



## Library & Learning Resource Center Advisory Committee

Minutes for May 25, 2023

### **Committee Members (18 total):**

Vivian Harris (Faculty Co-Chair), Damon Nance (Administrative Co-Chair), Hayley Ashby, Nicole Capps, Elisa Chung, Gabriela Cortez, Joseph DeGuzman, Andres Elizalde, Daren Koch, Desiree Valdez, Mark Lewis, Lino Leon (subbing in for Daniela Portillo), Khosrow Rad, Jesus Reyes, Jose Sentmanat, Mitzi Sloniger, Marianne Stefanous, Walter Stevens, Cassidy Ballard (Administrative Assistant for minutes)

**Absent:** Damon Nance, Daren Koch, Nicole Capps, Jose Sentmanat, Marianne Stefanous, Walter Stevens

**Quorum:** 9

**Subject to Brown Act:** Yes

### 1. Call to Order

- Meeting called to order at 12:55pm

### 2. Action Items

#### 2.1 Approval of Agenda

- 1<sup>st</sup> Lewis, 2<sup>nd</sup> Sloniger, passed by consensus

#### 2.2 Approval of February 23, 2022 Minutes

- 1<sup>st</sup> Reyes, 2<sup>nd</sup> Ashby, passed by consensus

#### 2.3 Approval of April 27, 2023 Agenda

- 1<sup>st</sup> by Valdez, 2<sup>nd</sup> by DeGuzman, passed by consensus

#### 2.4 Approval of April 27, 2023 Minutes

- 1<sup>st</sup> by Elizalde, 2<sup>nd</sup> Ashby, passed by consensus

### 3. Information/Discussion Items

#### 3.1 Returning LLRCAC Meetings to 2<sup>nd</sup> Tuesday of the Month (Vivian Harris)

- In Fall 2023, LLRCAC meetings will be held on the 2<sup>nd</sup> Tuesday of the month during college hour.

#### 3.2 Library Events (Damon Nance)

- *Fall 2023 Read to Succeed*
  - The fall 2023 book selection is *Brown Enough* by Christopher Rivas.
  - This book was recommended by Professor Araceli Covarrubias.
  - The [eBook](#) is accessible now. Print copies will be available in the library soon.

#### 3.3 Assessment (Hayley Ashby)

- This spring, a survey is being conducted to assess library resources and usage.
- The questions will focus on different aspects of the library (including events, the physical space, etc.).
- The survey can be taken by QR code and is available online and in the library.
- Survey results can be utilized to enhance library services and resources.

### 3.4 Guided Pathway Action Plan (Hayley Ashby)

- Faculty departments are being reorganized into 8 Guided Pathway Schools with 3 divisions:
  - STEM
  - Arts, Humanities, Social Sciences
  - Career Education
- Hayley Ashby provided an overview of the plan to the LLRCAC members (see below).

### 3.5 Associated Students of Norco College Report (Desiree Valdez)

- This spring, ASNC donated \$4K to the Library and LRC.
- Unfortunately, ASNC will no longer be able to provide snacks for the library/LRC.
- The library is very appreciative of ASNC for the generous donations that have been made.

### 3.6 Learning Resource Center Report (Daren Koch)

- In-person and online study jams will be held May 30<sup>th</sup> – June 9<sup>th</sup> as follows:
  - Monday – Thursday 8am-8pm
  - Friday 8am-4pm
  - Saturday 9am-2pm
- Thursday, June 8 is the last day tutoring support will be available for the spring term.
- The LRC will close at 11am on Friday, June 9, due to commencement.
- The LRC is currently accepting embedding tutoring and study group requests for Summer and Fall. To request Embedded Tutoring and/or Study Group support for your course, please submit a [Request for Embedded Tutoring and/or Study Groups form](#). Requirements are as follows:
  - Course enrollment at or above 20 students, at time of approval.
  - Student Success Rates at or below 70% from previous semesters.
  - First come first served, according to the preceding qualifications.
- Additional information on the Embedded Tutoring and Study Group programs is available on the [Embedded Tutoring](#) webpage.

### 3.7 Writing and Reading Center Report (Nicole Capps)

- Please see the Writing and Reading Center Report that Nicole Capps provided to the committee (below).

## 4. Good of the Order

## 5. Adjournment

- Meeting adjourned at 1:48pm

### Next Meeting (tentative)

**Date:** September 12, 2023

**Time:** 12:50-1:50pm

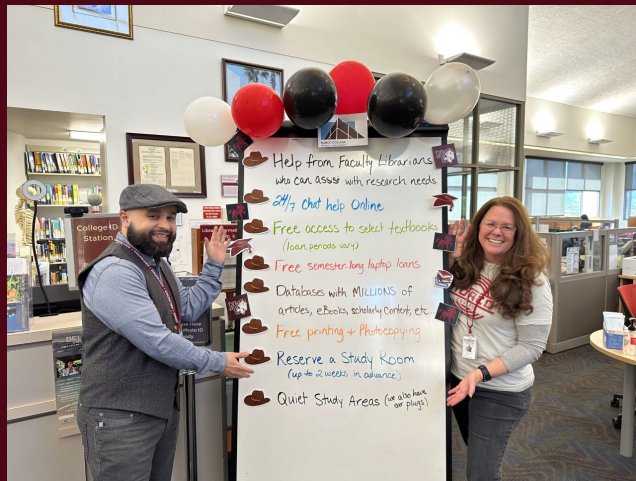
**Location:** LIB-108 and Zoom

### 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.

# WILFRED J. AIREY LIBRARY

## Guided Pathway Action Plan 2022-2024



*Presented by Ms. Vivian Harris, Associate Professor, Library & Dr. Hayley Ashby, Professor, Library*

# GP SCHOOLS REORGANIZATION

Feedback provided to the GP Team and incorporated into the Proposal:

1. Library courses and faculty counts should be located in the new School of Humanities and Languages
2. As student success teams move forward in 2023-2024, at least one full-time librarian will be assigned to each of the three divisions; the library will reassess assignments as new library faculty are hired
3. Library faculty support providing academic support, instruction, and services customized to each schools' unique needs.
4. Librarians would still like to hold voting membership on academic senate and college councils.

# COMMUNICATION PLAN

Presenting information at the following meetings:

- ✓ Guided Pathways Leads – April 27, 2023
- ✓ Interim Vice President, Academic Affairs – May 4, 2023
- College Council – May 11, 2023
- Communications Department – May 16, 2023
- Library & Learning Resources Center Advisory Committee – May 25, 2023
- Academic Senate – Fall 2023

Also, sharing information through:

- Brochures, Flyers, & Posters
- Library Events
- Website & Social Media

# GOAL I

## Align the Library with the Proposed Schools Reorganization:

- Determine status of library faculty positions (currently 3 FT with 1 FT hire in process)
- Assign library faculty to divisions (3) and schools (8)
- Define roles and responsibilities for Library Liaisons
- Establish contact with schools

## GOAL 2

Coordinate with Student Success Teams to:

- Review language on Student Success Team graphics
- Create a list of library events and dates
- Market library events to targeted schools
- Determine other ways library can support Student Success Teams

## GOAL 3

### Assess and Improve Information Literacy Instruction:

- Review and potentially expand library curriculum (e.g., non-credit, additional courses)
- Discuss options for pairing or customizing library courses for specific schools
- Complete Library/Information Literacy Modules in Canvas
- Develop additional custom Library Guides and materials



## GOAL 4

### Assess and Improve Library Services:

- Review library service area outcomes through a GP lens
- Review library statistics and data to identify trends in library usage
- Work with IE to gather data on the impact of library usage on student success
- Determine how library services could be better aligned with schools

## WRC Report - May, 2023

The WRC started off really busy but has seen decreased attendance since spring break. Still, we have already doubled our numbers since last spring and continue to see growth. We *will* be open (with decreased hours, TBA) during finals week.

### Some of our QR code results are as follows:

\*As of this week, we have had 486 individual student visits, compared to Spring 2022, when we finished at 227. Our highest numbers so far were in fall 22, with 621 total student visits.

\*While the majority of students who come in for help are from English classes, we have also seen students from Anthropology, Communications, Early Childhood Ed, Political Science, History, Health Science, Kinesiology, Psychology, Sociology, Philosophy, and Guidance this semester!

\*Only 54% of student visits have been for a required English lab; this is consistent with previous semesters.

\*Despite only offering online workshops this semester due to lack of f2f staffing, 85 students attended workshops, which is 3X more than last semester.

### Issues

Despite demonstrated growth, our problem continues to be lack of institutional support and the resulting reduced standard of care for Norco College students. The major reason for this is the .3 reassign time that our Lead Instructor position comes with (as compared to RCC's .6 for the same position), and the lack of funding for faculty staffing, which both sister colleges have. (A table showing this comparison, which was shared with Administration, is below.)

**Future Plans** are to offer first-week orientations, updated online resources, and to increase staffing and open hours, which will enable increased outreach to other disciplines and programs, the ability offer in-person workshops and asynchronous workshops, and the ability to offer professional development to faculty (all part of the JD).

COLLEGE	OPEN HOURS	FACULTY HOURS
RCC	9-6 M-TH 9-3 F <b>(42 HOURS TOTAL)</b>	<b>42 HOURS COVERED</b> BY 26 FACULTY LAB INSTRUC- TORS (not lead instructor)
MoVal	9-6 M-TH 9-4 F 10-2 S <b>(47 HOURS TOTAL)</b>	<b>47 HOURS COVERED</b> BY 7 FACULTY LAB INSTRUC- TORS (not lead instructor)
Norco	M/T: 10-6 W: 10-3 TH: 9-4 F: CLOSED S: CLOSED <b>(28 HOURS TOTAL)</b>	<b>16 HOURS COVERED BY 6</b> FACULTY; AN ADDITIONAL 12 HOURS COVERED BY THE WRC LEAD INSTRUCTOR, FUNC- TIONING AS A LAB INSTRUC- TOR