Educational Planning Committee
Minutes
June 6, 2011
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: James Armstrong, Veronica Cox, Angela Echeverri, Madelline Hernandez, Alma Johnson-Hawkins, Jose Maldonado, Abdo Malki, Said Pazirandeh, D’Art Phares, Gary Prostak, Mark Pursley, Mari Rettke, Jan Silver, Nadia Swerdlow, Hanh Tran

Resource Members Present: Stephanie Atkinson-Alston, Roza Ekimyan, Pat Flood, Sandy Thomsen

Members Absent:

Resource Members Absent:

Guests Present: Cathy Brinkman. Monte Perez

Call to Order: By Co-Chair Jan Silver at 1:35 p.m.

1. Approval of Minutes May 16 (5 min.)
   a. MSU (D’Art Phares/Mark Pursley) to approve as amended
2. Library Comprehensive Program Review scheduled for 1:45 p.m.
   a. Sandy Thomsen presented the Review report
   b. ACTION ITEM: EPC strongly supports funding the expansion of the Library and LRC
3. Summer Meeting Schedule
   a. If needed, we will schedule a summer meeting for June 20th. Jan Silver will notify the committee if this becomes necessary.
4. MSU (Abdo Malki/D’Art Phares; Alma Johnson-Hawkins abstaining) to express EPC’s strongest possible support for Alma Johnson-Hawkins
5. ACTION ITEM: EPC will propose a change to Shared Governance rules that, in the interest of continuity, would remove term limits for chairs/co-chairs, perhaps requiring a super-majority vote for approval of terms beyond the first two (as we currently have for Department Chairs).

Adjourned 3:36 pm

Minutes taken by D’Art Phares
Program Review—Library Services

1. Please highlight any changes since you submitted your unit assessment (e.g. enrollment trends of the units as of Fall 2010).
   1. Updated MLA and APA style guides to reflect recent changes in documentation and posted update style guides to library website.
   2. Enhanced ESL reading library by adding 3,000 readers
   3. Off-campus help via email or phone (posted on library home page)
   4. Enormous increase use of textbook collection from 2009 to 2010
   5. Lost 300 children’s books due to water damage from roof leak
   6. College committed to send library renovation plans to the State for approval (Scheduled August 2011)

2. What do you see as the strengths of each of your units?
   1. Staff is responsive to students
   2. Services are planned to support student learning and achievement (Workshops, class sessions, periodical and reference databases, book, ebooks, study guides, research help)
   3. Many resources and services are available from off-campus.
   4. Website kept current
   5. Friday and Saturday hours
   6. Supportive classroom faculty (increasing number of instructors provide a copy of their textbook for the textbook reserve collection)

3. What do you see as the challenges?
   1. New thin client student computers freeze and do not recognize flash drives
   2. Staff computers are old and do not operate optimally or do not run library administrative software.
   3. Certificated and classified staff approaching retirement
   4. Keeping resources relevant with insufficient and inconsistent funding
   5. No line item in operational budget for library databases
   6. Prioritizing staff efforts and expenditures to meet needs of a diverse curriculum and student population with widely diverse language and computer literacy skills
   7. Not having a computer lab for instruction
   8. Not having facilities that meet existing and future needs of students and library collections and services

4. How does your unit planning support the mission of the college?
The mission of Los Angeles Mission College is the success of our students. To facilitate their success, Los Angeles Mission College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:
   ● Encouraging students to become critical thinkers and lifelong learners;
   ● Ensuring that students successfully transfer to four-year institutions, find meaningful employment,
• Improve their basic skills, and enrich their lives through continuing community education;
• **Providing services and programs that improve the life of its immediate community.**

Examination of library services prompts us to plan, change and improve the services the library provides. These changes help ensure students are exposed to organized collections, quality learning and library experiences to help in successful attainment of information competency and lifelong learning skills and completion of course work.

5. **What are your visions for changes, revisions and growth?**
I think the best way to answer this is to focus on facility plans and share the library renovation and **Programming Notes and Guiding Principles** given to the architect prior to the programming phase of the renovation.

Library Programming Notes/Guiding Principles—DRAFT
6/22/09, 1/21/10

1. Create a student and learning centered environment that supplements academic and vocational learning activities initiated in classroom.
2. Campus academic focal point that offers technology enhanced and traditional information resources
3. Integrate information modalities: computers, books and media. Ambiance should shout library and stimulate curiosity and academic inquiry. Atmosphere should be unintimidating and helpful. Signage should be big and clear.
4. Provide learning experiences and resources that support and are relevant to educational and vocational goals of students
5. Create a facility that provides experiences and resources to help develop information competency skills
6. Provide flexible space and infrastructure for existing and future needs (i.e. possible self-check out)
7. Provide room for expansion/an expansion plan
8. Maximize staff efficiency in regard to delivery of services and security
9. Support learning and cultural activities in a comfortable inviting setting
10. Provide resources, services and furniture that draw students into space
11. Maximize use of natural lighting
12. Provide appropriate lighting in different functional zones (task, overhead, etc)
13. Provide adequate space for existing and anticipated growth of collections
14. Meet Title 5 library space standards
16. Meet student and faculty needs for formal and informal learning spaces
17. Provide an environment, services and resources that support different learning and study styles such as: group study/smart rooms, individual
study, quiet areas, comfortable seating areas, workrooms for projects, outdoor garden study area with water feature within security system

18. All group study rooms should be soundproof. All group rooms should have marker boards and receive wifi signals and be technologically relevant today and tomorrow.

19. Provide an area where food is ok. Students will always bring food and drink into the Library. Make it ok in some areas within the security gates. A tea house or coffee shop would be great.

20. Working electrical outlets visible and throughout the library—to support use and recharging the gazillion electronic devices

21. Provide a secure library, one that can be locked when the library is closed. Create separate entrance for non-library functions.

22. Instructional areas should have proper acoustics without fans or noisy equipment located above the instructor podium.

23. No noisy fans or noisy equipment located over office desks

24. Provide a roof that sheds water and a facility that is rainproof

25. Optimize temperature control. Eliminate hot and cold temperature spots.

26. Incorporate existing and unanticipated non-library programs into computer labs and other buildings on campus. These needs should be acknowledged in the educational master plan and facilities master plan.

27. Explore installing RFID system

28. Improve student printing system
   a. Provide color network printing
   b. Provide scanning stations
   c. Provide fast print stations (5 minute)
   d. Provide Coin and card (debit or account) operated printing and copying
   e. Provide wireless printing

29. Provide laptop lending library

6. What resources are needed to support as well as to build the programs in your Department?

   • Facilities

   The existing library is recorded to be 17,330 ASF. Title 5 states that the library should be 26,811 ASF for a college the size of Mission in 2007-08 (6,400 FTES) and 34,000 ASF for (8,000 FTES)

As stated in the program review, the current library space is inadequate to house all the library holdings and provide services to the projected 15,000 students (9,400 FTES) when the college is built out to its master plan in the coming years. In fact, the space does not meet student needs and collections today. The library has already been forced to relocate several special collections since the construction of the building in 1997. As these areas have already reached capacity, the Library is not able to physically meet the need for collaborative study spaces and the growth of several collections such as
periodical, basic skills, paperbacks, reserves, oversize and Video/DVDs. Consequently, the Library has been forced to discard and/or stop ordering some of these items. The Library’s ability to offer workshops and orientations is limited by the lack of dedicated computer classroom. A renovation project to add a library computer classroom was scheduled to begin during fall 2006, but it was postponed due to cost overruns on the bond construction projects. Subsequently, the college decided to renovate the building to accommodate space required to accommodate library services. That project was reduced by 3 million dollars and then after completion of the design phase, placed on hold indefinitely.

- **FTEF**
  Having sufficient classified staff would provide opportunities for library faculty to develop and provide more instructional and learning resources and opportunities for students.

- **Staff**
  As stated in the program review, two classified positions are needed immediately.
  1 – Library Technician
  1 – Instructional Assistant-Information Technology
  These positions will provide students with better access to the library and its services and information technologies. Even though the college has grown from 2,000 students (1,274 FTES) in 1975 to over 10,000 students (7,194 FTES) in 2010 and technology and services have evolved and increased, library classified staff has remained the same as in 1975.

- **Technology**
  Repair or replace student computers that do not perform properly
  Repair or replace staff computers that do not perform properly

7. **What is the status of SLO assessments in your department?**
   Workshops are assessed and modified on a regular basis
   LS 101 assessed and modified on a regular basis

8. **What is the status of the course outlines of record and course updates in your department?**
   Two credit courses, Library Science 101 and 102 are current.
   LS 102 will be archived.

9. **What progress has been made towards the recommendations made by EPC following your 08-09 program review presentation?**
   **Recommendation**: Work closely with faculty to increase awareness of library programs and to promote information competency in all disciplines.
   The Library has done the following to accomplish this recommendation:
   1. Distributed library information handout to faculty on flex day 2010
   2. Provided brief overview of library services on flex day 2010
3. Contacted faculty individually to request that they lend the library a copy of their textbook so that it can be placed on library reserve for students
4. Provided assignment specific library research sessions
5. Developed face to face workshops and online tutorials for Health students to provide the skills to complete health research assignments
6. Collaborating with ESL Department Chair to develop a plan to incorporate information competency skills in ESL students (in progress)

The library believes that efforts to accomplish this recommendation will be ongoing since library resources and services are not stagnant.

Recommendation: Create a plan to address needs for collaborative student work spaces, a dedicated computer lab, and a larger collection of resources. Incorporate new funding and facilities opportunities.

The Library Department Chair spent two years researching, visiting California Community College Libraries and working with an architect and user group to develop a program and architectural plans that address the needs of students and deficiencies of existing library. These plans include a variety of collaborative and individual student work spaces, a dedicated computer lab, and a larger collection of resources. At the end of the design phase of this library remodel project, the Library was informed that funds were no longer available to remodel the library and the project was on hold indefinitely.

The college subsequently decided to send the completed plans to DSA in August 2011. Funds have not yet been identified for the library remodel.

Recommendation: Inform faculty of the system for requesting the purchase of discipline specific books and resources.

Faculty is notified how to request books and resources through:
1. Annual library information handout
2. ECD curriculum update process on library form
3. Email correspondence with faculty
4. The library plans to provide a request form online for books and resources. Faculty will be notified when the online request form is available.

Recommendation: EPC strongly supports the need for additional and effective signage in increase visibility of the library?

The Library was advised to wait until the library was renovated to add permanent signage. No paper signs are permitted but the library continues to utilize them on a limited basis. Since the library renovation process is on hold indefinitely, the library will seek other options for library signage.