

Norco College  
Library Advisory Committee Meeting  
March 12, 2019  
12:50-1:50pm  
OC 116

**Minutes**

**Members Present:** Celia Brockenbrough, Khalil Andacheh, Gabriela Cortez, Rex Beck, Glen Graham, Damon Nance, Joseph De Guzman, Carol Miter, Jose Sentmanat, Arezoo Marashi, Maureen Sinclair, Elisa Chung, Amber Lall, Shawn Schoen, Kris Anderson, Sabrina Sepulveda, and Vivian Harris

**Members Absent:** Walter Stevens (sabbatical), Araceli Covarrubias, Dominique Hitchcock, and Miguel Castro

**Guest:** Albert Jimenez

**1. Approval of the Minutes (Damon Nance)**

- Minutes from November 12<sup>th</sup> meeting will be sent out electronically for approval

**2. LRC Update (Albert Jimenez)**

- Albert updated the committee about a recent approval from the State Chancellor's office. The approval is to move forward with a project to enclose the LRC study cubicles. Currently there are 5 study cubicles in the LRC that will be enclosed, and cubicles 4 & 5 will be combined to allow a capacity of up to 15 students. This project will help decrease noise distraction, and the cost will be approximately \$71,000.
- Several interactive digital whiteboards will be installed in tutoring and SI sections along the perimeters of the LRC.
- The LRC expanded the writing and math support areas to accommodate more students. Previously, the writing support area served about 10 students, and now it can comfortably support 25 to 30 students. The Math support area previously served 15-20 students, and now because the area has been extended, at least 30 to 35 students. Relocating the CIS and Game Labs, and removing additional fixed computer stations gave the LRC the area to widen the support areas for increased AB 705 readiness.
- A new Tutorial Services Clerk, Jasmine Romero, has been hired and will start on March 20, 2019. Even though this is a part-time position, it is hoped it will help us extend our hours to include Saturdays, and to match the Library open hours.
- Plans are to order new, more suitable and efficient furniture for the LRC. The downstairs foyer is planned to receive a Starbucks'-like update for students who are waiting for LRC services, or who just need a spot to hang out and study.
- Albert mentioned that the LRC is hoping to host an Open House for faculty and students during the fall 2019 semester.

- Arezoo informed the committee that all SI sessions have been moved to the LRC. Previously, they were scheduled in available classrooms. This change to holding the sessions in the designated learning center helps us to qualify for collecting apportionment funding, which is hoped can be funneled back into LRC services. Currently there are 20 sections receiving SI support at Norco, and 2 sections at Eleanor Roosevelt High.
- Albert invited the committee members to stop by and experience all the new changes happening in the LRC. Additionally, he requested that the faculty and students of the committee encourage their colleagues and peers to visit the LRC. Damon added that there has been a significant increase in overall activity recently in the LRC. This is really an exciting time for Learning Resources at Norco College!

### **3. Accreditation 2020 - Standard II B Update (Damon Nance)**

- Kris Anderson, who has recently joined LAC, stated that Standard II B is doing really well and close to being done. Damon encouraged the team to send an email to Kris or himself with any additional input/suggestions to consider. Damon gave kudos to Kris for meeting with him several times to discuss exactly what documents, etc., would be the best sources of evidence. Kris informed the committee that the visiting team will be here a year from now. First read of the self-evaluation report will start in May, and then continue to make its way through the strategic planning structure at our college. It will go to the Chancellor's office in October, and then to the board in November.
- Damon gave a special thank you to the LRC members of the Standard II B team – especially Arezoo and Daren, for their amazing work on the draft for Standard II B.
- Some things to mention – the extension of library hours shows evidence as an outcome to improve services to students. Student Senate did a resolution last semester to request the additional hours.
- Dr. Lee emailed a college wide message regarding our stats. Damon stated that those stats should be reported out on a regular basis to the committee, and to the Academic Senate.
- Damon informed that we are keeping track of the number of students visiting the Library on Saturdays as evidence for our outcomes. On the first Saturday 19 students visited, and the second Saturday there were 39 students.

### **4. Institutional Strategic Planning Council (Celia Brockenbrough)**

- Since our last committee meeting in November three ISPC meetings have happened
  - i. On November 30th the Fall ISPC Retreat was held at Eleanor Roosevelt High School
    1. There were Committee Reports from: ASNC, Safety Committee, and Marketing Committee
    2. Information Item – Gustavo discussed the Norco College Promise Program. Dr. Reese talked about the partnership with Roosevelt

H.S. The principal of Roosevelt H.S. talked about the success of the partnership with Norco College.

3. Dr. Reese discussed the Big Us Plan. He also introduced one of the members of the consulting group that will be helping the facilities plan.

ii. February 20th meeting

1. Action Item – Approve grant for improving Undergraduate STEM education
2. Committee Reports – None
3. Information Item – QFE (Quality Focus Essay), this is a new part of accreditation. The intent is to state a project that the college will focus on and at the mid-year report it will be discussed. Melissa, Quinton and Kris were tasked to bring forward ideas. Dr. Reese talked about the 2030 Educational Master Plan.

iii. March 6<sup>th</sup> meeting

1. Brought forth suggestions for the QFE
  - a. One of the projects was creating teams for Guided Pathways
  - b. The second was on Professional Development as it relates to Equity.
2. Planning & Governance discussion – Eliminate duplicate committees/groups
  - a. One of the comments at the meeting was about the LRC, being placed under student services although historically the LRC has been housed under AA. The question was posed: Is this the best and what has been done at other colleges? Should the LRC be placed under Student Services?
  - b. Eliminating Library Advisory Committee was also suggested

**5. Membership Update (Celia Brockenbrough)**

- Members of this committee are primarily faculty. The committee has about a dozen faculty participants. Celia informed the committee that we need faculty to make appointments to review the library collection in their subject areas, starting with our committee members. Librarians are here to assist and support, but faculty being the subject experts need to come review their sections of the print book collection.
- Faculty can make requests for specific books to be purchased for the library and/or make recommendations for purchases at any time. Most titles recommended/requested are routinely purchased.

**6. Update on status of Library Advisory Committee (Celia Brockenbrough)**

- It was discussed that in the Planning & Governance the Library Advisory Committee is listed as potentially being eliminated.

- i. Several members of the committee commented that they would like to know the Academic Senate process on eliminating standing committees.

## **7. Student Report (Amber Lall)**

- Amber Lall introduced herself to the committee. Amber is the Senator of Administration representing ASNC. Amber expressed that the extension of library hours on Fridays and Saturdays has been a tremendously important resource for all students. She herself has visited the library on Saturdays.
- Shawn Schoen is the Vice President of Finance representing ASNC.
  - i. Shawn asked for clarification of the LRC extending hours to match with the library's open hours. Damon informed Shawn that the extension of LRC hours is not currently in place. However, it is in process to extend LRC hours to align with library open hours so that the entire Library building will offer services during the same hours. The intent is to improve access to services and resources so that we can boost the success and completion of our students.

Open Forum – No comment

**Next Meeting: May 14, 2019**