Assessment Plan

Yuba Community College District

YC - Library & Learning Resources Program Recommendations

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Program Description: The Yuba College Library (YCL) and Clear Lake College Library (CLCL) provide reading, study, and research services to the students and staff for their respective campuses. Yuba College Library's central mission is to support the culturally diverse needs of our students and employees. As such, we are continually updating our holdings in the library and through our subscription databases, and following current and future trends, so that our students will be best served in a changing economic and technological world. We provide Library orientations and workshops with students, faculty, and staff, to support the curricula offered by the College.

The reading and research services include online and print collections of serials, monographs and multi-volume reference works; reserves holdings of materials used for instruction in most classes; circulation services including inter-library loans; online databases of periodicals and reference sources; a quiet, study area, access to computers, and DE test proctoring.

Research demonstrates a positive relationship between library use and student persistence and achievement (Fulks & Alancraig, 2008; Kuh & Gonyea, 2003; Mezick, 2007). Additionally, research indicates a clear correlation between the use and institutional support of libraries and the success and persistence of students (Hamrick, Schuh, & Shelley, 2004; Mezick, 2007). Thus Yuba College institutional support, in combination with partnerships between instructors and librarian, is instrumental for accomplishing the Information Competency student learning outcome.

Year of Review: 2011-2012

Type of Review: Annual Update

Executive Summary: TBD

Future Goals and Program Direction: We strive the provide world class quality library services and resources to our students, and are driven by the "student first" philosophy.

Recommendation: Second Librarian

Hire a second full time replacement librarian to support distance learning, Clear Lake, and Sutter students, in addition to supporting other instructional library functions. This librarian will possess skills that provide virtual support to all our campuses under YC as well as distributive Ed students. The fact that YC serves a large, rural service area makes it impossible for a single full-time librarian to serve the needs of students at all campuses.

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015

Request Date: 10/18/2011

Inactive Date: 10/01/2026

Recommendation Priority: 2. Medium Priority

Supporting Evidence: Other comparable colleges offer more extended online library support. The district does not have a disignated librarian to support online students and courses. This raises an ssue of equity and equal access.
According to the NCES, the YC the level of staffing, specifically librarians, is around 25 percent of the average (1.26 at Yuba, 4.02 at comparable schools).

Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library faculty based on student FTES. That formula is in the following table:
FTES Faculty Librarians
<1,000 = 2
1,001 ? 3,000 = 3
3,001 ? 5,000 = 4
5,001 ? 7,000 = 5
Each Addition 1K = .5
The California Community College Board of Governors sets these minimums, and colleges and districts should meet or exceed them.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Staffing request **Type:** Staffing - Faculty	Refer to faculty pay scale.	Staffing Committee and Yuba College Council	Yes

Recommendation: Collaboration

Improve collaboration between librarians and instructional faculty.

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015
Request Date: 10/18/2011
Inactive Date: 01/01/2026
Recommendation Priority: 2. Medium Priority
Supporting Evidence: While several instructors and departments collaborate with the library to identify their needs and work together with the librarian on ways to improve information literacy skills among students, this collaboration is limited to individual cases rather than a general trend. Studies show that collaboration with the libraries improves student success.
According to the NCES, the YC library level of staffing, specifically librarians, is around 25 percent of the average (1.26 at Yuba, 4.02 at comparable schools), which makes meaningful collaborations across the disciplines nearly impossible.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Hire a replacement librarian to collaborate with individual faculty members and whole departments on improving student success. **Type:** Staffing - Faculty	FT or PT librarian salary.	Staffing committee.	Yes

Recommendation: Library instructional program

Offer research skills courses on a regular basis. LibSc-1 course is currently scheduled to be taught in Spring 2012 (2 sections, 1 unit each).

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015
Request Date: 10/18/2011
Inactive Date: 01/01/2016
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Basic research skills courses are instrumental in providing a comprehensive cross-disciplinary information literacy program at Yuba College. Positive correlations between student success and library research skills are well established in literature.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Schedule 1-2 credit research courses each semester. **Type:** Curriculum/SLO	FTES, 1-2 units per semester.	Division Dean.	Yes
Contingent on hiring a replacement librarian, actively engage and partner with subject specific faculty across the curricula to improve students' information competency and critical thinking skills. **Type:** Staffing - Faculty	FT or PT faculty pay scale	Yuba College Council or Staffing Committee.	Yes

Recommendation: Library Technical Assistant

Hire a full-time Library Technical Assistant to maintain Sutter Facility LRC operations scheduled to start in Fall 2012.

Request Date: 12/01/2011
Inactive Date: 12/01/2013
Recommendation Priority: 3. High Priority

Supporting Evidence: Sutter Facility LRC requires a library technician to open services and facility use to students in Fall 2012.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Begin the hiring process for the LTA to be assigned to the new Sutter Facility. **Type:** Staffing - Other	Classified salary range: 26		Yes

Recommendation: Library/Media Specialist

Fill the Library/Media Specialist position that is vacant due to 2010 layoff. This position is vital for maintaining library operations, especially in the renovated Building 1100.

Year(s) Requested: 2012-2013
2013-2014
2014-2015

Request Date: 11/21/2011
Inactive Date: 11/21/2020
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Title 5 of the California Code of Regulations (§ 58724) includes minimum standards for numbers of support staff:
FTES = Support Staff
<1,000 _ 3
1,001 _ 3,000 = 4.5
3,001 _ 5,000 = 6.5
5,001 _ 7,000 = 9
Each Addition 1K = 1
The California Community College Board of Governors sets these minimums, and colleges and districts should meet or exceed them.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Rehire laid-off Library/Media Specialist. **Type:** Staffing - Other	Salary range: 24.		Yes

Recommendation: Online Library Resources

Maintain and increase availability and accessibility of online library resources.

Year(s) Requested: 2012-2013
2013-2014
2014-2015

Request Date: 11/21/2011
Inactive Date: 11/21/2020
Recommendation Priority: 3. High Priority
Supporting Evidence: A large number of high quality online library resources are instrumental for creating and maintaining a world class library that serves Yuba College library user needs.
Usage statistics deminostrate high volume of searches performed online.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Ensure continued funding for library subscriptions. Include the need for these funds in the budget planning process. **Type:** Equipment/Technology	$76,000 per year is needed to maintain library online subsriptions as well as print based magazines.	Division Dean, budget making authorities.	Yes
Implement a Discovery service. Patrons are used to Google and don't want to use different search methods for different databases or different databases. Discovery is an index of all the electronic resources, which it searches at once. One option of	TBD. Primarily, an additional librarian is needed to maintain all the links, connections, and trouble shoot issues. Additionally,	TBD. Current staffing levels do not permit implementation in the near future.	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
such index is Serials Solutions' Summon. **Type:** Equipment/Technology	annual subscription to a federate search product will be required.		

Recommendation: Hours of Operation

Maintain suffient hours of operation to meet student needs. Current hours are 7:45am-8pm Mon-Thur, 7:45am-4:30pm Friday. This is the minimum needed hours.
Sufficient PT librarian and student assistant funding is required to maintain these hours.

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015
Request Date: 11/21/2011
Inactive Date: 11/21/2020
Recommendation Priority: 3. High Priority
Supporting Evidence: Student surveys repeated report the need for extended library hours. Hours had been reduced in the previous 2 years due to budget reductions, staff layoffs, and other reasons. In 2011-2012, the hours have been partially restored.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Maintain $24,000 annual funding for PT librarians, and $20,000 for student assistants. **Type:** Staffing - Other	$44,000 per year.	Department dean, budget decision makers.	Yes

Recommendation: Sutter Facility LRC Computers

Equip Sutter Facility LRC with computers.

Year(s) Requested: 2011-2012
Recommendation Priority: 3. High Priority
Supporting Evidence: Refer to Measure J Sutter Facility User Group planning documents.

Recommendation: Clear Lake Campus LRC

Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. Purchase a scanner for student use. Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up.

Year(s) Requested: 2011-2012
Recommendation Priority: 3. High Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. Purchase a scanner for student use. Set up a color printer. Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up. **Type:** Equipment/Technology			Yes

Recommendation: Improve IT Support

Ensure timely and sufficient IT support

Year(s) Requested: 2011-2012
2012-2013

2013-2014
2014-2015

Request Date: 01/10/2012
Inactive Date: 01/31/2027
Recommendation Priority: 3. High Priority
Supporting Evidence: Supporting evidence: ?Given libraries reliance on current and functioning technology to meet even basic functions, the library should have as part of its staff a full-time computer or information technology maintenance and repair technician. In circumstances where this may not be possible, the college or district should make available technicians dedicated to serving the information technology maintenance and repair needs of the library.
Reference:
Standards of Practice for California Community College Library Faculty and Programs The Academic Senate for California Community Colleges, adopted Fall 2010

Recommendation: Revise library job descriptions

Revise library media specialist, and library technical assistant job descriptions to accurately reflect current skills, job duties and changing trends in the library field.

Year(s) Requested: 2011-2012
2012-2013
2013-2014

Request Date: 01/01/2012
Recommendation Priority: 3. High Priority
Supporting Evidence: Refer to the current job descriptions. The L/M specialist job description still mentions card catalogs even though the library automated 15+ years ago.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Wait for direction from the HR office on how to proceed with updating job descriptions. As of January 2012, ANY change to the job description must go through a reclassification process, which is not feasible. **Type:** Staffing - Other	N/A	HR Office.	Yes

Recommendation: Library Bldg. 1100 renovation project

Consistent involvement of the user group in the planning for the 1100 facility, especially in terms of ensuring that Measure J funds and state funds, as well as district funds allocate appropriate levels of funding for student access via computers, print stations, and informal learning spaces. As well as for signage, virtual databases, and tangible resources like books.

Year(s) Requested: 2011-2012
2012-2013
2013-2014

Request Date: 02/01/2012
Recommendation Priority: 3. High Priority
Supporting Evidence: Without full participation from the Usergroup, the Build. 1100 Measure J project risks missing critical information and proper planning for the updated library.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Update CyberLab computers. The 30+ computers located in CyberLab have been experiencing multiple issues, frequently breaking down and not functioning for weeks at a time. Many of them should be replaced in the next 2 years, preferably by the renovation completion date in 2013. **Type:** Equipment/Technology	TBD.	Budget decision makers.	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Expand quiet study spaces somewhere on campus, based on student feedback about the noise level. **Type:** Equipment/Technology	Minimal.	M&O, VP office.	Yes

Recommendation: Textbooks on Reserve

There is a need to expand textbooks on reserve funds in order to address support for students on limited incomes. Additional funds should be designated to purchase textbooks on reserve, or a system to support faculty in requesting their free copies from publishers should be implemented. Access to textbooks is clearly connected to student success.

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015

Recommendation Priority: 2. Medium Priority

Supporting Evidence: Most of the reserved textbooks are provided by individual faculty who request free review copies from publishers. However, not all instructors request textbooks in a timely manner. Additionally, some publishers refuse to supply a second free copy for the library. As a result, many students suffer being unable to purchase their books at the beginning of the semester due to delays in financial aid.

Recommendation: One card system

One card system with expanded printing options for students should be implemented in the near future. This one card should have a barcode and serve as a library card as well.

Year(s) Requested: 2012-2013
2013-2014
2014-2015

Request Date: 02/01/2012

Recommendation Priority: 1. Low Priority

Recommendation: Polaris / Datatel Integration

Integrate Polaris Library System with Datatel for seamless creation, modification, and updating of students' records in the library system.

Year(s) Requested: 2011-2012
2012-2013
2013-2014
2014-2015

Request Date: 12/04/2011

Recommendation Priority: 2. Medium Priority

Supporting Evidence: It is not effective to keep separate student records in Polaris and Datatel. Once student records are updated in Datatel, they are not updated in the Library database, causing the library to have old student records with incorrect contact information.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Complete Polaris/Datatel integration. The project started in Spring 2011.	N/A.	IT and WCC library have taken the lead on this project.	Yes