

Norco College
Library Advisory Committee Meeting
March 13, 2018
12:50 - 1:50 p.m.
CSS 219

Minutes

Members Present: Walter Stevens, Jose Sentmanat, Carol Miter, Celia Brockenbrough, Rex Beck, Michael Bobo, Araceli Covarrubias, Joseph DeGuzman, Glen Graham, Arezoo Marashi, Damon Nance, Gabriela Cortez, and Sara Trujillo

Guests: Maureen Sinclair, Marianne Stefanous, and Albert Jimenez

I. Approval of Minutes

- November 14, 2017 and December 5, 2017 meeting minutes were approved by committee.
- Motion: Walter Stevens
- Second: Michael Bobo
- Approved unanimously: 10 Ayes

2. LRC Update (Albert Jimenez)

- Albert presented the committee with information about the LRC remodels. Albert encouraged the committee to visit the LRC to see the changes that have been made.
- Assessment center has a centralized location. Students have a waiting area that is just designated for the assessment center. These changes were completed in Winter 2018.
- Designated areas have a better ability to assist students with their specific needs.
- Math drop-in tutoring center (Math Express) will be shifting over to where the front desk was formerly located. This will allow for a larger designated Writing Express area to open, and help create more room for writing tutoring. White boards will be installed in the new Math drop-in location.
- Plans to enclose Study cubicles with glass sliding doors are currently being considered. As part of these plans, the last two study cubicles will be combined to accommodate larger groups of up to 16 people. This will also allow space to facilitate small workshops.
- Arezoo shared with the committee the Spring 2018 Supplemental Instruction (SI) Schedule and LRC Master Express Schedule.
- Suggestion: Students that require tutoring for Business Math 20 be paired with an accounting tutor.

3. Accreditation 2020 and Standard II B (Damon Nance)

- Damon shared information related to Accreditation 2020 and Standard II B:
 - Standard II B, formerly Standard II C, focuses on Student Learning Programs and Support Services which includes the Library and the Learning Resource Center.
 - The four parts of the standard can be summarized as follows:
 1. Sufficiency of services. The library would like to continue the Faculty Collection Review FLEX activity to receive faculty input and collaboration in library collection development
 - Need to reapply to the Professional Development Committee for FLEX credit approval to continue this activity
 2. Faculty expertise to support student learning. Expertise includes our librarians who are faculty
 3. Evaluation of services for improvement
 4. Adequacy of collaboration with other institutions and sources and the

evaluation of these services.

- Damon discussed with the committee the GAP analysis, which was presented:
 - Librarians were asked to complete the GAP analysis for library services and resources.
 - The GAP analysis takes language from the specific section of the Standard. What evidence of support to meet the standard? How does Norco College meet this part of the Standard? What improvements can be made?
 - The intention of the GAP analysis is to help us determine what evidence exists for our meeting the standards before we begin writing the report.
 - Also GAP analysis for the Supplemental Instruction Program and LRC were completed by staff from those areas.
 - Damon will combine the GAP analysis documents from library, LRC and SI into one document to be submitted for feedback to Dr. Aycock, Kris Anderson, and Ruth Leal before spring break.

4. Library Focus Group Discussion (Damon Nance)

- Damon announced to the committee that he would like to create a Library Focus Group:
 - The committee was presented with a draft focus group questions.
 - This would allow for students to be give more feedback.
 - Prior survey for the library was not authentic.
 - This would help create qualitative data not quantitative data.
 - Focus group will need to be done during college hour.
 - Suggestions from the committee: FLEX Credit for Faculty to encourage better faculty attendance. Create separate groups – one for faculty and one for students. In creating separate group this will allow for the students to speak freely.

5. Institutional Strategic Planning Council Update (Celia Brockenbrough)

- Celia updated the committee about the action items in the last three meetings ISPC that she has attended. Celia suggested to the committee to visit the ISPC webpage to keep informed.
 - ISPC held their fall retreat at Dr. Reece's home on Dec. 8th.
 1. One action item – Application Deadline
 2. Planning process activity – Each group was assigned a special topic and they reported out on their topic.
 3. Reorganization Activity – Reorganize around the four schools
 4. EMP – Will be hiring a consultant.
 - Feb. 21st Meeting
 1. Three action items -
 - Full Stack Web Development
 - Technology Prioritization Lists – Celia stated that technology needs were based on a low, medium, or high priority scale. She noted that the Technology Prioritization was showing the library with a request for ILS platform at the cost of \$600,000.00. Which was not requested. Still was noted as medium on the priority. Once prioritization is completed it will move forward to the President.
 - Proposal for Marketing Committee – This committee has been approved.
 2. New budget model funding for each California Community College.
 3. Mission Statement – will be revised. Would like the statement to be shorter, memorable and still with in compliance of ACCJC.
 4. Academic Reorganization Discussions – Spearheaded by Peggy Campo and Dr. Lee
 - March 7th Meeting
 1. Two action Items -
 - Foster Youth Grant – on going support for staff and students. Students

will need to be enrolled in a minimum of 9 units to participate. Celia mentioned that the age of transitioning from foster care has changed to 24 years of age.

2. Winter/Summer Grant Proposal – Grants that are approved during those times don't go through the same process. ISPC will receive notification of those grants.
3. Reorganization Meeting scheduled for today
4. Safety– A statement regarding safety should be added to syllabi shell.

6. Read 2 Succeed for Spring 2018 and Other Library Events (Damon Nance)

- Damon reminded the staff of our Read 2 Succeed event next week on Thursday, March 22nd. The Library will have the Book Discussion in room CSS 217 and everyone is to attend. He shared that we will be showing clips of the movie The Invisible War.
- Damon also encourage the committee to come out to our Celebrate Books & Libraries event on April 3rd in the Library. We will have a nice celebration. Walter's class will have scenes to show on the screen from his class. Take your picture with your favorite book.

7. Verification of Committee Membership and Next Meeting Date (Damon Nance)

- Damon asked Maureen if she would like to join the committee. Maureen stated she would be a member - time and other committee commitments permitting.
- Damon will email the committee about the following meeting date and location since the next month meeting is scheduled during Spring Break.

8. Norco College Student(s) Feedback

- No Report

9. Open Forum

- No items

Next Meeting: TBA

