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Page 1: I. Program Overview and Update

Q1 Department(s) Reviewed:

Library

Q2 Lead Author and Collaborators:

Jeri Edelen, Cathy Long, Jordon Andrade, Maria Gearhart, Mark Cossano, Terri Noble

Q3 Dean:

Kerry Kilber-Rebman

Q4 Program Update (Required): Please summarize the changes, additions, and achievements have occurred in your program since the last program review. To access last year's program review, visit the IPRPC Intranet Page, accessible here.

- The library flood of May 2017-Aug 2018 forced us to relocate our services to different buildings on campus. The library faculty offered reference in E-121 and conducted library instruction in E-206. The Library technicians were able to offer the following services in: reserve collection, interlibrary loan services and limited access to circulating books. We moved back in the library beginning August 8, 2018.
 - Embedded Librarian Module for online Counseling 120 courses; students completed embedded module on library career resources.
 - Partnered with Pathways Academy () to train peer-mentors in library research. Peer-mentors are assigned to work with first year students
 - The Library website was refreshed in Fall 2017 to provide students with more user-friendly access points from which to begin research.
 - The print periodical collection was weeded in Fall 2017 based on curriculum changes
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Page 2: IIB. Student and Program Learning Outcomes

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Q5 Do you have an assessment plan on file with SLOAC? If you have not already done so, you can submit your program's assessment plan to SLO Coordinator, Tania Jabour, at tania.jabour@gcccd.edu. **No**

Q6 Please provide an analysis of your student learning outcomes (SLO) findings and what changes, if any, were made as a result.

No The library does not have any credit courses. Instead we assess our PLOs as if they were SLOs.

Q7 Review your PLOs. Are the listed PLOs an accurate reflection of the program's current learning objectives? **Yes**

Q8 Are the PLOs mapped onto the course SLOs? **No**

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Q9 Discuss your assessment plan for the PLOs.

Library created Embedded Librarian Project 1: F2017-S2018 to assess PLOs.

Cuyamaca College students need to know what career resources are available through the Library, to learn how to efficiently access the information they need, and to be able to critically evaluate career information. Librarians and Counselors started collaboration on creating a “ready-to-go” embedded librarian module to online Counseling 120 courses. The Counseling SLOs for research and written skills made these courses a natural place to build a collaborative relationship. The Counselor contributes content expertise and the Librarian contributes information expertise.

Assessment Results

Criteria for success: 75% of students who participated in embedded librarian module would complete the library research assignment and contribute to discussion.

Students (N=155) in five Counseling 120 sections participated in this embedded librarian module. We saw a decrease in the pass rate of 30% in the first session due to our inexperience in working in the online environment. We saw a decrease in pass rate of 50% for the one of the sections that downloaded an old assignment. We were successful in achieving pass rates of 75%, 89% and 86% for three sessions due to improved instructional design.

Evaluation

- Librarians and Counselors were pleased with results. Building an embedded instruction program takes careful collaboration and thoughtful implementation. For example, it took time to design the library assignment, write a discussion board announcement, and communicate with each other about the plagiarism issue.
- Students who completed the library assignment module were comfortable following directions and answering all questions. Students who did not complete the library assignment either failed to add the MLA citation or took information from Google websites.
- Plagiarism. In the March 2018 session, students (N=10) downloaded the previous semesters assignment. They admitted to finding the older assignment on Chegg. These students were reported to the Associate Dean of Student Services.
- After developing this pilot, the lines of communication between the Library and Counseling department have been enhanced, resulting in improved career collection development and more effective team teaching partnership.

Program action steps for F2019-S2020

Action plans

Promote Embedded librarian to Counseling courses in Fall 2018-S2019 and other disciplines in Fall 2019-Spring 2020. In Fall 2018, we will integrate this embedded librarian module into face2face and online Counseling120 courses. The Embedded Librarian module will be used as an assessment tool for Counseling SLOs. Librarians will create a common rubric, revise assignment to avoid plagiarism, work with individual counselors to add assignment to course syllabus.

Page 3: IIB. Student Achievement

Q10 How has the program’s success rate changed over the past year?

The Library does not have credit instruction

Q11 The College has set a 2024 goal of reaching a 77% course success rate (students passing with a grade of A, B, C, or P out of those enrolled at census) for the College as a whole. Consider how your will program help the College reach its long-term goal of increasing the course success rate to 77%. This is intended to provide a goal for improvement only; programs will not be penalized for not meeting the goal. What is your program's one-year goal for success rate across all courses in the program?

n/a

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Q12 Which specific groups (by gender and ethnicity) have success rates lower than that of the program overall?

n/a

Q13 What program (or institutional) factors may be contributing to these lower rates of success for these groups of students?

n/a

Q14 What specific steps will the program take to address these equity gaps in the 2019/20 academic year?

n/a

Q15 How do these activities align with the goals set forth in your last comprehensive program review?

n/a

Q16 OPTIONAL: If you would like to attach any charts or additional documentation (aside from the program review report prepared by the IESE Office), please upload it using the button below. You can upload PDF, Word, and image files.

Respondent skipped this question

Page 4: Distance Education

Q17 Does your program offer any courses via distance education (online)?

No

Page 5: Distance Education Course Success

Q18 Are there differences in success rates for distance education (online) versus in-person sections?

Respondent skipped this question

Q19 If there are differences in success rates for distance education (online) versus in person sections, what will the program do to address these disparities?

Respondent skipped this question

Page 6: IV. Previous Goals: Update (If Applicable)

Q20 Would you like to provide an update for your previous program review goal(s)?

Yes

Page 7: Previous Goal 1

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Q21 Previous Goal 1:

Integrate information literacy instruction and resources into acceleration programs and guided pathways initiatives.

Q22 Link to College Strategic Goal(s):

Basic Skills ,
Acceleration
Guided Student ,
Pathways
Student Validation and
Engagement

Q23 Goal Status

In Progress

Q24 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Library faculty will work closely with faculty to develop and assess effective library instruction, improve collections, and other services that meet the needs of students.

Q25 Please provide the rationale for this goal:

Students in online and campus courses develop information literacy skills if library assignments or instructional tools are integrated into courses

Q26 Please provide the goal action steps for the year (previously "Activities"):

- Promote Embedded Librarian Module for online counseling courses and other disciplines. We will be partnering with Counseling to improve embedded librarian module. We will promote to other disciplines who are interested in career research.
 - Create online tutorials for English acceleration courses
 - Partner with Pathways Academy (HSI) to train peer-mentors in library research.
-

Q27 Do you have another goal to update?

Yes

Page 8: Previous Goal 2

Q28 Previous Goal 2:

Initiate Library-liason program to promote student engagement

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Q29 Link to College Strategic Goal(s): **Basic Skills Acceleration** , **Guided Student Pathways** , **Student Validation and Engagement**

Q30 Goal Status **In Progress**

Q31 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Library-Liaison program requires faculty librarians and library technicians to work with faculty and students. We will gather faculty feedback and student feedback..

Q32 Please provide the rationale for this goal:

Library faculty to communicate regularly with subject faculty to ensure library instruction and collections meet the needs of course assignments.

Library technicians to promote library reserve collection to faculty in order to increase the number of current reserve textbooks available for student check-out.

Q33 Please provide the goal action steps for the year (previously "Activities"):

Library faculty to collaborate on course assignments, initiate personal e-mail contact, conduct library instruction sessions. Library faculty to review assignments to determine if collections are relevant to course assignments.

Library technicians to promote library reserve collection to faculty and students.

Q34 Do you have another goal to update? **Yes**

Page 9: Previous Goal 3

Q35 Previous Goal 3:

Investigate and evaluate new emerging library technologies for effective discovery of information

Q36 Link to College Strategic Goal(s): **Basic Skills Acceleration** , **Guided Student Pathways** , **Student Validation and Engagement**

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Q37 Goal Status

**Not
Started**

Q38 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

The Library beginning Spring 2019 will be migrating to a new state-funded cloud-based library services platform (LSP)

Q39 Please provide the rationale for this goal:

Students need to have access to library information systems

Q40 Please provide the goal action steps for the year (previously "Activities"):

We will be migrating to a state-funded cloud-based library services platform (LSP) to replace our out-dated system. LSP system (acquisitions, collection budget, processing, discovery, and delivery infrastructure for library operations). Library staff will be undergoing intensive professional training on new system.

Q41 Do you have another goal to update?

Yes

Page 10: Previous Goal 4

Q42 Previous Goal 4:

Improve library spaces that allow students to study and research.

Q43 Link to College Strategic Goal(s):

Basic Skills ,
Acceleration
Guided Student ,
Pathways
Student Validation and
Engagement

Q44 Goal Status

**Not
Started**

Q45 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Student head count will be collected about where students sat during certain times of the day. We will determine if the "Coyote Corner" is a popular gathering place for students.

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Q46 Please provide the rationale for this goal:

We offer spaces for different study styles. Some students want to talk, draw, sketch, and bounce ideas off their peers. Some students need to use computers to prepare presentations. And of course, some students want total silence and do not want to be bothered. We accommodate all.

Q47 Please provide the goal action steps for the year (previously "Activities"):

Library Technicians have identified a section of the library that could accommodate students who want to study with beverages and snacks on hand.

We will do a space and furniture utilization study conducted through direct observation and survey. Library technicians will explore best practices at other colleges, create policies for the "Coyote Corner", create written signs and possible ways to keep the area clean. Library technicians and student workers from the library's circulation desk will observe the use of our proposed "Coyote Corner" and gather student head count and times of usage. Library technicians will design a survey (three questions) to get student feedback on "the Coyote Corner" and distribute to students utilizing the space.

Page 11: V. New Goals (If Applicable)

Q48 Would you like to propose any new goal(s)? **No**

Page 12: New Goal 1

Q49 New Goal 1: **Respondent skipped this question**

Q50 Link to College Strategic Goal(s): **Respondent skipped this question**

Q51 Please provide the rationale for this goal: **Respondent skipped this question**

Q52 Please provide the goal action steps for the year (previously "Activities"): **Respondent skipped this question**

Q53 How will the goal be evaluated? **Respondent skipped this question**

Q54 Do you have another new goal? **Respondent skipped this question**

Page 13: New Goal 2

Q55 New Goal 2: **Respondent skipped this question**

Q56 Link to College Strategic Goal(s): **Respondent skipped this question**

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Q57 Please provide the rationale for this goal: Respondent skipped this question

Q58 Please provide the goal action steps for the year (previously "Activities"): Respondent skipped this question

Q59 How will the goal be evaluated? Respondent skipped this question

Q60 Do you have another new goal? Respondent skipped this question

Page 14: New Goal 3

Q61 New Goal 3: Respondent skipped this question

Q62 Link to College Strategic Goal(s): Respondent skipped this question

Q63 Please provide the rationale for this goal: Respondent skipped this question

Q64 Please provide the goal action steps for the year (previously "Activities"): Respondent skipped this question

Q65 How will the goal be evaluated? Respondent skipped this question

Q66 Do you have another new goal? Respondent skipped this question

Page 15: New Goal 4

Q67 New Goal 4: Respondent skipped this question

Q68 Link to College Strategic Goal(s): Respondent skipped this question

Q69 Please provide the rationale for this goal: Respondent skipped this question

Q70 Please provide the goal action steps for the year (previously "Activities"): Respondent skipped this question

Q71 How will the goal be evaluated? Respondent skipped this question

Page 16: VI. Resources Needed to Fully Achieve Goal(s)

Q72 Is the program requesting resources this year to achieve this goal? **Yes**

Page 17: V. Faculty Resource Needs

Q73 Are you requesting one or more faculty positions to achieve this goal? **Yes**

Page 18: Faculty Position Request(s)

Q74 Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below. The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information). Brief Description of the Position Requested:

This replacement position supports all four strategic priorities. This position will not only focus on information literacy, but will play a critical role in supporting the OER (Open Educational Resources) initiative, and library technology, specifically supporting the new Library Services Platform. A librarian with expertise in the areas of instruction, assessment, systems and OER is essential in our efforts to better support the strategic plan improve online user experiences and access to quality information.

The library specifically supports Guided Pathways pillars 3 & 4 by supporting students with their research and developing their information literacy skills, as well as providing access to a robust reserves collection which assists students with the high cost of textbooks. This position would also serve as a campus liaison for the OER initiative. In addition, the library serves as a place where students can be engaged in the campus community and feel supported by a learning environment that provides them physical and digital resources that help ensure their learning. Having this third librarian would also support organizational health in that it would provide the library the human resources it needs in order to better serve students. Title 5 of the California Education Code (58724) contains minimum standards for number of library faculty based on FTES. It is recommended that Colleges with 5,001 – 7000 FTES have a minimum of 5 librarians. In addition, the library supports the Institutional Learning Outcome (ILO) of Information Literacy through its instruction and reference services.

Q75 Faculty Position Request 1 - Related Program Goal(s):

all goals 1-7

Q76 Faculty Position Request Upload 1: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here (under Staffing Request Information).

Feb10-Librarian-FacultyPositionRequest-2018-2019.docx (26.2KB)

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Q77 Faculty Position Request 2 (if applicable): Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below. The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information). Brief Description of Position Requested:

Respondent skipped this question

Q78 Faculty Position Request 2 - Related Program Goal(s):

Respondent skipped this question

Q79 Faculty Position Request Upload 2: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here.

Respondent skipped this question

Page 19: VI. Classified Staff Resource Needs

Q80 Are you requesting one or more classified positions to achieve this goal?

Yes

Page 20: Classified Staff Position Request(s)

Q81 Classified Staff Position Request 1: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for this position you are requesting. Brief Description of Position Requested:

Library Technician 1

Assist and perform routine library functions to aid users in accessing library resources; including circulation and public service duties. Adding a fifth position in the library would allow us to extend library hours into Friday. Currently we are closed on Fridays

Q82 Classified Staff Position 1 Related Program Goal(s):

all goals 1-7

Q83 Classified Staff Position 1 Request Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here.

FINAL-Library-Tech-Feb11.2019.docx (23.2KB)

Q84 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

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Q85 Classified Staff Position Request 2: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for each position you are requesting. Brief Description of Position Requested:

Respondent skipped this question

Q86 Classified Staff Position 2 Related Program Goal(s):

Respondent skipped this question

Q87 Classified Staff Position Request 2 Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here (under Staffing Request Information).

Respondent skipped this question

Q88 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Page 21: VII. Technology Resource Needs

Q89 Are you requesting technology resources to achieve this goal? **Yes**

Page 22: Technology Request(s)

Q90 Technology Request 1: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Description:

68 computers for the Library Instruction Lab and the Library Reference area that support Windows10.

One time or On-going

one time

Amount Requested \$

81,581

Related Program Review Goal(s):

Goals 1-7

Q91 Technology Request 2: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Description:

Projector for Library Instruction Lab to replace outdated one

One time or On-going

one time

Amount Requested \$

2,476.00

Related Program Review Goal(s):

goals 1-7

Page 23: VIII. Perkins and Strong Workforce Resource Needs

Q92 Are you requesting Perkins and/or Strong Workforce resources to achieve this goal? **No**

Page 24: Perkins Request and Strong Workforce

Q93 Perkins Request and Strong Workforce 1: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle. **Respondent skipped this question**

Q94 Perkins Request and Strong Workforce 2: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle. **Respondent skipped this question**

Page 25: IX. Supplies/Equipment Resource Needs

Q95 Are you requesting supplies and/or equipment resources to achieve this goal? **No**

Page 26: Supplies/Equipment Request(s)

Q96 Supplies/Equipment Request 1: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis. **Respondent skipped this question**

Q97 Supplies/Equipment Documentation 1: Please upload any supplies/equipment quotes or additional documentation for this request. **Respondent skipped this question**

Q98 Supplies/Equipment Request 2: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis. **Respondent skipped this question**

Q99 Supplies/Equipment Documentation 2 : Please upload any supplies/equipment quotes or additional documentation for this request. **Respondent skipped this question**

Page 27: X. Facilities Resource Needs

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Q100 Are you requesting facilities resources to achieve this goal? **Yes**

Page 28: Facilities Request

Q101 Facilities Request 1: Please provide the information below and remember to complete a Facilities Request Form accessible here: Facilities Request Form

Description: **library facilities repairs**
Amount Requested \$: **not sure**
Related Program Review Goal(s): **goals 1-7**

Q102 Facilities Request 2: Please provide the information below and remember to complete a Facilities Request Form, accessible here:Facilities Request Form **Respondent skipped this question**

Page 29: XI. Professional Development Resource Needs

Q103 Are you requesting professional development resources to achieve this goal? **No**

Page 30: Professional Development Request

Q104 Professional Development Request 1: Please provide the information identified below and follow the process for requesting professional development funds, outlined here. **Respondent skipped this question**

Q105 Professional Development Request 2: Please provide the information identified below and follow the process for requesting professional development funds, outlined here. **Respondent skipped this question**

Page 31: XII. Other Resource Needs

Q106 Are you requesting any other resources to achieve this goal? **Yes**

Page 32: Other Resource Requests

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Q107 Other Resource Requests 1: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Description:	library resources, databases, books, e-books and more
Amount Requested \$:	162,000
Related Program Review Goal(s):	1-7

Q108 Other Resource Requests 2: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Description:	Librarian adjuncts
Amount Requested \$:	97,185
Related Program Review Goal(s):	1-7

Page 33

Q109 Are you ready to submit your program review? If you click "No," you will be redirected to the start of the program review module. **No**
