad, José Sentmanat, Steff Warsinski

**Members Absent:** Miguel Castro, Sean Davis, Nicole Capps

**Quorum:** 7

**Subject to Brown Act:** Yes

### 1. Call to Order

1.1 Meeting called to order at 12:58pm

### 2. Action Items

- 2.1 Approval of Agenda
  - 1<sup>st</sup> Sentmanat, 2<sup>nd</sup> Elizalde, approved by consensus
- 2.2 Motion to amend the agenda to include comments from the public
  - 1<sup>st</sup> Sentmanat, 2<sup>nd</sup> Nance, approved by consensus
- 2.3 Approval of [October 14, 2025 Minutes](#)
  - 1<sup>st</sup> Cox, 2<sup>nd</sup> Elizalde, approved by consensus

### 3. Comments from the Public

3.1 No comments

### 4. Information/Discussion Items

- 4.1 Library Report (Norco College Librarians)
  - The Library & Learning Resource Center (LRC) contact information has been removed from the general Canvas shell. We have contacted DJ Hawkins about getting the Library & LRC added back into the shell.
    - DJ attended our meeting today and provided an update. Links for the Library & Learning Resource Center can be found by clicking on the Student Resources tab (on the left side of the screen).
    - DJ also explained that an instructor can also create tabs within their Canvas shell that contain contact information for the Library & Learning Resource Center.
  - All Norco College Library Laptops are currently checked out. Students who are enrolled in at least one class at Norco College are still welcome to submit the [laptop request form](#). They will be notified by email if a device becomes available. Please report this information at the next Associated Students of Norco College (ASNC) meeting. Faculty, please inform the students in your

classes.

- Faculty who are interested in bringing their students to the library for a research workshop can submit the [request form](#) on the [library homepage](#). Please note that you must be present during the workshop since it will be conducted in the library during your regularly scheduled class time.
  - You can also have them visit the library on their own
  - Virtual/online research workshop modules will be available soon.
- The hiring committee for the replacement Outreach Librarian position is currently screening applicants. The first round of interviews is scheduled for the week of March 23. We are hoping that this position will be approved at either the May or June RCCD Board meeting.
- A graduate student who is pursuing her Master's Degree in Library and Information Science at the University of Arizona is currently volunteering in the library. She is completing her intern hours on Mondays, Tuesdays, and Wednesdays this semester.
- The Norco College Librarians applied for 3 Student Success Challenge Grants. Awards will be announced by March 13.
  - Funding for library outreach materials, resources, and events that will support student learning through student engagement and belonging in the library.
  - A digital scanner and film scanner that will allow the Library Team to digitize the library's print archive collection.
  - An interactive display monitor that will enhance library research workshops, making them more accessible, interactive, & inclusive; enable real-time demonstration during research and digital literacy instruction; and provide ongoing instructional and engagement support for the Norco College community.

#### 4.2 Dean's Report (Damon Nance)

- Damon is requesting 25 laptops in the Library & Learning Resource Center (LRC) Program Review. The price for one laptop is approximately \$3k. Damon will see if there are any remaining lottery funds that can be used to purchase student laptops.
- Read 2 Succeed
  - The Read 2 Succeed Book Discussion will be held on Thursday, March 19 @ 12:50-1:50pm in CSS 217 & online via Zoom.
  - This semester the college is reading *Illegally Yours* by Rafael Agustin.
  - For the fall Read 2 Succeed book discussion, the Men of Color hosted a jubilee which involves providing a topic of discussion to the audience and having everyone move to opposite sides of the room based on whether they are in favor of or opposed to the topic. Both sides select a representative to report out on the group's behalf. After each side has presented their case, the facilitators end each round by having the representatives find a point of agreement.
  - Rafael Agustin has explained that he is unable to provide a keynote but proposed giving a fireside chat instead.
  - Damon has been asked to create and present a proposal to the Associated Students of Norco College (ASNC) about taking over the program. Damon has provided the proposal to ASNC and they are considering his offer.
- Council of Chief Librarians Annual Meeting
  - Damon will be attending the Council of Chief Librarians Annual

- Meeting on Thursday & Friday of this week.
  - Last year, the conference centered around artificial intelligence.
  - This year, the main topics of discussion will be emergency and crisis management – ensuring the safety of all in the library and coming together, finding community during times of disruption.
- Open House
  - The Open House event was held on February 24 & 25 from 10am-2pm.
  - Students conducted a scavenger hunt where they visited stations to learn information about the Library, Learning Resource Center, Writing & Reading Center, Disability Resource Center, Health Services Office, Basic Need & Wellness, and Altura Credit Union.
  - Students who visited each of the stations were treated to a pizza lunch.
  - At the conclusion of the event, a student informed Damon that he was happy to learn that he could get free textbooks in the library. He was able to get the book that he needed for his calculus 2 class.
- 4.3 Associated Students of Norco College Report (Jared Evangelista)
  - Club Rush is being held Wednesday & Thursday of this week from 12-2pm. Pizza will be served at this event.
  - ASNC is hosting elections for a new executive cabinet. Applications can be submitted from March 7 – April 9. Jared will bring flyers about the event to the library.
  - The Executive Team attended a student body conference in Washington, DC last week.
- 4.4 [Learning Resource Center Report](#) (Arezoo Marashi)
  - Tutoring appointments are now conducted using the SARS system.
  - As a follow up to the tutoring surveys that were conducted during the fall, student and faculty focus groups are being held this semester.
  - To increase marketing efforts and visibility about tutoring, flyers have been placed in the classrooms and lawn signs have been placed across the campus
  - The number of Learning Resource Center (LRC) visits increased from 7,266 visits in fall 2024 to 10,431 visits in fall 2025
  - The number of unduplicated students using LRC services increased from 1,141 in fall 2024 to 1,360 in fall 2025
  - The number of 1-on-1 appointments increased from 183 in fall 2024 to 549 in fall 2025
  - Students taking math, biology, chemistry, STEM, English, and humanities courses have the highest attendance.
  - Damon commended Arezoo for doing a wonderful job of improving the LRC website by making it easier for students to navigate. These changes have made it easier for students to schedule appointments because the schedule is now available in real time.
  - According to the survey results, the first word that comes to mind when students and faculty think about tutoring is help.
- 4.5 Writing & Reading Center Report (Nicole Capps)
  - Norco is the only college in the district that receives apportionment from the state, so Damon is working on streamlining the process to make it easier to record full time equivalents (FTEs) in the Writing Center.
  - In order for the college to receive apportionment funds, there must be an instructor of record.

- As the faculty lead for the Writing Center & Learning Resource Center, Nikki Capps is the instructor of record who teaches the ILA-800 course.

## 5. Good of the Order

- 5.1 Just a friendly reminder that Program Review is due this Friday, March 13.
- 5.2 What is the timeline for receiving approval in Canvas for completing distance education certification?
  - DJ explained that it depends on the pathway that the faculty selects.
  - Please be patient. Badges will eventually be provided to all faculty who complete the certification process.

## 6. Adjournment

- 6.1 Meeting adjourned at 1:59pm

## Next Meeting

**Date:** May 12, 2026

**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.