

Library Department

AUP for Academic Year 2021-2022

October 2020

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

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity: Actions Taken

Expanded TEXT RESERVE collection to include a variety of OER textbooks for faculty to preview and potentially adopt while also updating our existing RESERVE collection.

Continued to lead the college's efforts to adopt OERs via Round 2 of the AB798 Textbook Affordability/OER Grant: 196 course sections with OER adoptions; 5,578 students impacted for a total savings of just under \$900,000 in student textbook costs from fall 2016 to spring 2020.

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 C111 class at the prisons for the first time and continued to provide increased prison reference.

Expanded the LibGuide collection to 45 published LibGuides with several more in production. Fake News, Anti-racism, and Local Services LibGuides were developed to rapidly respond to student needs during difficult times.

Transitioned to a new catalog, the ExLibris Library Services Platform, which was adopted by 111 California community colleges. It has the potential for greater resource sharing among colleges, which will increase student access to a greater variety of diverse resources.

Increased virtual student supports and reference assistance during the time the library was closed for both repairs due to earthquake damage and the global Covid-19 pandemic. Zoom reference hours were added, and increased online supports were provided as a response to the transition to virtual services. A procedure for curbside pickup of library books was developed and deployed to provide access to the print collection, which had been closed to students since the closure of the LRC due to the earthquakes.

Student Equity: Gaps to be Addressed

Socioeconomic Status: Economically Disadvantaged

Gap Identified:

Economically disadvantaged student success rate in LIBR classes was 76% (110) compared to Not Economically Disadvantaged (167) rate of 80%. Completion rates, however, were similar: 88% for economically disadvantaged and 90% for Not Economically Disadvantaged.

The department will identify strategies to address this gap. Also, the institution's equity efforts will hopefully identify other supports and strategies.

Gender: Male

Gap Identified:

For the LIBR classes, male students (98 students) had a 67% success rate. Female students (176 students) had an 84% success rate. Females completed at a rate of 92% compared to 85% completion rate for males.

The department will identify strategies to address this gap. Also, the institution's equity efforts will hopefully identify other supports and strategies.

Outcomes Assessment: Actions Taken

Actions taken in the prior academic year

Increased accessibility in online LIBR courses. LIBR C111 taught for the first time and incorporated an OER so all courses in the department now have zero textbook costs.

AUOs will be assessed in AY 20-21.

Assessments completed in the prior academic year

No assessments were completed in the prior year.

Outcomes Assessment: Gaps to be Addressed

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 have continued to build on our LibGuides collection, including a robust OER LibGuide that highlights student savings, provides OER resources for faculty, and will soon provide subject-specific OER pages. LibGuides have been developed in collaboration with various faculty for specific courses. Additionally, Anti-racism, Fake News, LGBTQ+ Resources, Local Services, Cerro Coso Club Resources, and Library Resources for Social Distancers were added last AY to address rapidly-changing student needs in the midst of an earthquake that closed our library for the entire AY, which was followed by the Covid-19 pandemic that began in the spring. The APA LibGuide was updated to reflect the change from the 6th edition to the 7th edition.

Five Year Strategy 2: Continue to support increased OER adoption across the campus, working towards the goal of having at least 1 zero-cost degree pathway: This goal is probably complete, but we need to work with counseling and/or LAS dean to review zero-

cost courses and determine if we do indeed have a ZTC pathway. Great gains have been made in OER adoption in GE courses, which was previously the largest obstacle to a ZTC pathway. Over 200 course sections have adopted OERs to reduce textbook costs. Library faculty presented an OER session at fall flex, and this garnered interest from additional faculty in exploring OERs for their courses. One faculty librarian is the liaison to the Academic Senate of California Community College's Open Educational Resource Initiative and collaborates with other OER liaisons from community colleges throughout the state.

Six Year Strategy 1: Increase the institutionalization of Information Competency at the college: this has been accomplished in part by the extensive increase in scaling out embedded librarian sections across multiple disciplines, traditional library orientations, prison reference, virtual Zoom reference, and the addition of the LIBR C111 course. Increased enrollments in LIBR courses would also benefit this strategy.

Strategies Still to be Addressed:

The department is in consultation about the future of PLO assessments for upcoming program review and will be meeting to discuss. LIBR C111 will be assessed in spring 2021. LIBR C100 will be reassessed in fall 2021.

Two Year Strategy 1: Work with IR to streamline the LRC department's data collection: attempts have been made to work with IR. The online webform was completed, and emails were sent to IR in an effort to work with them to create data infrastructure to track success of students who have completed LIBR courses.

Five Year Strategy 1: Increase efficiency and effectiveness of library instruction program by increasing enrollments in LIBR C100. The long-term schedule for LIBR C100 includes on-site offerings of LIBR C100 at the sites, but this is not always honored by administration. LIBR C111 has been successful in the prison sites, and offering it routinely online will allow it to gain traction, as it supports CSU Area E.1, Cerro Coso General Education Area 5, which meets a requirement for the Liberal Arts and Social and Behavioral Sciences local AA degrees. We did make some gains in this area as we offered the LIBR C100 course onsite at Bishop and Mammoth and as we increase LIBR C111 enrollments online and in the prisons.

Offering the LIBR courses at local high schools would also increase attendance, but we need administrative assistance in coordinating this.

Working with IR to obtain data on student success after completion of LIBR courses would also serve to assist the completion of this goal.

Five Year Strategy 2: Continue to support increased OER adoption across the campus, working towards the goal of having at least 1 zero-cost degree pathway. This goal is probably complete, but we need to work with counseling and/or dean to review zero-cost courses and determine if we do indeed have a ZTC pathway. Great gains have been made in OER adoption in GE courses, which was previously the largest obstacle to a ZTC pathway.

Five Year Strategy 3: Continue to request an additional full-time librarian and grow adjunct librarian pool (as a backup plan). We have requested a full-time librarian for East Kern for the fourth consecutive year. This has been recognized as a need in the East Kern Section Plan. Once budgets are restored, we expect this to be prioritized to support the growing needs of East Kern and to support the incarcerated student education program. This would also support: Six Year Strategy 2: Become compliant with Title 5 and ACRL Distance Education staffing requirements by hiring a new librarian.

Three Year Strategy 3: Enhance the library's print and media collections without compromising the maintenance and development of electronic resources. With an increased focus on collection scope, depth, and currency, we need to focus efforts in this area. We have received faculty requests from Social Science and Child Development departments to purchase additional databases (EdFlicks and HRFAF). While we are currently not asking for a budget increase to support these requests due to the impending budget outlook, we do want to document these requests and a commitment to these departments to procure these resources when funding is available. Due to Covid-19, libraries statewide are relying on virtual collections more than ever and developing their collections to meet these needs. We have previously received funding from CTE to offset some of the library expenditures in the past two years. If this can be a potential future funding source for databases like EdFlicks, which would support the Child Development department, we could expand our virtual offerings and better serve students virtually with a more diverse and robust collection.

We continue to need to 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).

Annual Planning: Actions Taken

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

Attempts have been made to work with IR to plan for data requests, but no meetings have taken place. We will need IR to work with us to complete this goal.

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

Many, many hours have been spent migrating data from our old Horizon library catalog to the new ExLibris Library Services Platform. Staff training has taken place throughout last year and over the summer. Faculty and classified library staff have provided training for faculty at flex days and Lunch-n-Learns on the new LSP Platform. It is much more user-friendly and will serve students, faculty, and staff much better than our previous catalog. Collaboration between the library department and IT ensured access to the LSP. Library website pages were updated. Routine meetings and trainings are attended by faculty and classified library staff to maintain currency and collaborate with the library directors, deans, faculty, and classified staff at the other 110 California community colleges that have also adopted the new platform. While some kinks are still being ironed out, the new platform is already a vast improvement in that it has a better search interface, allows for more data collection and the ability to run usage reports that allow us to maintain an up-to-date, balanced collection that supports all academic programs. While the initial expectation was that the Chancellor's Office or the state would fund the LSP for all 111 colleges, the unexpected budget implications of a global pandemic changed this, and colleges will have to fund the cost for this AY, minus an 18% contribution that the state Academic Senate contributed to reduce the cost for each college. Hopefully, better budget times will ensure that the cost is eventually picked up for all colleges as originally planned.

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

Through weekly library faculty and staff meetings, we have developed an annual calendar of events and identified how each event will be shared out: via social media, blogs, Student Need to Know, the college website, local news, the Howler, Connection, etc. We have worked with the Marketing/PIO department to publicize and communicate these regularly-scheduled or one-time events, such as library programming, curbside book checkout, Zoom reference, new collections, and other library services.

Review of Current Year Initiatives

Reminder of Initiatives for the Current Year

Increase Faculty Involvement in Collection Development

No assistance is needed for us to meet this goal.

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

No assistance is needed for this goal.

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

This goal has been put on hold until we are able to be back in the physical library. Using the approved funding from the Foundation, we will order the items for our space revitalization project.

Plan Initiatives for Next Year

Initiatives for Next Academic Year

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

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

- Work with IR to identify 3-5 cyclical data requests that will best measure library usage and programming on student success
- Have IR run the first cycle of requests
- Analyze results
- Discuss findings to inform future operations

Lead Measure of Success:

Meeting with IR resulted in the identification of 3-5 cyclical data requests

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

No

Does the department request help to develop these instruments?

Yes

Lag Measure of Success:

Raw, disaggregated data that looks at correlations between library usage/programming and success, retention, engagement, and potential increases in these success measures over time due to better-informed approaches.

Person Responsible:

Library Faculty and Staff. IR Office.

It addresses a program review strategy

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 5: Strengthen Organizational Effectiveness

Curate our collections to include more materials that are representative and anti-racist and address racist language in our collections and catalog records

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

- Procure 50 new titles that are anti-racist and celebrate diversity
- Promote these new resources via our social media, blog, emails to faculty, and on website
- Inventory catalog records and identify areas to make language more inclusive

Lead Measure of Success:

Increased number of anti-racist titles added to the collection.

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:

We will have a more anti-racist and inclusive collection.

Person Responsible:

Library Faculty and Staff

It addresses a gap in student equity**Which strategic goal does this initiative address?**

Goal 2: Advance Student Equity Measures, Goal 4: Enhance Community Connections

Increase collaboration with the campus community to develop co-curricular programming and exhibits**Is this part of a multiyear initiative?**

Yes

Specific Action Steps to be Taken:

- Collaborate with two departments on two potential exhibits or activities
- Develop a schedule of regular collaborations at least once a semester

Lead Measure of Success:

We will collaborate with two departments.

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:

The overall results is that there will be more cross-collaboration and team building among departments working with the library.

Person Responsible:

Library Faculty and Staff and Department Faculty

Other

Increases collaboration between library department and other departments to increase student engagement.

Which strategic goal does this initiative address?

Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Advertise for the 19-hour/week Library Assistant II position that has been under hiring freeze since fall 2019**Is this part of a multiyear initiative?**

No

Specific Action Steps to be Taken:

Work with Dean and HR to advertise the position

Lead Measure of Success:

Position is filled

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

No

Does the department request help to develop these instruments?

Yes

Lag Measure of Success:

Library staffing will be restored to the 18-19 level of classified staffing and will function better and better serve students with this position restored.

Person Responsible:

Library Faculty and Staff, Dean, HR

It addresses a program review strategy

Three Year Strategy 3: Enhance the library's print and media collections without compromising the maintenance and development of electronic resources.

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.

Five Year Strategy 2: Continue to support increased OER adoption across the campus, working towards the goal of having at least 1 zero-cost degree pathway.

This position performs duties that support all of the above Program Review goals.

Which strategic goal does this initiative address?

Goal 2: Advance Student Equity Measures, Goal 5: Strengthen Organizational Effectiveness

Evaluate Resource Needs

Facilities

IWV Supplies (general): \$250

ESCC Supplies (general): APA and MLA posters with foam backing (\$500)

Tehachapi Supplies (general): \$50

Information Technology

None at this time.

Marketing

Creating a direct link to library website from main college page. The library should be a direct link on a college main website page. This is supported by data from website analytics.

We are requesting funding for purchasing some Cerro Coso Library swag: pencils, highlighters, stickers to boost student engagement with their library: \$600.

Professional Development

None at this time due to Covid-19 allowing many opportunities for virtual PD and also because travel is not currently possible. In the past, we have requested \$4,000 for the two full-time librarians to attend professional library conferences and will renew this request when funding and travel are more available.

Research and Data

We need a more reliable commitment from IR and continued assistance to help us with various data needs and requests:

- Disaggregated student data and library usage
- Equity Textbooks and OER usage
- LIBR C100 and C111 student success

Staffing Requests

1000 Category - Certificated Positions

Librarian

Location:

EKC Tehachapi

Justification:

For the 4th year in a row, we are requesting a Librarian to serve our expanding service area in EK (Tehachapi Center and CCI Prison). We are aware that new positions may not be considered due to the budget uncertainty that has arisen from the pandemic; however, we are including this to serve as documentation of the continued need for this position.

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
- At least two sections of LIBR C111 are expected to be taught each semester at the CCIs
- Continued growth at EK will result in increased need for LIBR C111 courses taught and increased prison reference
- The EK site director fully supports this position and included it in her AY 19-20 Section Plan

Using this area to document adjunct staffing requests. This is a decrease from AY 19-20 adjunct staffing request, in recognition of the current budget outlook:

20-21 Adjunct staffing request:

IWV: 4.5 hours per week @ \$8,640

ESCC: 9 hours per week @ \$17,280

EK: 17.5 hours per week @ \$33,600

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:

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.

We have also been without our 19-hour/week Library Assistant II position, which has been a victim of the hiring freeze since fall 2019, and this has negatively impacted the department.