

**Library Department**  
**AUP for Academic Year 2020-2021**  
October 2019

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## **Describe Department/Unit**

### **Connection to College Mission**

The library's mission is to support the college's educational programs and diverse communities by providing quality services, instruction, and collections that will: Ensure access by all Learning Resource Center users to current, quality information regardless of format; Facilitate the integration of new technologies into research, teaching, and learning; Provide appropriate technology and information resources to enhance user access and to expand student educational opportunities; Provide an environment conducive to discovery, student engagement, and self-learning.

The library department's Administrative Unit Outcomes (AUOs) are:

- Provide materials and services that support the college's programs and the research interests of students, staff, and faculty
- Provide an environment that supports and fosters student engagement and learning, and faculty teaching and research
- Optimize technology to enhance Information Competency instructional interactions across multiple modalities

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## **Report on Improvements Made and Gaps Identified in the Prior Year**

### **Student Equity: Actions Taken**

Continued to maintain our TEXT RESERVE collection, with \$13,000 from Equity Funding to provide low-cost text options;

Continued to lead the college's efforts to adopt OERs via the AB798 Grant: 45 course sections with OER adoptions; 1,307 students impacted. The OER and library supports have contributed to the scalability of the Incarcerated Student Education Program.

Promoted Open Ed Week to increase awareness of the impact of the high cost of textbooks on students.

Increased support to the prison: offered the LIBR C100 class at the prisons for the first time; continued to provide prison reference; Offered summer OER and textbook assistance over the summer with financial assistance from a prison grant.

Continued to support the college's Hunger Free Campus efforts with our twice-yearly Finals "Donuts and Coffee" program.

Developed a "Culturally Responsive Pedagogy" Libguide to support inclusive teaching and learning practices

### **Student Equity: Gaps to be Addressed**

#### **Age: 19 or younger**

##### **Gap Identified:**

For the LIBR C100 class, the 19 and younger age group (64 students total) had a 64% success rate. All other age groups were in the 80% success range.

Students in this age group didn't succeed as well taking the class online and at ESCC. The department is in discussion about this.

## **Ethnicity: African American**

### **Gap Identified:**

For the LIBR C100 course, African American students (22 total) had only a 50% success rate.

For non-prison African American students (13), the success rate was 39% and for the only prison African American students (9 total), the success rate was 67%

The department has identified a need for increased culturally responsive and equity-minded teaching professional development. Also, the institution's equity efforts will hopefully identify other supports and strategies.

We are also hoping to create an Umoja-fied section of our LIBR C100 class.

## **Ethnicity: American Indian**

### **Gap Identified:**

For the LIBR C100 course, the success rates for American Indian students (16 total) was 56%. This is an increase over last year which we partly attribute to finally being able to offer an on-ground version of the course at ESCC.

## **Outcomes Assessment: Actions Taken**

### **Actions taken in the prior academic year**

None

### **Assessments completed in the prior academic year**

Each section offered of LIBR C100 (at all sites, including online and at the prisons) was assessed in Spring 2019. All 4 SLOs were assessed in each of the sections.

## **Outcomes Assessment: Gaps to be Addressed**

### **LIBR C100 SLOs 1,2, and 4 (in 4/8 of the sections)**

#### **Type:**

SLO

#### **Target Missed/Gap Detected:**

Both Online Sections

SLO 2 (Steps in Research Process) and SLO 4 (Citation): Not Met

Both ESCC Sections

SLO 1 (Info Formats), SLO 2 (Steps in Research Process) and SLO 4 (Citation): Not Met

#### **Type of Gap:**

Impact of course delivery mode. Need for revision to assessment method. Need to alter/refine instructional techniques.

#### **Analysis and Plan for Improvement:**

Department discussed the need to revise the assessment tool and method. If exam questions will be used, instructors need to know the questions at the beginning of class to focus on those skills. Also, students need to have familiarity with the type of questions being used before seeing them for the first time. A more authentic assessment tool, such as a rubric applied to a culminating project, was discussed as an option going forward.

For the 2 online courses, the delivery method impedes slightly the effectiveness of teaching and learning citation. The online instructor will continue to refine instructional techniques with more built-in formative citation assessments and activities.

One department member noted that this was the first time teaching the course and is already refining instructional techniques to improve teaching and learning, especially in the areas where the SLO targets were unmet.

#### **Anticipated Semester for Implementing Planned Improvements:**

Fall 2019

#### **Anticipated Semester of Next Assessment:**

Fall 2020

## **Program Review: Actions Taken**

### **Library**

#### **Year of Last Program Review:**

2018

#### **Actions Taken in the Prior Year to Address Strategies:**

Our 2nd 2-Year Strategy was to improve collections with development of LibGuides and devoting more professional expertise to maintaining collection currency, scope, and depth. We are happy to report we've developed several subject and course-specific LibGuides and will be rolling them out at Spring FLEX.

We made lots of progress on our 1st 5-year goal (Increase LIBR C100 enrollments). We offered 2 sections at the prisons and 2 sections at ESCC.

We continue to make progress on our 2nd 5-year goal (Continue to support OER adoption college-wide) with round 2 of the OER grant alongside a prison grant that was used to fund OER support there as well.

#### **Strategies Still to be Addressed:**

Grow and stabilize the adjunct pool. This is challenging for many reasons. Our primary need is at the prisons and it is difficult to recruit and retain adjuncts for the prison. We are remote and rural, and we lose adjuncts to full time jobs (high turnover).

Focus on collection scope, depth, and currency. We need to focus efforts in this area.

OER Z degree. This is still in progress and strides have been made to increase breadth of classes who've adopted OER, so we're getting close to being able to offer a Z degree in Psychology and Anthropology.

## **Annual Planning: Actions Taken**

### **Increase enrollment in LIBR C100**

We were able to increase enrollment in LIBR C100 by offering 2 sections at ESCC (for the first time in years) and 2 sections at the prison(s) (for the first time ever). A long term schedule has been developed with input from administration to offer the course consistently across all sites, including the prison. The exception is KRV, where enrollment isn't able to justify offering the course.

## **Continue to Support the College's OER efforts**

The library continues to support the college's OER efforts. Round 2 of the AB798 OER Grant is being managed this AY with many more sections adopting OERs. An OER LibGuide has been developed as a way to instructor faculty and also to house curated resources for faculty and programs. A prison grant provided additional funding to staff an adjunct librarian over Summer 2019 to assist with OER adoption at the prison as well. Lastly, equity funding came through again this past year to continue to maintain our TEXT RESERVE collections at our LRCs across the service area.

## **Streamline and Enhance Online/Virtual Library Services to Students Across the Service Area**

A canvas library supports page was developed. DE Popups to online students increased usage of the library online reference for a semester, but then the popups were discontinued.

More attention in this area is needed; however, we are waiting until we transition over to a new 24/7 chat service, which will afford us more functionality in terms of where we can embed online chat reference to students, including in the Canvas LMS.

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## **Review of Current Year Initiatives**

### **Reminder of Initiatives for the Current Year**

#### **Develop a comprehensive data plan for measuring the impact of library usage and programming on student success**

We will definitely need to carve out several meetings with IR.

#### **Fully migrate from the SirsiDynix Library Services Platform to the ExLibris Library Services Platform**

We've been relying on the expertise of Bakersfield College's System/Technical Librarian, since we don't have one of our own. IT assistance will likely be needed off and on as we complete the migration.

#### **Develop a comprehensive marketing and communication plan for the library with events calendar, medium/mode of delivery, and built-in assessment**

Support and coordination from Marketing

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## **Plan Initiatives for Next Year**

### **Initiatives for Next Academic Year**

#### **Increase Faculty Involvement in Collection Development**

**Is this part of a multiyear initiative?**

No

#### **Specific Action Steps to be Taken:**

Formalize a process for involving faculty in selection of new titles and databases

Increase efforts to distribute lists of newly acquired resources for use in teaching and learning

Collaborate with faculty on the development of LibGuides in their subject area

**Lead Measure of Success:**

Process created for involving faculty in title selection

Lists of newly acquired resources for use in teaching and learning created and distributed twice per year

3-4 new LibGuides created with faculty collaboration

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

Increase in depth, scope, and currency of library collections

Increased circulation of books and eBooks

Increased database usage

Increased LibGuide usage

**Person Responsible:**

Librarians, Instructional Faculty, Library Staff

**It addresses a program review strategy**

2 Year Strategy 2: Improve Collections by curating LibGuides and by devoting more professional expertise to maintaining collection currency, depth, and scope across campus sites.

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success

**Introduce and Promote Primo--the new Statewide shared Library Catalog**

**Is this part of a multiyear initiative?**

No

**Specific Action Steps to be Taken:**

Present the new catalog to faculty, staff, and students in a variety of avenues, across the service area

Develop guides, tutorials, and handouts

Optimize the technological functionality of the new catalog to extend library collections and programming and to improve data collection and analysis

**Lead Measure of Success:**

FLEX presentation at Fall FLEX

2 Lunch and Learns offered in AY 20-21

Guides, tutorials, and handouts created

Plan developed for optimizing improved functionality

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

Increased usage of library collections by faculty and students

**Person Responsible:**

Librarians, Library Staff

**It addresses a program review strategy**

2 Year Strategy 2: Improve Collections by curating LibGuides and by devoting more professional expertise to maintaining collection currency, depth, and scope across campus sites.

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success

**LRC Space Revitalization Project to Promote Engagement and Increase Student Comfort in the Library**

**Is this part of a multiyear initiative?**

No

**Specific Action Steps to be Taken:**

We've received approval from the Foundation to withdraw library monies for a small-scale LRC space revitalization project that will include purchasing:

- Charging station(s)
- Games, yoga and meditation kits to checkout
- Interactive signage and magnetic boards
- Additional makerspace tools
- Additional bean bags/comfy seating

Student art will also be exhibited to strengthen ties with the VPA department

**Lead Measure of Success:**

Revitalized spaces in the LRC

Student art in LRC

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

Students reporting feeling more connected on campus

Increase in LRC traffic

Increase in interactions with students

**Person Responsible:**

Librarians, LAC Coordinator, Library Staff

**Other**

It addresses the 5 year trend in decreased enrollment at IWV

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success, Goal 3: Ensure Student Access

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## Evaluate Resource Needs

### Facilities

IWV

Supplies (general): \$250

Replacement for our 2 broken stand-up whiteboard directional signs (\$80 x 2): \$160

ESCC

Brodart Sliding Clear View Door Cabinet for RESERVE text collections (72"H x 36"W x 18"D, color: putty): \$500 + tax (x 2--one for each Bishop and Mammoth): (\$1,100 total) (Unsupported last year)

Tehachapi

Supplies (general): \$50

KRV

Supplies (general): \$50

## Information Technology

IWV

Library Laptop Replacements (per approval from IT Director) (3rd year in a row request). Our current laptops continue to decline in operability. Based on usage statistics, we are asking for 8 to replace the current 10. The updated laptops will have video and mic built in. (\$1,500 each)

\$12,000

KRV

Library Laptops (2) to provide minimal learning technology to our most disenfranchised students

\$3,000

## Marketing

We would like marketing assistance in developing, implementing, and assessing strategies for marketing our library collections, facilities, services, and programs--both to the Cerro Coso community as well as the larger community. At this point, we don't have a clear idea of what is and has been the most effective in terms of type of marketing, mediums, strategies, avenues, and timing for our college's constituent groups.

Our library is the largest and stateliest and with the most quality collections in our vast geographic area...yet our efforts in the area of marketing have been ad hoc. We would like to lean on the expertise of our marketing department.

We would also like to work more closely with marketing to boost our library social media presence--sharing our events and posts on the college's social media sites, for example.

We are also interested in having a conversation about library website analytics and possibly creating a more direct click to the library website from the main college website as the library website is a highly-utilized page.

Lastly, we are requesting funding for purchasing some Cerro Coso Library swag: pencils, highlighters, stickers to boost student engagement with their library:

\$600

## Professional Development

We are a rural college with 2 full time librarians who have taken the lead in curriculum development, OERs, Inmate education, etc. Conference attendance allows us to network with colleagues and keep up with the constant changes happening in the field.

Conference Travel (\$2,000 per librarian)

\$4,000

Site Travel for training, oversight, collection management

\$250

## Research and Data

Continued assistance from IR to help us with various data needs and requests:

- Disaggregated student data and library usage

- Equity Textbooks and OER usage
- LIBR C100 and student success

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## Staffing Requests

### 1000 Category - Certificated Positions

#### Librarian

##### Location:

EKC Tehachapi

##### Justification:

For the 3rd year in a row, we are requesting a Librarian to serve our expanding service area in EK (Tehachapi Center and CCI Prison).

\*Note\* This position has been ranked #1 by the Academic Senate for the last 2 years. We continue to expand at EK (with a projected 25% growth in the coming years).

This Librarian would:

- Provide library instruction and reference assistance to incarcerated students as well as students enrolled at the Tehachapi Education Center and through Dual and Concurrent Enrollment
- Collaborate with EK faculty on designing curricula that builds information competency skills, an Institutional Learning Outcome
- Perform collection development and maintenance in collaboration with EK faculty and working with the prison administrators and librarians
- Work with the IWV Librarians to align library programming, services, and access to resources to achieve Accreditation Standard II B (equitable library services too ALL students regardless of location or means of delivery)
- Coordinate OER adoption, dissemination, and collection maintenance in concert with IWV librarians

Data Justifications:

- Currently, prison reference ALONE is averaging the library department ~10 hours per section
- In AY 17, we had 669 prison reference vs. 377 on-ground; In AY 18, we had 1074 prison reference vs. 425 on-ground
- In 18-19, we staffed 1.8 FTE adjunct hours, with the majority being at EK. Of those, .8 FTE was in instruction (LIBR C100). FT librarians taught .8 FTE LIBR C100.
- EK Site Director and Campus Manager project that, at minimum, 2 sections of the new 3-unit LIBR C111 class will be offered at CCI each semester going forward (this excludes CAC). This computes to an annual FTE of .8 library instruction for these 4 sections at CCI.
- There is a projected 25% growth at EK in the next couple of years with extremely limited library support (none right now since our adjunct accepted full time employment elsewhere)
- The EK site director fully supports this position.

#### Using this AUP area to document adjunct librarian staffing requests:

IWV: 6 hours per week @ \$11,520

KRV: 6 hours per week @ \$11,520

ESCC: 12 hours per week @ \$23,040

EK: 18 hours per week @ \$34,560

If a full time EK Librarian position is hired, the EK adjunct hours would not be needed.

## 2000 Category - Classified Staff

### Position Augmentation: Library Tech I

**Location:**

Ridgecrest/IWV

**Salary Grade:**

Range 36

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

2814.80

**Justification:**

For several years we have been requesting this augmentation. Instead of a 30 hour/week 9-month position, we need a 40 hour/week 12-month position. The Tech I performs duties and projects that cannot be performed by the 12 month Library Assistant. Interlibrary Loan, Outreach and engagement, OER assistance, Patron assistance, Prison reference technical functions, collection inventorying--these are crucial tasks that go on hiatus during the summer, to the detriment of the department.

With new department initiatives such as prison reference, OER, outreach, enhanced cataloging platform implementation...and ongoing changes to database interfaces, collection maintenance, and data collection and organization, this augmentation is even more crucial this year.