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 Last Year

Rapidly increased access to Textbook Reserve collection during the pandemic by scanning chapters in compliance with copyright for eDelivery to students and faculty in addition to a curbside delivery option.

Continued to lead the college's efforts to support OER adoptions and collect student savings data.

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

Continued to support the inmate education program: Developed core academic collection at Tehachapi CCI.

Developed anti-racism collection to support broader collegewide equity and diversity initiatives.

Offered Research Lab drop-in Zoom hours to students both throughout the week and on weekends.

Developed virtual workshops to support library research and information literacy skills as another means of library support during the pandemic. They have been very successful, and the department will continue to offer these as part of our ongoing information literacy supports and to increase student engagement.

Gaps to be Addressed

Economically disadvantaged student success rate in LIBR classes was 63% (71). This is a slight increase from last year's success rate for this group. Success and retention gaps for LIBR courses continue to be African American students, who have a 58% success rate (40 students); American Indian students, who have a 56% success rate (9 students); Filipino students, who have a 60% success rate (5 students); Economically Disadvantaged students, who have a 63% success rate (71 students); Ages 18-19, who have a 64% success rate (42 students); and Ages 20-24, who have a 61% success rate (41 students). We saw a significant increase in the Male student population's success rate, which was 76% compared to the prior year's rate of 67%.

One gap that will need to be addressed is that we will need to build a core academic collection at the California City CCI to make it equitable with the core academic collection that was developed at the Tehachapi CCI.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

None.

Outcomes Assessment: Results of Last Year's Assessments

Outcomes Assessment for LIBR C111 was completed spring 2021 and no gaps were identified.

PLO student survey was administered in spring 2021 embedded librarian courses. 92.5% of students reported that they were more likely to directly contact a librarian after working with an embedded librarian in their courses.

Target Met?

Yes

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

SLOs for LIBR C100 will be assessed Spring 2022.

Program Review

Library

Year of Last Program Review:

2018

Actions Taken in the Prior Year to Address Strategies:

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.

Made progress with our 2 Year Strategy #1: We worked with IR to streamline the library's data collection.

We made progress with our 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. We have improved the process by which faculty can recommend titles. Developed core academic collection at Tehachapi CCI.

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).

OER Z degree. The library has continued working with various departments to support their OER/ZTC goals, working specifically with the English department as they seek to increase their OER/ZTC courses.

Five Year Strategy 3: Continue to request an additional full-time librarian and grow the adjunct librarian pool. We continue to request this position and will do so until it is filled.

Last Year's Initiatives

Increase Faculty Involvement in Collection Development

The library curated lists of CHOICE best books for college libraries by subject area and shared them with individual departments for faculty to review and easily identify new book selections. We have also begun working on making the process easier by creating Google Forms. This will allow faculty to quickly review titles and summaries and select via the Form the titles they would like the library to purchase to support their curriculum.

We have also increased LibGuides by course level via collaborating with individual faculty members.

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

Flex sessions and lunch and learn sessions were offered to introduce faculty to the new catalog. Additionally, all of our screenshot tutorials were updated and made available via our LibGuides. Students experience the new catalog via LIBR courses, library orientations, and via the embedded librarian program. The new catalog allows a much greater ability to collect and analyze data on library collections and usage.

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

While the library has continued to recognize the need for the LRC Space Revitalization Project and has made some progress in developing potential purchases to support this project, the project was stalled due to the pandemic and campus closure. We will continue to work on this and expect to implement it in the 22-23 AY.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

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

Curate our collections to include more materials that are representative and anti-racist and

address racist language in our collections and catalog records

Increase collaboration with the campus community to develop co-curricular programming and exhibits

Advertise for the 19-hour/week Library Assistant II position that has been under hiring freeze since fall 2019

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Increase library's collections in the areas of Allied Health and Nursing

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

Work with Allied Health and Nursing to develop list of titles to add to the collection to support the growth of these programs.

Work with CTE Dean to procure funding for CINAHL database.

Early Observational Data, or "Lead" Measure(s):

Database and eBook collections procured

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Usage data on new collections and database

Person Responsible:

Librarians and Allied Health faculty

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy, It addresses a Strategic Plan goal or objective

Develop new library website using Springshare LibGuides CMS platform

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Collaborate with web developer to ensure new website adheres to collegewide web design standards.

Transition current website to new platform.

Early Observational Data, or "Lead" Measure(s):

Meet with web developer.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Website completed.

Person Responsible:

Library faculty and staff and web developer

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy, It addresses a Strategic Plan goal or objective

Optimize library publishing platforms to support student contributions and allow them to share their scholarship more broadly via the library blog and LibGuides.

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Collaborate with the Honors Program to showcase student research.

Formalize the process by which students contribute to the library blog.

Early Observational Data, or "Lead" Measure(s):

Student contributions to the blog and Honors LibGuide

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Increased student connection to the library

Person Responsible:

Library faculty and staff and Honors faculty

Unit gap or institutional goals addressed:

It addresses a Guided Pathways practice

Evaluate Resource Needs

Facilities

Supplies (general): $250

[Accent Display Table](#) - $5,550, Demco

[Dry erase sign board](#) - $150 (2 @ $75 each), Amazon

ESCC Supplies (general) : $50

Tehachapi Supplies (general): $50

Information Technology

Eight new library laptops with webcams.

Two boom mics for video production.

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

Request funds for postage to mail library newsletters to ISEP and new students. $2,500

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.

Other Needs

Staffing Requests

1000 Category - Certificated Positions

Librarian

Location:

EKC Tehachapi

Justification:

For the 5th consecutive year, 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.

Cerro Coso's ISEP program has now grown into its own campus with a Director and designated staff. ISEP enrollment is nearly equal to our online enrollment at the college. While the library makes every attempt to offer equitable library supports to ISEP students, we are unable to do so with only two full-time librarians who are already serving the needs of students across the college's service area, including online. We have also dealt with high adjunct turnover. Additionally, the Tehachapi campus has been underserved by the lack of a librarian at EK.

This Librarian would:

Provide library instruction and reference assistance to incarcerated students as well as students enrolled at the Tehachapi Education Center. 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.

Offer library instruction and workshops to students at EK and in ISEP courses.

Ensure OER adoption at the prisons is compliant with Creative Commons Licensing.

Work with the IWV Librarians to align library programming, services, and access to resources to achieve Accreditation Standard II B (equitable library services to ALL students regardless of location or means of delivery).

Data Justifications:

Prison reference began in AY 17-18 with 669 prison reference compared to on-ground, which was 377. In AY 18-19, we had 1074 prison reference, compared to 425 for on-ground. We also staffed 1.8 FTE adjunct hours in AY 18-19, with the majority being at EK. For AY 19-20, prison reference was 540, compared to 224 on-ground. For AY 20-21, prison reference was 179 compared to 0 on-ground. Both AY 19-20 and 20-21 reflect lower statistics as a result of the library closure due to earthquake damage (on-ground) and the global Covid-19 pandemic that closed the college and moved prison education to correspondence mode, which decreased faculty submitting large batch student research requests. As we move back into in-person instruction at the prisons, prison reference will grow back to the increased rates we saw before the pandemic. As the prison enrollments continue to grow, so will the need for library supports.

At least two sections of LIBR C111 are taught each semester at the prisons using adjuncts. This amounts to a .4 semester faculty load.

The EK site director fully supports this position and has indicated that she will support the request in her AY 22-23 Section Plan.

Two full-time counselors have been hired to serve the needs of ISEP students.

Prison instructors have a goal of 100% OER adoptions, so there is a need for increased library support to ensure Creative Commons compliance and to help avoid potential copyright violations that could put the District in legal jeopardy.

2000 Category - Classified Staff

None

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification: