Agenda
Learning Resources/Library Committee Meeting
Friday, October 7, 2022
9:00 a.m.
Online Meeting

The following topics will be reviewed/discussed during the meeting:

I.   Approval of Minutes from March 25, 2022 Meeting
II.   Committee Responsibilities
III.   Survey Results Collected in the Spring 2022
        A. Faculty Survey of Library Services
        B. Library Survey of Dual Credit/Concurrent Enrollment Students
        C. Library Survey of Online Students
        D. Library Survey of On-Site Students (CCC, Vernon, STC)
IV.   Comparison of Library Hours to Cohort Institutions
V.   Database Content for 2022-2023
VI.   Book Display Widgets
VII.   Library Staffing
VIII.   Library Homepage

Minutes
Learning Resources/Library Committee Meeting
October 7, 2022
9:00 a.m.
Online Meeting

Attendance

Committee Member	Present	Not Present
Annette Bever	x	
Julata Brooks		x
Tracy Catlin		x
Steven Ellerkamp		x
Christina Hoffmaster	x	
Dean Johnston	x	
Linda Kalski	x	
Kim Long	x	
Shani Page	x	
Mark Roberson	x	
Amanda Snook	x	
Stephen Stafford	x	
Angela Ward		x

I. Welcome and Introduction of New Members
   A. Marian welcomed new member, Kim Long to the meeting.
   B. She also welcomed Jaime Aleman, library assistant, as a guest to the meeting.
   C. New members also included Steven Ellerkamp and Julata Brooks.
II. Approval of Minutes from March 25th Meeting
   A. Marian noted that the minutes had been approved electronically by a quorum of eight members.
III. Review of Committee Responsibilities
   A. The Chair noted that a key responsibility is to assist with the planning and evaluation of library resources and services.
      1. Marian reviewed the planning process which involves planning, evaluating, and then using the results for improvement.
      2. She also mentioned that a key component of the evaluation process is to review library survey results collected from students and faculty.
   B. Marian reviewed responsibilities addressing records management.
      1. She explained that the College is required to have retention schedules on file with the Texas State Library and Archives Commission.
         a. The schedules establish mandatory minimum periods of time that information must be kept before it can be discarded.
         b. Vernon College has adopted Schedule JC: Retention Schedule for Records of Public Junior Colleges and Schedule GR: Records Common to All Local Governments.
      2. The Chair reviewed responsibilities she addresses as Records Management Officer.

      a. A key responsibility is to ensure the College is up-to-date and compliant with the Texas State Library and Archives Commission and the Local Government Records Act.

      b. Current projects include updating the records management policy and securing an official document from the Board of Trustees designating the Director of Library Services as the Records Management Officer (RMO) for the College.

      c. It was asked how the Chair came to be designated as the Records Management Officer. Marian explained that the RMO was assigned to the Director of Library Services.

3. The Chair noted that she had recently addressed questions pertaining to the storage of electronic vs. print records.

      a. Retention periods are the same for both formats.

      b. Focus is placed on ensuring the records are properly maintained and secured.

      c. In response to the questions, Marian forwarded Bulletin B which reviews standards for the storage of electronic records.

      d. The Chair stated that she would forward links to the schedules or standards upon request.

IV. Review of Survey Results

  A. Student Survey of Library Services (On-Site Students at CCC)

    1. Marian reminded members that approval ratings are based on those students actually utilizing the services.

    2. Approval ratings were high.

    3. The approval rating for library hours was 90%.

    4. Eighty-seven percent rated the overall quality as good or excellent, 10% as average, and 2% as fair.

      a. The Chair noted that she was able to include both average and fair as choices in the online survey.

      b. By contrast, the choice of average is typically omitted from the scantron form due to a limited number of multiple choice options. Without an average option, students are forced to choose between good and fair. Fair has a more negative connotation.

    5. Discussion of Awareness: Marian reviewed options for evaluating the effectiveness of efforts for alerting/informing patrons of resource availability.

      a. The PASS Department measures effectiveness by verifying updated information is provided through appropriate channels, i.e., website, brochures, catalogs, etc.

      b. The library measures effectiveness by collecting data on whether or not users are aware of the services offered.

      c. The Chair noted that the PASS Department's approach is probably a more reasonable and practical means for evaluating effectiveness.

    6. Members shared ideas on ways to increase responses to library surveys.

      a. It was suggested that the library place print surveys at the information desk for students to complete while in the library.

      b. Marian mentioned that suggestion boxes could be placed in Vernon, CCC, and STC.

  B. Student Survey of Library Services (On-Site Students at Skills Training Center)

    1. Marian noted that the main concern was the low participation rate and consequent high margin of error for the survey.

      a. The library processed six surveys.

    2. Amazon gift cards were offered as incentives for completing the survey.

    3. The survey was posted in Canvas and emailed to students.

    4. Participation rates are higher when the survey is administered face-to-face during a scheduled class visit.

       a. Marian noted that she could request faculty assistance in allowing a few minutes of class time for students to go online and complete the survey using their phones.

       b. As mentioned previously, the online survey is preferable to using a scantron answer form.

5. Marian mentioned that approval ratings were high from students offering an opinion.

       a. Library hours was the exception with an approval rating of 75%. Of the four students offering an opinion, 3 were pleased and 1 displeased with the hours.

       b. The Chair noted that the library is open anytime the building is open and classes are in session.

6. The Chair noted recent improvements to the library program.

       a. The new location in Room 106 is close to the front entrance of the building for improved visibility and accessibility for students.

       b. The library is also working to update the collection at STC.

       c. A main goal is to ensure students view the library as an up-to-date and relevant source of information.

       d. Signage has also been added for advertising the services offered.

C. Library Survey of Dual Credit/Concurrent Enrollment Students

   1. The library processed 24 surveys.

   2. Ratings were good.

       a. There was some drop in approval for overall quality of library services, but still within the targeted goal of 85% approval as per the library's Institutional Effectiveness Plan.

   3. A significant number of students (14) did not know they could request books from the main collection in Vernon.

       a. Students also agreed that they were able to find the books needed for their research.

       b. The Chair noted that students are likely finding the information needed via the library's expanding e-book collection.

D. Student Survey of Library Services (On-Site Students in Vernon)

   1. Approval ratings were high.

   2. The overall quality of library services was rated good or excellent by 95% of the students.

   3. Marian noted that she inadvertently left off a question pertaining to whether or not students were aware of the availability of online assistance through email or live chat.

       a. Thirty-four of the 55 respondents offered no basis for opinion when asked to evaluate the assistance they received through email or live chat.

E. Library Survey of Online Students

   1. Approval ratings were good.

   2. A slightly higher percentage of students were unaware of online assistance when compared to 2021.

   3. Surveys showed that students were able to locate the books needed for their research.

   4. A significant number of students were not familiar with the ability to request books from Vernon.

F. Faculty Survey of Library Services

   1. The library processed 19 surveys, compared to 28 processed in 2021.

       a. Amazon gift cards were offered as incentives.

   2. Instructors were either pleased with the services or offered no basis for opinion.

   3. Increases in awareness were noted for off-campus options, library instructional support, and reserves.

   4. Approval ratings for overall quality included the following:

       a. Overall Quality-Library Services: 100% good or excellent

   b. Overall Quality-Databases: 100% good or excellent

   c. Overall Quality-Book Collections: 82% good or excellent; 18% average

  5. Marian reviewed the question pertaining to primary instructional locations.

   a. She explained that instructors are asked to choose between CCC, Vernon, or STC.

   b. Members agree that adding an "Other" option would improve the question and accommodate those instructors teaching remotely or based at service area high schools for dual credit instruction.

   c. Members suggested that the survey provide space for clarification for those selecting "Other."

  6. Marian also reviewed the question addressing book collections.

   a. Instructors are asked to evaluate the print collections housed at their primary instructional locations.

   b. Marian stated that the question doesn't take into consideration the availability of e-books.

   c. It was suggested that the question ask instructors to consider both print and e-books in their evaluation.

V. Comparison of Library Hours

 A. The Chair noted that a comparison of hours with VC's cohort institutions showed that the VC library was second only to Galveston College in offering the most weekly operating hours.

VI. New TexShare Database Resources

 A. Marian updated the committee on new database resources available for 2022-2023 through membership in TexShare.

 B. She noted that a major database contract was awarded to Cengage Learning (Gale).

  1. The contract includes Gale's premiere multidisciplinary database, Gale Academic OneFile.

 C. New ProQuest products include Academic Video Online, a video subscription spanning a wide range of subject areas.

 D. Marian noted that TexShare access to EBSCO databases including Academic Search Complete would end on August 31, 2023.

VII. Book Display Widgets

 A. Marian verified that instructors could have widget accounts setup through the library's subscription.

 B. At this point, Distance Learning is unable to get the widgets to work within a Canvas course shell.

  1. The case has been reopened and screen shots sent to the widget developers for help in resolving the issues in Canvas.

   a. The widgets can work on any webpage that can be edited with JavaScript and HTML.

  2. Marian invited members to contact her for more information on setting up an account.

VIII. Library Staff

 A. Marian noted that new library team members at CCC include Kim Long, Jaime Aleman, and Emily Harmon.

  1. She further noted that she appreciated the research experience and familiarity with database resources each team member brought to the job.

IX. Library Homepage

 A. Marian noted that the library would continue to utilize the Featured Database component and book display widget for promoting library resources.

 B. She also mentioned that library hours of operation would be added to the homepage.

X. Library Committee Documents

    A. Marian stated that committee minutes and agendas from previous meetings were available on the College Effectiveness webpage at www.vernoncollege.edu/learning-resources.

XI. Adjournment
    A. The meeting was adjourned at 10:10 a.m.