Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Library & Learning Resources Program Review

Year Under Review : 2014-15
Type of Review:
Program Description : The Yuba College Library (YCL), Clear Lake College Library (CLCL), and Sutter Campus Library (SCL) 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. Promoting information literacy skills is the goal of the college library. We provide Library orientations and workshops with students, faculty, and staff, to support the curricula offered by the College. The library faculty teach an online Basic Research Skills course once or twice a semester (5 times a year). The Intro to Online Learning course includes a module on using the online library.
An embedded librarian program has been implemented by the library faculty during several semesters. A librarian was added to the online Nursing courses as a teaching assistant to provided research assistance in Blackboard.
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, a training lab, group study rooms, and DE test proctoring.
Marysville Campus library moved to the newly remodeled LRC building in January 2014.
The Clear Lake Campus Library is also in a new location on the second floor of the Student Services building. The space includes a large reading and study area, stacks and reference collections, reference desk, circulation area with faculty reserve and non-print media collections, serials collection, a 16-station computer lab, media repair room, a processing/storage room and three group study rooms.
The Sutter Center Library provides nearly the same services as the Yuba College Library and the Clear Lake College Library, albeit, on a smaller scale.
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.
There is a need to maintain and increase virtual collections to support students at Marysville, Clear Lake, Sutter, and Beale locations, as well as online students. We currently do not have a virtual video streaming collection, which was an expressed need by the faculty in their previous program reviews (i.e. ECE, social sciences, AJ programs). A virtual streaming collection would benefit students and faculty at all three College library sites.

The Yuba College library measures its program effectiveness using Student Learning Outcomes, usage statistics, and various faculty and student surveys.
At the Marysville Campus, in 2014-2015 Reserve Textbooks circulated 14,444 times, computers were used 42,971 times, and the patron count was 331,619. 32 library research sessions took place, serving 903 students. The online databases were used nearly 264,000 times.
The new LRC building provides quiet study and group study areas, a more convenient work area for adjunct faculty, and greater opportunities for formal and informal study.

Executive Summary (Include a list of team members): Team members include:
Elena Heilman, Librarian
Megan Ozeran, Library Media Specialist (Sutter)

Donna Veal, Library Technical Assistant (Clearlake)
Kandice Goodman, Library Media Specialist (Clearlake)
Julie Miller, Library Media Specialist (PT Marysville/PT Sutter Center)
April Nunez, Library Media Specialist (Marysville)
Dave Joyner, Adjunct Librarian
James Wagner, Adjunct Librarian & DE instructor
Consulted: Dena Martin, WCC Librarian; Student Assistants; adjunct faculty and patrons.
The YC Librarian, in collaboration with the Dean and library staff at the Marysville, Lake and Sutter campuses, compiled this comprehensive program review.

Library Services constitutes both direct services to all students and staff and an online academic course which cultivates library research skills to prepare students for success in all academic and career endeavors. Therefore, this program review reflects planning and delivery of services and academic success while addressing institutional goals and efforts to improve overall effectiveness.

This report reflects an expansion of library services and facilities geographically and virtually during the last 3 years, including new facilities at Marysville, Lake and Sutter and an expanded online presence. Commensurate with this expansion has been a reduction in library staffing, the reassignment of one Library media specialist shared between the Marysville campus and the new Sutter Center and the elimination of the Administrative Assistant position for the Learning Resource Center. As the library staff seeks to modernize and innovate to reflect national trends in library standards & functions, expanded facilities are not supported by adequate budgets for equipment, including computers for student access in the Open Media Labs, or adequate staffing to support expanded services to students and staff. The library staff and student assistants are representative of a multi-lingual and culturally diverse campus demographic.

Greater collaboration among geographically separate staff has resulted in more inclusiveness and consistency in data collection to assess use and demand of services.

The librarian's ability to expand library support to the classroom or to prepare tailored bibliographies for specific academic programs or remote sites is minimal due to the geographic and workload challenges as the sole librarian.

Improved service to clients and more efficient use of staff time would be achieved if the Polaris web-based library circulation system were integrated with Datatel so that patron accounts are kept current rather than manually updated.

Expansion of the Textbook On Reserve service at each site is precluded by minimum budgets to purchase or procure high demand titles.

Despite these limitations, the YC library staff have demonstrated a commitment to innovation, integrated planning and partnership, ongoing process improvement, and promoting a 'student first' environment.

An emerging trend in libraries is to serve as an 'information commons' where community and informal learning is fostered and information is accessed, created and shared. The renovated 1100 facility on the Marysville campus which opened in Spring 2014 reflects this modern interpretation of a learning resource center. Included is a dedicated training lab to support information and technology literacy; this space also functions as the extension of the the open media lab.

Overall, the Library staff which serve students and staff throughout the Yuba College service region demonstrate a commitment to the spirit of integrated planning, improvement of institutional effectiveness, and above all....direct support for student success.

01SP. Department Goals (Click '?' for Prompt): Yes, the following breakdown by goal progress is here:

YC Goal 7. “Improve the quality of the student experience at all our campuses and centers.”

We completed the 2.5-year renovation of our library, and moved back in January 2014. The space is large and inviting, bringing in an entire wall of natural light through the windows, into the ample study spaces, on both the first and second floors. Our new library has 10 new study rooms, 60 computers, and a training lab with 30 more computers, used by librarians and constituents alike. In Fall 2014, one group study room was added by relocating the librarian to an office space in the technical services area.

As of this writing, all the Cyberlab and the training room computers (90 total) are being replaced with a brand new virtual lab.

YC Goal 5. “Design our programs in such a way as to allow students to complete their educational goals in a timely manner.”

We support computers, printing, reserves textbooks, and databases. The librarian, as well, offers one-on-one research assistance for students.

YC Goal 4. “Research and utilize effective modes of delivery for our courses and services.”

We have purchased 8 laptops and 2 tablets for student rental, making it more convenient for students without home-computer use or access to a public library to complete homework assignments. The laptop service is very popular with students as the laptops are constantly checked-out (520 check-out between 10/14-6/15).

We have conducted 32 library workshops, involving 903 students, at Yuba College and the Sutter campus.
We have embedded our adjunct librarian in two nursing classes online per semester.
All library requests for materials were accommodated.

02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): The Library provides support for increased success of YC students, both live and online, and at all YC sites. The library's innovative vision, to be an "information commons," serves both students and the community in formal and informal learning. Included in this vision are training and open laboratories, a Teaching and Learning Center, and a range of subscriptions (print/media as well as online databases).
The library offers reading, study, and research services to students and staff at the Marysville, Clearlake, and Sutter sites, including an embedded librarian program, which gives students in partnered courses access to a librarian online.
03SP. Student Contacts (Click '?' for Prompt): Between 7/1/14-6/30/15, patron count was 331,619, DE proctored exams - 623; computer check-outs - 42,971, nearly 15,000 library material check-outs. The 9 group study rooms were used 3,719 times, and the computer training room 256 times.
04SP. Input to Improve (Click '?' for Prompt): The program uses faculty, staff, and student input in order to improve the effectiveness of its services. For example, input from faculty and staff is sought out on a regular basis for maintaining and updating library subscriptions (periodicals and databases). Student and faculty surveys are periodically distributed to assess patron satisfaction with the library resources and services.
05SP. Course Outlines (Click '?' for Prompt): Yes. LibSc-1 was last updated in Fall 2014.
06SP. Collaboration (Click '?' for Prompt): The library provides library workshops across the curriculum. The librarians visit classrooms as requested at Marysville and Sutter campuses, or host workshops inside the library.
The librarians refer students to WLDC, CSC, DSPS and Counseling Center resources and services as appropriate.
The library houses and maintains the Adjunct Faculty Resource Center. This center provides work space and access to computers and limited free printing to adjunct faculty. The library is covering the expenses for this essential service to adjunct faculty from its budget.
The library provides DE testing services for all disciplines at the college.
DSPS Computer provided by DSPS Office is located in cyber lab.
The WLDC staff and tutors refer students to the librarian for research help
WCC and YC librarians have regular meetings and collaborate on such issues as SLOs, curriculum, library subscriptions, and best practices.
YC librarian attends annual Council of Chief librarians meetings as well as regional CCL meetings.

07SP. Catalog Currency (Click '?' for Prompt): Yes. The Catalog entry for the library is reviewed annually by the librarian.
08SP. Student Progress (Click '?' for Prompt): Librarians attend conferences and read current research in the library field as it pertains to student needs. The full-time librarian reviews course outlines and new programs in Curricunet to ensure that resources relevant to faculty and student needs are added to the library collections. The library does not track student progress from outreach to entry to persistence to completion.
09SP. DE Students (Click '?' for Prompt): DE students enjoy access to 25+ online library databases of ebooks, films, and periodicals. All databases are compliant with Section 508. Virtual library workshops are available to online instructors. The video tutorial on the virtual library resources was updated in August 2015. Research assistance is available to DE students by phone and email. Students in LibSc-1 class, who have disabilities, are accommodated, in part and if needed, by providing an extension on due dates for assignments. Video, if used, is compliant with 508 and includes closed captioning.
10SP.Disproportionate Impact(Click '?' for Prompt): Low-income students rely heavily on the Reserves textbooks collection. However, library holdings are limited in part due to instructor inability or unwillingness to request additional copies from publishers, and in part due to the limited library book budget. The limitations of this service primarily impact the low-income

group. The importance of procuring instructor copies of books on reserve for low-income students is regularly addressed in an email to faculty and discussed in the library resources presentations and tours.

11SP. Mapping (Click '?' for Prompt): Yes

12SP. Core Competencies (Click '?' for Prompt): Library Program Student Learning Outcomes are used to refine and improve program practices. Faculty who request library research sessions are surveyed at the end of the semester, and suggestions for improvement are requested. Faculty suggestions are used to modify library workshop sessions as needed.

13SP. Professional Development (Click '?' for Prompt): Librarians attended 4 conferences in 2014-2015, including those related to Student Equity and Student Success. These conferences enabled them to keep current in the library field and to help to ensure that best practices in the library are followed. Library employees attended a range of YCCD training workshops, including Sexual Harassment, Social Media in the Workplace, Active Shooter, Office 365, Canvas, Purchase Order. These activities enabled library employees to be better informed on their jobs. A library Media Specialist attended a Student Staff Development course, enabling her to be more effective as a student employee manager. Because the library employs 8 library student assistants, effective management is essential for smooth library operations.

14SP. Reflection (Click '?' for Prompt): Feedback from students and faculty and Student Learning Outcomes are used to refine and improve program practices. For example, faculty feedback is used to determine what print and online subscriptions should be renewed. Faculty who request library research sessions are surveyed after the session, and suggestions for improvement are requested.

Through the program review process, we will be able to keep track of the status of the Program Recommendations. We will be reminded of the relevant tasks pertaining to the library (Curriculum, SLO, DE). We will reflect on usage statistics and various survey results as we are compiling this program review with the goal of improving library services.

Are you ready to submit your final program review?:

Program Recommendation: Online Library Resources

Ensure continued funding for library subscriptions and include the need for these funds in the budget planning process. $65,000 per year minimum is needed to maintain library online subscription databases as well as print based magazines (not accounting for 5% per year inflation). Maintaining a diverse and healthy virtual collection is the only economical way to serve geographically spread-out student populations served by the Marysville, Beale and Sutter campuses and via DE. This is also the primary way of supporting our DE students and their research needs (If YC plans on maintaining or expanding the DE program, it is imperative that resources for them are not cut.)

Recommendation Priority: 3. High Priority

Year(s) Requested: 2015-2016, 2016-2017

Request Date: 11/22/2015

Inactive Date: 11/21/2020

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 demonstrate high volume of searches performed online.

Faculty surveys indicated the need to maintain JSTOR subscriptions.

Program reviews indicated the need for a video streaming service.

Evaluation Plan: Virtual subscriptions are based on requests by faculty, especially to support student research competency. Library staff will coordinate with faculty regarding SLO assessments which promote research skills.

Use of online subscriptions is tracked via database usage overall.

eBooks 'purchased' as part of PDA model are based on user 'votes'.

Plan of Action

Equipment - Ensure continued funding for library subscriptions and include the need for these funds in the budget planning process. The library subscription budget was reduced by $20k in 2012-13 and another $6K in 2013-14, jeopardizing our ability to renew existing subscriptions. $56,000 per year minimum is needed to maintain library online subscriptions as well as print based magazines (not accounting for 5% per year inflation). Maintaining a diverse and healthy virtual collection is the only economical way to serve geographically spread-out student populations at the college. (Active)

Budgetary Impact: $56000 per minimum year is needed to maintain library online subscriptions as well as print based magazines, not including JSTOR renewal or a video streaming database, which would be additional $8K-9K.

Timeline/Responsible Party: Division Dean, budget making authorities.

Status

YC - Library & Learning Resources Program Review

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
funding for 2015-2016 has not been reduced. Funding for 2016-2017 is not known yet.

Equipment - 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 such index is Serials Solutions' Summon. (Active)

Budgetary Impact: TBD. Primarily, an additional librarian is needed to maintain all the links, connections, and trouble shoot issues. Additionally, annual subscription to a federate search product will be required.
Timeline/Responsible Party: TBD. Current staffing levels do not permit implementation in the near future.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
A discovery service has not been implemented due to staffing shortage and no augmented funding.

Equipment - The JSTOR subscription, a leading online research database, will need to be renewed in January 2015 and money for JSTOR is not currently allocated in the Library's subscription budget since the JSTOR subscription was paid for for several years in advance using WCC's New LRC building money that is no longer available. This is a shared resource with WCC. (Active)

Budgetary Impact: $4500/yr
Timeline/Responsible Party: Dean of Library, Librarian, Budget Committee

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
The JSTOR subscription was paid for 2015, funding for the following year is uncertain.

Equipment - A virtual video library is needed to support instruction as stated in several discipline-specific (English, Social Sciences, etc) program reviews. The cost is about $4000/year, in addition to other database subscription expenses. Several departments (ECE, English, History, Psychology, and Administration of Justice) requested instructional videos for their programs in their program reviews.
To satisfy this need, the library is proposing a subscription to Films on Demand (or a similar database), which includes unlimited college-wide streaming rights to a great number of videos. 2013-2014 subscription cost to Yuba College is 6159. (Active)

Budgetary Impact: $4000/yr

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The subscription has been obtained.

Related Goals

College - Yuba College Program Review
YC Goal 3 - Steward our institutional resources with increasing effectiveness and efficiency.
YC Goal 4 - Research and utilize effective modes of delivery for our courses and services.
YC Goal 7 - Improve the quality of the student experience at all our campuses and centers.

YC - Library & Learning Resources Program Review

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Global Awareness - Articulate similarities and differences among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Scientific Awareness - Understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YCCD Board of Trustees Vision Statement
YCCD VS 1 - Providing an innovative, world-class learning environment;
YCCD VS 3 - Developing and maintaining programs and facilities that best meet with needs of our students and communities;
YCCD VS 4 - Stewarding resources strategically to meet the diverse needs of our communities and region;

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Second Librarian

Hire a second full time librarian to support distance learning, Marysville, 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, an action consistent with ACCJC recommendation for expanded or equal online support services. 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.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2015-2016, 2016-2017
Request Date: 09/25/2012
Inactive Date: 10/01/2026
Supporting Evidence : Other comparable colleges offer more extended online library support. The district does not have a designated librarian to support online students and courses. This raises an issue of equity and equal access, as cited in ACCJC recommendations, Feb. 2013.
According to the NCES, the YC level of staffing, specifically librarians, is around 25 percent of the average (1.26 at Yuba, 4.02 at comparable schools).
Yuba College FTES for Fall 2012 was 1975.
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 to 3,000 = 3
3,001 to 5,000 = 4
5,001 to 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.
Evaluation Plan: Student satisfaction surveys developed for Distributive Education courses will include questions regarding online support services such as library research support. Career technical programs such as ECE, Nursing and Vett Tech which deliver instruction via DE will be targeted for specific knowledge and use of online research resources to support assignments.

YC - Library & Learning Resources Program Review

Plan of Action

Staffing - Faculty - Staffing request (Active)
Budgetary Impact: Refer to faculty pay scale.
Timeline/Responsible Party: Staffing Committee and Yuba College Council

Status

10/18/2011

Recommendation Progress: Recommendation Needs Improvement/Attention
Need to submit the request to the College Council.

Staffing - Faculty - Staffing request was submitted to the dean (Active)
YC - Location: Yuba College - All

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Collaboration

Improve collaboration between librarians (and library staff) and instructional faculty at all campuses.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 09/25/2012
Inactive Date: 01/01/2026
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 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.

Evaluation Plan: Lead librarian has initiated Friday retreats at least once a semester as of Fall 2013 to bring together library staff from Sutter, Clearlake and Marysville. The librarian for WCC was invited and attended. This joint planning has resulted in more ongoing collaboration regarding shared resources, more consistent polices, more uniform data collection, and development of SLO's. Outcomes from these retreats will be tracked, documented, assessed and reported. Data collection will be compared and shared to determine similarities, variances and resources needed.

Plan of Action

Staffing - Faculty - Hire a replacement librarian to collaborate with individual faculty members and whole departments on improving student success. (Active)

Budgetary Impact: FT or PT librarian salary.
Timeline/Responsible Party: Staffing committee.

Status

10/04/2012

Recommendation Progress: Recommendation Needs Improvement/Attention
Although a second full-time librarian has not been hired yet, the part-time librarian currently collaborates with the nursing department and has been embedded into 3 Pathophysiology classes for the last 3 semesters.

Program Recommendation: Library instructional program

Continue offering research skills courses on a regular basis. Online LibSc-1 course is currently taught 5 times a year..
Basic skills students and students struggling with technology may particularly benefit from a research course (LibSc-1) to be taught in a traditional classroom.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 09/25/2012
Inactive Date: 01/01/2016
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.
According to the Fall 2012 YC faculty survey, only 25% of instructors have very high or high level of confidence that students can differentiate between popular and scholarly materials online.
Evaluation Plan: Pilot offering LibSci 1 as on-campus course, provided FTEF is available.

Plan of Action

Curriculum/SLO - Schedule 1-2 credit research courses each semester. (Active)
Budgetary Impact: FTES, 1-2 units per semester.
Timeline/Responsible Party: Division Dean.

Status

10/04/2012

Recommendation Progress: Recommendation Addressed/Satisfactory Progress
On target.

Staffing - Faculty - 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. (Active)
Budgetary Impact: FT or PT faculty pay scale
Timeline/Responsible Party: Yuba College Council or Staffing Committee.

Curriculum/SLO - What has your program or department done to improve completion of degrees, certificates, or transfers? What are your future plans?
Library Science does not lead to a degree or a certificate. However, it is a UC/CSU transferable course. It is offered regularly to enhance research skills of all students. The embedded librarian supports nursing students in the pathophysiology courses. The remodeled LRC will have a training computer lab designed to support research skills of students in all disciplines.

Do you have any courses, certificates, or degrees that should be in-activated or expanded? If yes, please identify and justify your recommendations with data.
Introduction to Online Learning (MassComm-40) is currently cross-listed as an Education course, which is not an active program. It needs to be cross-referenced as a Library Science course because librarians support online learning and are knowledgeable about this topic. Additionally, the Internet Security course could be cross-listed as a Library Science course as it is teaching technological literacy.

Do all of your courses have current CORs? If not, what steps are you taking to ensure compliance?

Yes.

If applicable, how are teaching methodologies in your program or department assessed?
Faculty members are surveyed after library research sessions to gauge the sessions' effectiveness.
Faculty teaching LibSc-1 course are evaluated on a regular basis.

If applicable, how are the results of the assessment used to support, improve, and/or expand your current teaching methodologies?
Changes are incorporated as needed based on faculty surveys. Faculty requesting library research sessions indicated the need for hands-on training sessions. In the future, the librarians are planning to use the new training lab in the LRC in addition to or instead of presenting in the classroom.
Nursing students and faculty are surveyed to assess the effectiveness and usefulness of the embedded librarian.

If your program or department uses a DE modality to support instruction, how are you evaluating the effectiveness of that instruction?
The library faculty attended the 4-week instructional design training before developing LibSc-1 course in Blackboard.
Faculty teaching LibSc-1 course are evaluated on a regular basis. After the move to Canvas LMS, there is an expectation of greater student engagement and possibly student success.

If your department offers DE courses, what support services does it provide for DE students? What can be done to improve support services for these students?
Most library subscriptions are available virtually to DE students and faculty. Other resources include eLearning website, Ask-A-Librarian link on the library website, and the library presence in MyCampus Portal. The IT HelpDesk needs to be more accessible to students.

How is your program or department applying sound principles of learning and teaching theory to its curriculum?

Librarians read research articles in the Library and Information Sciences field, attend library workshops, regional meetings of the Council of Chief Librarians, and the annual meeting of the CCL. Best practices are incorporated into the library activities as possible. The remodeled LRC will provide a more welcoming atmosphere in the library, and technology in study rooms.

Which CSLOs (course student learning outcomes) and PLOs (Program learning outcomes) were assessed within the last year?
CSLOs - Students will be able to draw from a variety of resources to compile an annotated bibliography for their chosen research topic using proper citation format.

PLO1 - To make a positive contribution to student learning through improving Information Competency.

PLO2 - The library will contribute to student success by students employing the use of their library card.

For each of the above, how did the assessment data influence program, department and/or course improvement?
The lead librarian met with the adjunct librarian teaching LibSc-1 course to discuss course improvement and SLOs. A continuing issue faculty have with retention for this course is the unreasonable shortness of time to drop students from the class. Each semester the instructor has students who complete the first assignment, and so are kept in the course, but then they just disappear. So, they end up failing. Maybe they just forget to drop. Maybe the instructor should make this a more emphatic thing, but instructors also don't want to scare students. The adjunct librarian feels that the majority of

failed grades are because of the short drop period. In a regular 16-week semester, students and the instructor have longer time to figure it out.
Library staff and faculty attended a district-wide library meeting in September 2013. We also had a meeting with student assistants.
WCC and YC librarians have regular meetings and collaborate on such issues as SLOs, curriculum, library subscriptions, and best practices.

(Active)

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Hours of Operation at Marysville Campus

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

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 11/21/2011
Inactive Date: 11/21/2020
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.
YC Faculty Fall 2012 survey also indicated the need to extend hours of operation.
Fall 2012 YC Student survey indicates the need for extended hours as well, including evenings and weekends.
Evaluation Plan: Review completed in Fall 2013 addresses needs of Sutter Center based on 1st year of operation. (See SC recommendations) Marysville Campus is conducting a review based on impact of splitting one library media specialist position with Sutter as of August, 2013. See CLC recommendation regarding staffing needs and hours based on expanded facilities which opened in January, 2013.
Ongoing surveys conducted in 2013/2014 will be repeated to validate need for extended hours and adequate, trained staff to support goals of Student Success Initiatives to expand services to students.

Plan of Action

Staffing - Technical/Clerical - Maintain $24,000 annual funding for PT librarians, and $20,000 for student assistants.
(Active)
Budgetary Impact: $44,000 per year.
Timeline/Responsible Party: Department dean, budget decision makers.

Status

Reporting Year: 2015-2016 11/24/2015

Recommendation Progress: Recommendation Needs Improvement/Attention
Student funding needs to be increased from $31K to $36K minimum. The library is severely understaffed, and we rely heavily on student employees.

Related Goals

College - Yuba College Program Review
YC Goal 2 - Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs.
YC Goal 6 - Evaluate our programs, services and processes to ensure continuous quality improvement.
YC Goal 7 - Improve the quality of the student experience at all our campuses and centers.

Institutional Learning Outcomes
Communication - Effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Global Awareness - Articulate similarities and differences among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Scientific Awareness - Understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YCCD Board of Trustees Vision Statement
YCCD VS 1 - Providing an innovative, world-class learning environment;
YCCD VS 3 - Developing and maintaining programs and facilities that best meet with needs of our students and communities;
YCCD VS 4 - Stewarding resources strategically to meet the diverse needs of our communities and region;

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 7 - Maintain suffient hours of operation to meet student needs.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Library/Media Specialist 1: Reestablish as fulltime at Marysville Campus.

Library/Media Specialist position is currently shared with Sutter Center. This position is vital to be moved 100% to Marysville Campus for maintaining library operations. Currently, on Tuesdays and Thursdays, there is a singly Library Media Specialist at the Circulation Desk, the cyber lab, and proctoring DE testing. When the LMS takes her lunch 12-1, the librarian is unable to attend division at other meetings scheduled at noon. Make LMS position fulltime at Marysville and hire a part time Library Media Specialist for the Sutter Center.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 12/02/2013
Inactive Date: 11/21/2020
Supporting Evidence : Title 5 of the California Code of Regulations (§ 58724) includes minimum standards for numbers of support staff:

YC - Library & Learning Resources Program Review

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.
Evaluation Plan: Reassign LMS position to be 100% at Marysville campus.

Plan of Action

Staffing - Technical/Clerical - Rehire laid-off Library/Media Specialist. (Active)
Budgetary Impact: Salary range: 25.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Not accomplished.

Related Goals

Institutional Learning Outcomes
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 7 - Maintain suffient hours of operation to meet student needs.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: CLC: Equipment Needs

CLC library needs Ithaca receipt printer for second Polaris workstation at circulation desk.
CLC Library needs computer lab network printer replaced. Current printer is an HP LaserJet 4050. It is barely working as of 9/15.
CLC Library: set up a fee-based, self-serve copier for students - completed.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 09/25/2012
Inactive Date: 09/26/2016
Supporting Evidence : CLC library needs Ithaca receipt printer for second Polaris workstation at circulation desk.
CLC Library needs computer lab network printer replaced. Current printer is an HP LaserJet 4050. It is barely working as of 9/15.
CLC Library: set up a fee-based, self-serve copier for students - completed.
Evaluation Plan: tbd

Plan of Action

Equipment - CLC library needs a color printer for student use.
CLC library needs Ithaca receipt printer for second Polaris workstation at circulation desk.

CLC Library needs computer lab network printer replaced. Current printer is an HP LaserJet 4050. It is still working, but IT has estimated it may need to be replaced within a year or two.
CLC Library: set up a fee-based, self-serve copier for students. (Active)

Budgetary Impact: TBD

Status

09/25/2012

Recommendation Progress: Recommendation Needs Improvement/Attention
Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. - done
Purchase a scanner for student use. - Done
Set up a color printer. - still needed
Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up. - still needed

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Global Awareness - Articulate similarities and differences among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Scientific Awareness - Understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Improve IT Support

Ensure timely and sufficient IT support

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014, 2014-2015
Request Date: 01/10/2012
Inactive Date: 01/31/2027
Supporting Evidence : Supporting evidence: Given that libraries rely on current and functioning technology to meet even basic functions, the YC 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
Note recommendations regarding integration of Polaris with Datatel. Request remains unscheduled by IT since implementation of Polaris web-based service 3 years ago. Polaris is used district-wide.

Evaluation Plan: Library staff will track and report number of requests and response time for IT support over the next 6 months.

Plan of Action

Staffing - Technical/Clerical - Continue stating the need for timely and sufficient IT support (Active)

YC - Library & Learning Resources Program Review

YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The plan of action has been completed for 2015-2016.

Related Goals

Institutional Learning Outcomes
Communication - Effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for Clear Lake Campus students.
YC Goal 7 - Improve library support for online courses.

Program 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.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014, 2014-2015
Request Date: 11/11/2013
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.
Evaluation Plan: Track and report number of textbook on reserve titles available and in high demand. Track student requests for textbooks not available via reserve.

Plan of Action

Other - Look for alternative sources of funding (Active)
YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Achieved/Completed
$10K of Student Equity funds was identified to purchase texbooks.

Program Recommendation: Reconsideration of One Card system

districtwide to expand printing options and manage library fines

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.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 02/01/2012
Supporting Evidence : Student surveys indicate limited options for low cost printing on all campuses. Issue brought to the YCCD Tech Committee two years ago (minutes). IT Director researched options and committee evaluated services. Recommendation made; however, funding for equipment and supplies were not identified.
Evaluation Plan: Vendors previously evaluated by YCCD Tech Committee and recommendation made; however, proposed funding source was prohibited by law.

Plan of Action

Equipment - Dean of Library will bring this item forward to the YC Technology Committee to consider incorporating into YC Technology Plan and to carry forward again to the YCCD Tech Committee for inclusion in YCCD Technology Planning and budget allocation. (Active)
Budgetary Impact: Will need to confirm with Director of IT.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
No further progress has been made.

Program Recommendation: Polaris / Datatel Integration

Integrate Polaris Library System with Datatel for seamless creation, modification, and updating of students' records in the library system. Provides greater support to students and more efficient use of technology investment.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014, 2014-2015
Request Date: 12/04/2011
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. This upgrade results in more efficient use of the technology, staff time, and improved student service. Staff and student time is lost due to manual updating by library staff.
Evaluation Plan: Resubmit request to IT and to the YCCD Technology Committtee to determine scope of work, staff time, and any potential supplemental cost. Request remains unscheduled by IT since implementation of Polaris web-based service 3 years ago. Polaris is used district-wide.

Plan of Action

Complete Polaris/Datatel integration. The project started in Spring 2011. (Active)
Budgetary Impact: N/A.
Timeline/Responsible Party: IT and WCC library have taken the lead on this project.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Not implemented due to staffing shortage and lack of IT support.

Program Recommendation: SCL: Hire a permanent part-time

YC - Library & Learning Resources Program Review

Library/Media Specialist

The Sutter Center currently has one temporary Library Media Specialist position for 32 hours per week. This position covers lunches and some evening shifts during the week for the Library Technical Assistant. Sutter is also fortunate enough to have the assistance of one Library Media Specialist from the Yuba Campus 18 hours per week to cover the evening shifts on Monday and Wednesdays. However, this has a negative impact on the services provided at the Yuba Campus, both for DE proctoring and coverage at the YCL OML. As of January 1, 2013, the Sutter Center will lose the temporary Library Media Specialist as this position cannot be renewed. Student assistants cannot be left alone at the OML to cover – there must be a staff member available. (Sutter also does not have any student assistants at this time. We do borrow one student for 2 hours on Friday so the LTA can take a lunch break on site.) Without the temporary LMS position, the LTA will not be able to take lunches or breaks, with the exception of the 2 days that the Library Media Specialist from YCL is at the Sutter Center.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 09/25/2012
Inactive Date: 09/26/2016
Supporting Evidence : see above
Evaluation Plan: Shared library media specialist hired in July 2013, reports that working two 10 hour shifts per week at Sutter and then reporting to work at the Marysville campus adversely affects her ability to be alert and serve students. She has requested a reduction to two 9 hour shifts at Sutter, adding the two hours on Friday at Marysville as of Spring, 2014. This shift coincides with the relocation of the Marysville library to the renovated 1100 facility. This amended staffing plan will be reassessed to determine impact on student services at both sites.

Plan of Action

Staffing - Technical/Clerical - Submit a personnel requisition form (Active)
Budgetary Impact: About $14000/yr for a 10 month position, 0.49.
Timeline/Responsible Party: The Dean of Sutter Center needs to submit the documents to the HR.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Achieved/Completed
Completed.

Related Goals

Institutional Learning Outcomes
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 7 - Maintain suffient hours of operation to meet student needs.

Program Recommendation: Library Technical Assistant - completed in Fall 2012 - please delete

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

Recommendation Priority: 3. High Priority
Request Date: 12/01/2011
Inactive Date: 12/01/2013
Supporting Evidence : Sutter Facility LRC requires a library technician to open services and facility use to students in Fall 2012.

YC - Library & Learning Resources Program Review

Evaluation Plan: tbd

Plan of Action

Staffing - Technical/Clerical - Begin the hiring process for the LTA to be assigned to the new Sutter Facility. (Active)
Budgetary Impact: Classified salary range: 26

Status

10/04/2012

Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The LTA for Sutter Center has been hired in 2012.

09/25/2012

Recommendation Progress: Recommendation Addressed/Satisfactory Progress
LTA for the Sutter Center Library was hired in July 2012.

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 7 - Maintain suffient hours of operation to meet student needs.
YC Goal 2 - Maintain and increase availability of online library resources.
YC Goal 7 - Improve library support for online courses.

Program Recommendation: Revise library job descriptions - done

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

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014
Request Date: 01/01/2012
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.
Evaluation Plan: tbd

Plan of Action

Staffing - Technical/Clerical - 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. (Active)
Budgetary Impact: N/A
Timeline/Responsible Party: HR Office.

Status

09/25/2012

Recommendation Progress: Recommendation Needs Improvement/Attention
No progress has been made by the HR office. The updated drafts have been submitted to the HR office around February 2012.

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

Program Recommendation: SCL: Create a budget for student assistants

Currently the library is relying on students to ensure that LTA has coverage for breaks, lunches, and once she starts doing any bibliographic instruction/orientations, it would have to be around when she has student desk coverage/DE test proctoring. (Unless of course, a librarian is hired to cover this latter task at Clear Lake and Sutter?) Student coverage is unreliable at best. On many occasions the LTA goes without lunch because a student has not shown up or called in sick. There are several mornings a week where LTA has no coverage (other than herself) until 12:30pm. The library hours are also from 8am ? 5pm, which is also her work schedule. There is no time on either side of the day for me to perform opening/closing activities without coming in a bit early, and staying a bit late. Reliable student assistants (beyond what is available through the federal work-study program) would alleviate some of these problems.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/25/2012
Inactive Date: 09/26/2016
Supporting Evidence : LTA for Sutter hired in summer 2012 to support Sutter Center which opened in Fall, 2012. Part time temporary media library specialist provided support staff and coverage, allowing evening hours and support for DE test proctoring. Dean's request for part-time permanent MLS was addressed by splitting position with Marysville library. This minimal coverage provides no safety net.
Evaluation Plan: LTA will track and report duties which cannot be accomplished due to lack of coverage and track missed lunches etc due to student assistant no shows.

Plan of Action

Staffing - Technical/Clerical - Submit a request for budget for student workers. (Active)
Budgetary Impact: $6000/yr.
Timeline/Responsible Party: The Dean of SCL needs to submit a request for budget for student workers.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
No funding has been provided.

Related Goals

Institutional Learning Outcomes
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
Technological Awareness - Select and use appropriate technological tools for personal, academic, and career tasks.

Program Recommendation: SCC Library: equipment needs

• SCC Library has had a number of student requests for a color printer/copier. There is not one available at the Sutter campus.
• SCC Library also does not have a book drop. This makes it very difficult for student who work during the day and can't get to the library first thing in the morning when books are due from overnight checkout. (Or on weekends.)

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/25/2012
Inactive Date: 09/25/2016
Supporting Evidence : • SCC Library has had a number of student requests for a color printer/copier. There is not one available at the Sutter campus.
• SCC Library also does not have a book drop. This makes it very difficult for student who work during the day and can't get to the library first thing in the morning when books are due from overnight checkout. (Or on weekends.)
Evaluation Plan: SCC library staff will survey students regarding need for overnight return vs late returns.

Plan of Action

Equipment - • SCC Library has had a number of student requests for a color printer/copier. There is not one available at the Sutter campus.
• SCC Library also does not have a book drop. This makes it very difficult for student who work during the day and can't get to the library first thing in the morning when books are due from overnight checkout. (Or on weekends.) (Active)
Budgetary Impact: $4900

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
no funding has been identified to purchase a color printer/copier. The book drop was moved to SCC library from Marysville campus.

Program Recommendation: SCL: security gate / gate counter

Security Gates/Gate Counter ? Although the SCL does not have a large number of print materials at this time, having a method to secure material from theft could potentially save the library from having to repurchase stolen material. This would also include the equipment to sensitize/de-sensitize library material.
Having a gate counter would help staff to obtain an accurate count of how much the space is being used and to justify the needs for the library. Currently staff are maintaining statistics on the number of patrons in the library at 15 minute intervals. However, this is a very rough estimate. Based on how much is being checked out, the head counts under-represent the actual number of people coming into the library.

Recommendation Priority: 1. Low Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/25/2012
Inactive Date: 09/25/2016

Plan of Action

Equipment - Request a security Gates/Gate Counter (Active)
Budgetary Impact: $20K
YC - Location: Sutter County Campus

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
The funds are not available.

YC - Library & Learning Resources Program Review

Program Recommendation: Increase the collections/materials budget to accomodate SCL patron needs

The biggest use of the collection at the Sutter County Center Library is the course reserve material. This semester, ~$1700 was spent for textbooks; ~$700 came from the Sutter Center Library budget. (No multiple copies were purchased, and a number of titles were transferred from the Yuba College Campus.) It is anticipated that we will need to spend at least 2k to cover expenses for the Spring semester and potentially another 1-2k for the summer session. This would be without buying multiple copies, and probably not every textbook being used. Purchasing every textbook is not within the mission parameters of the library, however, we do make an effort to purchase materials for those courses that rely heavily on their texts. My recommendation would be $2500 per semester for textbooks, plus an additional $2,500 to purchase other material over the course of the year, (including journal subscriptions) for a total of $7,500. (Ideally $10k would be nice, but I am trying to be practical.)
?Seed money/one-time money for start -up of the print collection at Sutter County Center Library. ~$3,000-$5,000.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/25/2012
Inactive Date: 09/25/2016

Plan of Action

Equipment - Submit a request to increase library budget to accomodate SCL patron needs. (Active)
Budgetary Impact: $7500/yr.
Plus 1-time expense of $3K-$5K.
Timeline/Responsible Party: Dean to submit a budget increase request.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Library budget not increased.

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.

YC - Library & Learning Resources Program Review
YC Goal 5 - Improve Yuba College student research skills.
YC Goal 7 - Improve resources and services at SCL

Program Recommendation: CLC Library: Increase hours of operation

Current hours: Monday-Thursday 8:00- 7:00pm; Friday 8:00-4:30pm
Proposed Hours: Monday-Thursday 7:45 ? 8:00pm; Friday 7:45 ? 4:30pm

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/26/2012
Inactive Date: 09/26/2016

Plan of Action

Staffing - Technical/Clerical - Increase hours for Library/Media Specialist position, currently at .40 FTE.
This position is critical in providing proper supervision of new/expanded library space, providing evening coverage and in providing services to students. (Active)
Budgetary Impact: 5 hours/week, step 24.
Timeline/Responsible Party: CLC Dean needs to submit the request.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Not accomplished.

Program Recommendation: CLC Library: provide instructional materials to support academic programs

Continue to build the print holdings of the library with current titles; develop the non-print media (DVD) collection with database for district-wide use.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/26/2012
Inactive Date: 09/26/2016
Supporting Evidence : Academic program reviews for the sciences, social sciences, and language arts express need for access to current video titles to support student learning. Access to a virtual video library would provide equitable access to all students served by Yuba College.
Evaluation Plan: Survey faculty for video needs.

Plan of Action

Equipment - Augment the YC library budget to accomodate print and DVD requests from CLC library. (Active)
Budgetary Impact: $5000/yr

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Inactivated/Discontinued
Moved to WCC library program review.

Related Goals

Institutional Learning Outcomes
Critical Thinking - Analyze data/information in addressing and evaluating problems and issues in making decisions.
Information Competency - Conduct, present, and use research necessary to achieve educational, professional, and personal objectives.

YC - Library & Learning Resources Program Review
YC Goal 7 - Improve library support for Clear Lake Campus students.

Program Recommendation: Hire Library/Media Specialist 2 for Sutter Center

A Library-Media Specialist was hired during Summer 2013 to replace the LMS who retired in December 2012 from Marysville. However, the new hire has to divide her work hours between 2 campuses (SCC and Marysville). This change negatively impacted DE proctoring hours, and staff ability to take daily lunch breaks. Additionally, another Library/Media Specialist position has been left vacant since 2010 layoff. An assignment of a fulltime LMS position to the Marysville campus is vital for maintaining library

operations, especially in the renovated Building 1100 scheduled to reopen in January 2014.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 10/04/2012
Inactive Date: 10/04/2016
Supporting Evidence : A Library-Media Specialist was hired during Summer 2013 to replace the LMS who retired in December 2012. However, the new hire has to divide her work hours between 2 campuses (SCC and Marysville). This change negatively impacted DE proctoring hours, and staff ability to take daily lunch breaks. Additionally, another Library/Media Specialist position has been left vacant since 2010 layoff. This position is vital for maintaining library operations, especially in the renovated Building 1100 scheduled to reopen in January 2014.
Evaluation Plan: Ongoing data collection and tracking of hours/absences will be conducted in collaboration with the Sutter Center library staff.

Plan of Action

Staffing - Technical/Clerical - Submit staffing requisition justification form ASAP. (Active)
Budgetary Impact: Classified, step 24.
Timeline/Responsible Party: Dean of Library/Media/DE

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The request was sent to the dean in 11/15.

Program Recommendation: Print Collections

No further reductions of Print Collection (Books & some Journals). Maintain an adequate budget line for print collections to support students at all three campuses as well as district-wide. YC Budget reduced by $6000 in 2013/2014.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 10/04/2012
Inactive Date: 10/04/2016
Supporting Evidence : Fall 2012 Faculty Survey indicates the need to purchase more print books. New Sutter Center has minimal collection or display space; thus, relies on inter-library loan service from Marysville Campus which reduces resources available to Marysville students. ACCJC recommendation to provide equal services to all students (Feb. 2013)
Evaluation Plan: At completion of first year of operation, the Sutter Center library staff report increasing requests by faculty and students for print resources available on-site or via inter-library loan to support GE courses primarily offered at SCC. Requests will be monitored and capacity of the Marysville campus to meet requests will be determined.

Plan of Action

Other - Advocate for sustained budget for library collections. (Active)
YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The efforts are ongoing.

Program Recommendation: Subject-specific resources

Create discipline-specific online resources or web-pages, similar to LibGuides.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015

YC - Library & Learning Resources Program Review

Request Date: 10/04/2012
Inactive Date: 10/04/2016
Supporting Evidence : 69% of respondents of the Fall 2012 YC Faculty Survey indicated that such subject-specific resources would be either of high or medium importance to them.
Evaluation Plan: Minimal progress due to staffing levels and high priority placed on return to 1100 facility in Spring, 2014. Staffing demands will be evaluated with regard to services that could be offered or expanded.

Plan of Action

Staffing - Faculty - Hire a second FT librarian or increase funding for PT librarians to compile and maintain such a resource. (Active)
Budgetary Impact: Varies
Timeline/Responsible Party: Staffing Committee

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Neither a second FT librarian or not increase in funding for PT librarians has been achieved.

Program Recommendation: Marysville campus LRC: purchase a book return box to replace the existing rusted one

Marysville campus LRC needs a book return box to replace the existing rusted one

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015
Request Date: 09/25/2012
Inactive Date: 09/25/2016
Supporting Evidence : The existing drop box is rusty and has leaked in the past. Originally requested to be replaced using Measure J funds for the renovation of the 1100 facility; however, item not funded due to reduction in budget.
Evaluation Plan: Library staff will monitor use of existing rusted receptacle and note any damage to returned items.

Plan of Action

Marysville campus LRC needs a book return box to replace the existing rusted one (Active)
Budgetary Impact: $4900

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Achieved/Completed
Done

Program Recommendation: Purchase 10 tablet PCs

Purchase 10 tablet PCs for student use in the renovated LRC.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017
Request Date: 11/02/2015
Supporting Evidence : Students enrolled in English, ESL, Communication, Nursing, and nearly every other course in the numerous programs of study are required to write papers, format citations, craft bibliographies, and utilize online research resources from the Yuba College Library and the World Wide Web. This model has already been implemented and managed at YC Library with great success, but 8 laptops currently available at the library are constantly checked-out. For example, last month 8 laptops circulated 155 times (1 day circulation). The decision to purchase additional laptops is based on the universal need to access the Internet, including online library research resources, reference assistance, college and financial aid resources, and more. Additionally, laptops will allow

students to seamlessly access ubiquitous productivity tools, like email, Canvas, and the Google Drive, where more and more students are turning to store and compose their academic work.
Evaluation Plan: Library staff will monitor unmet requests for access to computers and survey students regarding access to personal computers.

Plan of Action

Equipment - An alternative to establishing an OML with at least 42 computers for student use is offered. Purchase 10 tablet PC's for check out to students as needed. Dean has approached a service vendor regarding cost of establishing a networked tablet lab or purchasing tablets on a replacement contract. Dean to request option to seek grant funding. Potential funding source identified. (Active)

Budgetary Impact: TBD Estimated cost of tablets for use with library Wifi - $5000. Networked tablet based lab cost to be determined. Total Cost of Ownership includes staff support and replacement.
Timeline/Responsible Party: Spring semester, 2014

Status

Reporting Year: 2014-2015 09/14/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
Completed

Equipment - To keep asking for the tablets. (Active)

YC - Location: Marysville Campus

Program Recommendation: Implement a Discovery Service

- Implement a Discovery service. Discovery search platform is a single interface to locate books, articles, and more on one's topic. This search engine scans most of the Library's journal databases as well as our catalog holdings in case you also want to know about potentially useful books, e-books, and videos. Primarily, an additional librarian is needed to maintain all the links, connections, and trouble shoot issues. Additionally, annual subscription to a federate search product will be required. Current staffing levels do not permit implementation in the near future.

Recommendation Priority: 1. Low Priority
Year(s) Requested: 2013-2014, 2014-2015
Supporting Evidence : This is a standard technology, enabling library users to search across all databases, rather than having to search each database separately. Patrons are used to Google and don't want to use different search methods for different databases or different databases.
Evaluation Plan: tbd

Plan of Action

Technology - Adequate staffing and ongoing funding is needed to implement this project. (Active)

YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
No progress has been made.

Program Recommendation: Completed - Establish Teaching and Learning Center. Launch training initiative for students, faculty and staff regarding information and technology literacy

Integrating educational/instructional technology with Library Services is a trend in most academic institutions. In collaboration with the YC Staff Development Committee, the YC Tech Committee and DE/MS staff, establish a Teaching and Learning Center and launch a coordinated training initiative designed to increase information and technology literacy among students, staff and faculty.

YC - Library & Learning Resources Program Review

Develop and allocate training which supports the use of online library subscriptions, Canvas, WebAdvisor, the Portal, CCC Confer, Skydrive, and Web 2.0 collaboration tools to promote and develop information and technology competencies. Leverage shared resources and staffing to support a coordinated program. Assess, develop and build upon expertise of library media specialists, librarian and adjunct librarians, DE support staff and Dean to develop and deliver targeted training to students and staff in collaboration with other departments. Develop shared space in new DE Offices for a Teaching and Learning Center. (See also DE program review and Media Services administrative review, YC Tech Plan.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 12/01/2013
Supporting Evidence : Surveys - Fall, 2013 --YC Flex Survey, Staff Survey, Technology Survey, DE Canvas Implementation Survey, library student surveys, and LMS needs assessment surveys of faculty and students, Fall 2012. YC Technology Plan and YC Staff Development Plan (Spring, 2014). Student surveys/requests--Marysville, Lake & Sutter.
Evaluation Plan: In collaboration with YC Staff Development Committee, the Flex Committee, and the YC Technology Committee, develop the LRC/Library as a focal point for training for faculty, students and staff drawing upon survey data regarding specific needs. Utilize existing staff development evaluation instrument to assess quality of training design and delivery. Develop rubric for assessing overall quality of program based on target audience and training design. Assess, develop and build upon expertise of library media specialists, librarian and adjunct librarians, DE support staff and Dean to develop and deliver targeted training to students and staff.

Plan of Action

Professional Development/Training - Include in new YC Staff Development Plan and YC Technology Plan a recommendation to establish a Teaching and Learning Center. Include in program goals targeted training programs to increase information and technology competency among staff and students. Leverage shared resources and staffing to support a coordinated program. Assess, develop and build upon expertise of library media specialists, librarian and adjunct librarians, DE support staff and Dean to develop and deliver targeted training to students and staff in collaboration with other departments. Develop shared space in new DE Offices for a Teaching and Learning Center. (See also DE program review and Media Services administrative review, YC Tech Plan.) (Active)

Budgetary Impact: Potential budgetary impact -- leverage percentage of DE staff and Dean's salaries to support rollout of Center in Year 1. See YC Staff Development Plan for staffing needs and program support. Budget to be developed in year 1.
Requires reliable access to functional lab and computers...estimated cost to equip lab -- $27,000. (Infrastructure already in place in Library Training Lab in LRC.)

Increase adjunct librarian budget to accommodate expanded hours to provide face to face and web-based training and to develop and build inventory of self-paced tutorials - $3000
Timeline/Responsible Party: Dean of Library/DE/Media Services in collaboration with Librarian, YC Staff Development Committee, YC Flex Committees and YC Technology Committee.

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Inactivated/Discontinued
Completed

Reporting Year: 2014-2015 09/14/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
Completed

Program Recommendation: Provide adequate administrative support for the library

Ensure that the library receives administrative support after the retirement of Admin Assistant II. LRC Admin Assistant position was eliminated after an employee resignation at the end of 2013/14. In July 2014, Admin Assistant II for LA/FA took on these duties. However, in July 2015, additional divisions have been added to this position, making it impossible for this position to support three large academic division, in addition to the library, tutoring centers, BSI and SLO committees. A dedicated part-time Admin Assistant

for the library is essential to maintain financial reports, process and track purchase orders, perform receiving functions, as well as for keeping several library calendars.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2015-2016, 2016-2017
Request Date: 09/01/2015
Supporting Evidence : Interviews with the Academic Dean, Admin Assistant II, and the librarian.
Evaluation Plan: TBD.

Plan of Action

Staffing - Technical/Clerical - The new Admin Assistant II has been hired to provide admin support for the LA/FA/SS/Library. (Active)

YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
The new Admin Assistant II has been hired to provide admin support for the LA/FA/SS/Library.

Program Recommendation: Repair LRC doors at Marysville Campus

LRC doors have not been operational since the LRC opened in January 2014, requiring LRC staff to use zip-ties on a daily basis to secure and un-secure all external doors. This is a serious safety issue. Per YC Vice President, "At the district, we identified this as a safety issue, which can be funded with safety credits. Because it is a safety issue, it is a top priority for the college."

Recommendation Priority: 3. High Priority
Year(s) Requested: 2014-2015, 2015-2016
Supporting Evidence : The doors are not functioning correctly, requiring daily use of zip-ties. Per YC Vice President, "At the district, we identified this as a safety issue, which can be funded with safety credits. Because it is a safety issue, it is a top priority for the college."
Evaluation Plan: Repaired doors.

Plan of Action

Facilities - To keep asking for the LRC doors to get repaired. (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
The librarian regularly continues to ask for the LRC doors to get repaired.

Program Recommendation: Incorporate library resources into Canvas

Incorporate library resources into Canvas, the new LMS to facilitate ease of access and maximize usage. Create eReserves for courses in Canvas.

Recommendation Priority: 1. Low Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Supporting Evidence : Incorporate library resources into Canvas, the new LMS to facilitate ease of access and maximize usage. Create eReserves for courses in Canvas.
Evaluation Plan: tbd

Plan of Action

Staffing - Faculty - Hire a full-time or part-time librarians to complete this task (Active)

YC - Library & Learning Resources Program Review

YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
no funding is available.

Program Recommendation: Library seating

Expand individual student seating in the library

Recommendation Priority: 3. High Priority
Year(s) Requested: 2015-2016, 2016-2017
Request Date: 01/04/2016
Supporting Evidence : The average monthly patron count for the seven months in 2015/16 is 26,000. While there are group study tables and rooms available, only limited seating is available for individual students. Study carrels should be purchased to accommodate students' need for a quiet place to study. The carrels are about $1600 each, and shipping, assembly and taxes come to about $1800 (for 5 units).

Program Recommendation: SCC Library technology

Support for software can be spotty at times; there is no dedicated IT staff for this campus. Blackboard support is scheduled to be available on Monday & Tuesday from 11am – 8pm on site (though our building closes at 6pm on Tuesday) – however, staff that offer this support are stretched thin and usually can't make it to this campus. Support is available via phone or e-mail though it should be stressed that students have expressed frustration because they don't have face-to-face contact. Software support is spotty at times; one example is flash is still not fixed on 2 browsers in the OML – IE and Firefox. Another is a student request for a keyboarding program to be installed on the Sutter OML computer. Per the professor, there is a site license. The request was placed in August, and as of October, the program is still not installed. Minitab is still not working on all the PCs at Sutter.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Supporting Evidence : Support for software can be spotty at times; there is no dedicated IT staff for this campus. Blackboard support is scheduled to be available on Monday & Tuesday from 11am – 8pm on site (though our building closes at 6pm on Tuesday) – however, staff that offer this support are stretched thin and usually can't make it to this campus. Support is available via phone or e-mail though it should be stressed that students have expressed frustration because they don't have face-to-face contact. Software support is spotty at times; one example is flash is still not fixed on 2 browsers in the OML – IE and Firefox. Another is a student request for a keyboarding program to be installed on the Sutter OML computer. Per the professor, there is a site license. The request was placed in August, and as of October, the program is still not installed. Minitab is still not working on all the PCs at Sutter.
Evaluation Plan: tbd

Plan of Action

Staffing - Technical/Clerical - Continue stating the need in the program reviews. (Active)
YC - Location: Sutter County Campus

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
We continue stating the need in the program reviews.

Program Recommendation: Librarian consultant

Hire a librarian consultant to create information literacy tutorials for Canvas that instructors can embed into their classes. These tutorials could be used by all faculty across the disciplines. The cost is $50 hr, 150 hours, $7500.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2015-2016, 2016-2017

YC - Library & Learning Resources Program Review

Request Date: 11/16/2015
Supporting Evidence : Yuba College Graduation survey results indicate that students are not as information literate as they believe. While 96% of the graduation survey respondents rated their research skills as "good/very good/excellent," only 22% correctly identified "Journal" as the most authoritative source of current scholarly information on a narrowly specialized topic. Nearly 48% stated that Internet Search Engines was that source. Almost 55% answered correctly what the article abstract was.

Plan of Action

Other - Request funds to hire a librarian consultant to create information literacy tutorials for Canvas that instructors can embed into their classes. (Active)
Budgetary Impact: $7500
YC - Location: Yuba College - All

Status

Reporting Year: 2015-2016 11/24/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
No funds have been identified as of 11/2015.