Library Department
Annual Unit Plan for Academic Year 2014-15
Planning Year 2013

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Department Mission/Connection to College Mission (New and Improved!)

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 programs that support academic programs and the research interests of students, staff, and faculty
- Provide an environment that supports and fosters student learning, and faculty teaching and research
- Optimize technology to enhance Information Competency instructional interactions across multiple modalities (new this year!)

The library department's Program Learning Outcomes (PLOs) are: Having participated in a variety of library instruction sessions, orientations, and/or workshops, 75% of students will be able to:
- Devise research strategies and methodologies to successfully locate a variety of relevant library resources for the type of project
- Evaluate information using critical thinking skills and problem solving in order to determine reliability, validity, authority, and point of view
- Use information effectively by identifying proper citation format and recognizing legal and ethical aspects of information use
- Recognize different areas of the physical and online library and identify the services offered in each area

b. Partnerships

The library at Mammoth Lakes is a joint-use facility per agreement between Kern Community College District and the Mono County Office of Education. The Mammoth Lakes Library, located near the college campus, houses a designated room for college use.

The library has partnered with the Kern County Law Library to provide access to legal research resources (including access to Westlaw and Lexis databases) accessible from the IWV campus.

c. Special Initiatives for Student Engagement

Student engagement is at the heart of the Library/LRC. Students from all academic disciplines congregate at this hub to engage with Librarians, staff, and faculty. The library maintains a Facebook page to connect and engage with patrons across all sites and online. The library creates exhibits and displays throughout the semester to stimulate student creativity, inquiry, and engagement. The library has been included in the Extended Orientation program in coordination with counseling to target new students.
New Last Year: The Library offered a "Coffee and Donuts during Finals Week" program, serving over 100 students.

Continuing: Workshops, exhibits, Facebook page, "Coffee and donuts during finals week", treasure hunt for COUNS101 classes.

STEP 2: REVIEW PROGRESS AND PLAN FUTURE STRATEGIES

a. Progress Made on Program Review

Year of Last Program Review: 2012

Progress in the last year on Three-Year Strategies (if applicable):

Goals 1 and 2 are being tackled. Information Competency skills among Basic Skills students is being approached in several ways: library tour is included in PDEV and COUNS101 classes; library instruction (online and on-ground) helps BS students taking upper division classes requiring research; new collection

on college prep and college skills is being developed. Library instruction is being scaled out and standardized at the sites and online, with the help of adjunct librarians. Goal 3 seeks to enhance the library's print collections. A plan needs to be developed to strategize about the future of print collections.

Progress in the last year on Six-Year Strategies:

Goal 1—to increase the institutionalization of information competency at the college—is being addressed. A plan is in place to develop a curriculum map that identifies courses with research components. This will help librarians better target courses for library instruction. Goal 2 is being attempted—an additional librarian is needed. The library department chair will continue to request this position in planning documents.

b. Progress Made on Outcome Assessment.

Semester Assessed	SLO/PLO/AUO	Target Missed/Gap Detected	Improvements Designed	When Reassessed
2011	All SLOs for IC C075	Gaps detected: Citing and evaluating sources	Annotated Bibliography as main assignment in IC C075. All sections.	Spring 2014
2011	PLO assessment	Gaps detected: lack of standardization of library programming across sites and online; fault found with assessment instruments used	New Assessment tools being developed. New Plan for PLO assessment being developed. Adjunct coverage at sites will help standardize PLOs.	Spring 2014
2011	AUO Assessment	Gaps detected: faculty and students at sites unaware of library services.	Adjunct librarian coverage at sites to publicize library services and provide instruction. New website improvements	Fall 2014

c. Progress Made on Department/Unit Strategies

The library department has made great strides in implementing goals/strategies identified in the 2012/2013 AUP. Strategy #1 was to extend library instruction online through the embedded librarian program. The measure of success was to start scaling out the program, with 2 sections in Fall 2012. The program has been successful and popular and has been scaled to nearly 16 sections in the current semester (Fall 2013). Preliminary assessment has been promising. Faculty and students have rated it high in value and faculty have reported increased success in performance indicators such as improved grades on research assignments. A formal assessment will be undertaken in AY 2013/14.

Strategy #2 was to collaborate with High School librarian to increase information literacy readiness among High School students. Several meetings have been held and each party realizes many potential benefits to working together to increase information literacy at their respective institutions. The librarians catch each other up on current issues impacting our profession (example: common core standards). We will continue working together to make information literacy pedagogy engaging for our audiences and to highlight it as a subject crucial to lifelong learning, critical thinking, and engagement with the world as an informed citizen.

Strategy #3 was to align and assess library instruction programming across sites. Much progress has been made in this area. Adjuncts at KRV and ESCC offer library instruction to classes, workshops, and reference assistance that is standardized. Assessing PLOs has been postponed until spring 2014 to allow for the programs to take hold. The department lost some traction at KRV due to the loss and delayed replacement of the adjunct librarian; however, the new adjunct is being trained and is offering instruction and workshops. The site librarians provide lists of instruction sessions and workshops to the department chair each semester.

d. Department/Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: Create a plan for weeding the collections (print and ebook) that involves faculty collaboration and a schedule

1. College Strategic Objective(s) addressed:2.2 "Improve facilities and maintenance" "Provide a quality learning environment"

2. Action Plan: Meet with librarians and library technicians to review weeding policies in spring 2014. Develop and finalize plan, with input from faculty by end of fall 2014.

3. Measure of Success: A weeding plan and schedule will be published and disseminated by end of semester fall 2014.

4. Expected Completion Date: Fall 2014

5. Person Responsible: Librarians, Library Technicians, Faculty.

6. Which of the following Is **primarily** true of this strategy? Choose one.

x *It is designed to improve internal unit operations*
☐ *It is designed to increase student success*

Strategy 2: Continue to develop and assess DE library programming (Embedded Librarian and at site LRCs) so that it is on a sustainable path

1. College Strategic Objective(s) addressed:1 "Foster student success through sustained continual quality improvement of instruction and student services"; 2 "Provide a quality learning environment which enhances student engagement"

2. Action Plan: Develop policies and procedures to streamline and standardize the embedded library program. Develop standardized tutorials, assignments, and rubrics. Assess the program PLOs. Develop LRC work plans at the sites.

3. Measure of Success: An "Embedded Librarian" handbook, with policies, procedures, directions, tutorials, assignments, and rubrics will be developed. LRC work plans developed at ESCC and KRV.

4. Expected Completion Date: Spring 2015

5. Person Responsible: Library department chair, adjunct embedded librarian, key faculty for input.

*6. Which of the following Is **primarily** true of this strategy? Choose one.*

X *It is designed to increase student success*

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

☐ *Intake*   ☐ *Remediation*   x *First Year*   x *2nd Year/Program Completion*   ☐ *Post-Graduation*

Strategy 3: Utilize "Curriculum Map: Information Competency" to inform Library Instruction programming

1. College Strategic Objective(s) addressed: 1 "Foster student success through sustained continual quality improvement of instruction and student services"

2. Action Plan: Starting in fall 2014, the department will examine the Curriculum map to target library instruction programming at all sites and online.

3. Measure of Success: A Library Instruction plan will be developed in AY 14/15 based on the curriculum map.

4. Expected Completion Date: spring 2015

5. Person Responsible: Librarians

6. Which of the following Is __primarily__ true of this strategy? Choose one.

X *It is designed to improve internal unit operations*
☐ *It is designed to increase student success*

STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. **1000 Category. Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.)** *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check _one_): G = General Fund, O = Other	
							G	**O**
Librarian (DE)	All	1	1, 2, 3	See box on next page	G	Ongoing	x	

Full-Time Faculty Staffing Justification:

This proposed position is a non-instructional Librarian. As such, it is a challenge to provide justification using the required data points that other (instructional) faculty positions use such as enrollment data, course capacity, certificates and awards, workplace data, etc. Consequently, this justification will reference professional standards, education code, and current LRC staffing.

Professional standards and Education Code:
The American Library Association's (ALA) *"Standards for Distance Learning Library Services"* requires that institutions with a Distance Learning program have a designated librarian specializing in distance learning library services who can coordinate equitable distance learning library services and outcomes assessment, provide direct human access to online students, and provide information literacy instruction to the distance education learning community.
The *WASC Accreditation Standard II C*. outlines the importance of library services, specifically the need for an institution to provide library services regardless of location or means of delivery. This includes access to collections, library services, information competency instruction, and assessment and evaluation of learning outcomes.
Title 5 Article 4, Section 58724 outlines the minimum standards for Libraries. For a college of Cerro Coso's size (~FTE 3,000), there should be a minimum of 3.0 faculty librarians. Currently there is 1.0 faculty librarian and .6 adjunct coverage.

Current LRC Staffing:
The district pays for a total of 24 hours per week of non-instructional adjunct librarians to staff the site Learning Resource Centers (KRV, BESCC, MESCC). There is no formal designation of "Online" as an additional site, despite the large numbers in online enrollment at Cerro Coso. Scaling library instruction programming to online students is a clear need identified in the Program Review and past Annual Unit Plans.

The library department's efforts to reach online students via the highly popular and successful "embedded librarian program" cannot be scaled out to meet the needs of online students and instructors without additional librarian coverage. The embedded librarian program has been clearly linked to increased success on research assignments in online classes as well as increased levels of engagement in the oft-isolating realm of online learning. Students and instructors have both valued the service high in surveys administered by the department as part of assessment strategies. Students are performing better on research assignments, as reported by online instructors comparing grades across semesters.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check *one*): G = General Fund, O = Other	
							G	O
Non-Inst Supplies & Materials	IWV	1	1	Minimum supply budget for purchasing materials needed for ongoing library services including book processing, meding, reports, etc. Additional 100$ requested to cover student engagement and outreach programming.	250.00	Ongoing	x	
New Technology: 5 iPADS	IWV	2	1	Laptop checkout is one of the most popular services at the library. New technology offered via the tablet platform allows the library to increase the modes for learning to occur. IPAD checkout will help the department meet our AUOs.	2500.00	One time	x	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check *one*): G = General Fund, O = Other	
							G	**O**
Employee Travel	IWV	1	1	Site visits + CCL conference travel. Job description calls for regular site visits to standardize library services cross-campuses. A minimum of $400.00 is needed.	400.00	Ongoing	x	
Institutional Dues/Memberships	IWV	1	1	Our institutional fee for our membership to the Council of Chief Librarians.	150.00	ongoing	x	
Software Licensing/Maintenance Svcs	IWV	1	1	Subscription dues to OCLC, and Horizon cataloging. OCLC allows us to provide Interlib-rary loan, cataloging; Horizon is our automated book data-base; This request allows for a 5% increase over last year's cost, per trends.	11,100.00	Ongoing	x	
Software Licensing/Maintenance Svcs	IWV	1	1	Additional one-time expense of server upgrade for Horizon catalog.	2500.00	One time	x	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check one): G = General Fund, O = Other	
							G	**O**
Library Books	IWV	1	1	Budget required to sustain minimum collection develop-ment for all campuses since TTIP monies halted. Projection includes an increase to accommodate the purchase of ebooks, which are no longer purchased through consortium (which used to come out of our periodicals budget). Ebooks are, in general 20% more expensive than their print versions but allow access to more students at all locations.	14,000.00	Ongoing	X	
Magazines & Periodicals (Online subscriptions)	IWV	1	1	Keeps our current database subscriptions, allowing students and faculty at all locations and in all disciplines access to key library e-resources. This request is substantially lower than last year's request due to the State-funded database package.	35,000.00	Ongoing	X	

STEP 4: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)