Agenda
Learning Resources/Library Committee Meeting
Friday, October 11, 2019
8:00 a.m.
ITV Rooms 204 in Vernon and 712 at CCC

During the meeting, the following topics will be discussed:

I.   Survey Results Collected in the Spring 2019
- On-Site Students at CCC, STC, and Seymour
- Dual Credit Students
- Faculty

II.   Staffing Update

III. Library Initiatives
- Collaboration Station at CCC
- Research Guides
- New Leisurely Seating Area in Vernon
- Increase in Part-Time Hourly Rate of Pay
- Update on VHS Tapes and Periodicals

IV.   Promotional Initiatives
- VCAP
- New/Adjunct Faculty Orientation
- Faculty Development
- Spotlight on Library Services, VC Professional Development
- ADN Nursing Orientation

V.   Annual Action Plan Objectives 2018-2019

Minutes: Learning Resources/Library Committee Meeting
October 11, 2019, 8:00 a.m.
ITV Rooms 204 in Vernon and 712 at Century City Center

Attendance:

	Present	Not Present
Beth Arnold		x
Annette Bever		x
Brent Braswell		x
Tracy Catlin		x
Christina Hoffmaster	x	
Dean Johnston	x	
Thomas McNeely	x	
Melanie Milner		x
Joe Onder	x	
Mark Roberson	x	
Amanda Snook	x	
Stephen Stafford	x	
Angela Ward		x

I.   Approval of Minutes: The Chair noted that the minutes from the March 8, 2019 meeting had been approved electronically by a quorum of 8 members.

II.   Review of Committee Responsibilities:
   A.   The Chair noted that key components in the Purpose Statement would be addressed in the meeting.
   B.   She also clarified responsibilities pertaining to records management.
      1.   Retention periods for keeping information are set by the Texas State Library and Archives Commission.
      2.   Marian explained that she periodically checks for updates to retention periods.

III. Review of Survey Results Collected in the Spring 2019:
   A.   Student Survey of Library Services (on-site students at CCC)
      1.   Marian noted that the library processed 194 surveys, 48 fewer that the previous year.
      2.   She further noted that all services, including library hours, received approval ratings of 87% or higher. Approval ratings of at least 85% are targeted in the library's Institutional Effectiveness Plan.
      3.   Members were reminded that approval ratings are based on those students actually utilizing the services. Responses for "Not Applicable" or "Unaware" are not used in calculating approval ratings.

4. The overall quality of library services was rated good or excellent by 93% of the respondents.
B. Student Survey of Library Services (on-site students at STC)
   1. A total of 95 surveys were processed.
   2. All services received approval ratings or 91% or higher.
   3. A significant number of students selected "No Basis for Opinion" when asked to evaluate library assistance online through email, live chat, or web-conferencing.
   4. Ninety-three percent of students rated the overall quality of library services as good or excellent.
C. Student Survey of Library Services, LVN Program at Seymour
   1. The library processed 10 surveys.
   2. Of those students offering an opinion, all rated library services favorably with 100% approval.
   3. Four students did not know that library assistance was available via web-conferencing.
   4. A significant number of students selected "No Basis for Opinion" when asked to evaluate books and library assistance via email or live chat.
   5. Seymour students can borrow books from the Vernon collection. When asked if their request was processed and received in a timely manner, four students were unaware of the service, and 5 students indicated that books were not needed.
D. Faculty Survey of Library Services:
   1. Thirty surveys were processed, 13 fewer than 2018.
      a. Three $25.00 Amazon gift cards were offered as incentives for completing the survey.
      b. Winners included Pam Rotz, Mary Rivard, and Melissa Moore.
   2. All services received approval ratings of 100%.
   3. Ninety-five percent of faculty rated databases as good or excellent.
   4. The overall quality of library services received an approval rating of 96%.
   5. The print collection was rated average or above by 94% of faculty.
E. Library Survey of Dual Credit Students:
   1. The library processed 26 surveys compared to 84 processed the previous year.
   2. Three $25.00 Amazon gift cards were offered as incentives for completing the survey.
   3. A link to the survey was emailed to all dual credit students. Initially, there were no responses. In an effort to increase participation, instructors were asked to distribute copies of survey announcements to their students.
   4. Responses from those students utilizing the services were good with 95% or higher approval ratings on all services.
   5. Ninety-six percent of students rated the overall quality of library services as good or excellent.
   6. A significant number of students were either unaware or offered no basis for opinion when asked to evaluate online assistance and the ability to request books from Vernon.
      a. The services are advertised in information emailed to students at the start of each semester. Instructors are also asked to distribute brochures to students enrolled in their classes.
      b. Half of the respondents indicated that they did not receive a brochure.

IV.   Staffing Update:
   A.   Emily Harmon was hired as the full-time Administrative Assistant at CCC on August 18th.
      1.   The Chair noted that the job was reopened twice before Ms. Harmon was hired.
   C.   Peter Tunnell accepted the part-time weekend assistant job at CCC and began working on October 5th.
   D.   Patti Jouett, Administrative Assistant in Vernon, plans to retire in December. Patti has worked in the library over 20 years.

V.   Library Initiatives: The Chair updated the committee on several projects recently completed.
   A.   Collaboration Technologies: A large screen monitor and HDMI cables are available at CCC to facilitate collaboration among groups of students working together on a project requiring a software application. Students can use the cables to connect their laptop screen to the large screen monitor to ensure the screen is easily viewed by all group members.
      1.   It was recommended that the Chair notify faculty of the availability of the collaboration technologies.
      2.   Marian noted that the orientation webpage would also be a good location for advertising the service.
   B.   Leisurely Seating Area: Members were updated on the new leisurely seating area developed at the southeast corner of the library where periodical back issues were previously located.
      1.   The area includes two upholstered chairs with tablet trays.
   C.   Periodical Shelving Units: The Chair also noted that the area would include new periodical shelving units as a more visually appealing and practical means for displaying the magazines and journals.
   D.   Research Guides: Marian noted that a new research guide for British Literature was complete and posted online. She further noted that another guide for American Literature was currently in development.
      1.   Members reviewed the format and content of the guide which assists students with the research process and with finding scholarly articles, books and other information on their topic.
   E.   Hourly Rate of Pay: The Chair noted that the part-time hourly rate of pay increased from $9.50 to $10.00 per hour in September 2019.
      1.   There had not been an increase in the part-time rate of pay since September 2016.
   F.   VHS Tapes and Periodical Back Issues: The Chair noted that there were 8-10 boxes of VHS tapes and 31 boxes of periodical back issues to include in the VC Auction.
      1.   One instructor requested two of the withdrawn titles.
      2.   Marian noted that items not sold in the Auction are usually donated to the Surgical Technology Student Association to include in the annual STSA garage sale.

VI.   Promotional Initiatives:
   A.   VCAP: Marian spoke at the Vernon College Access Program (VCAP) meeting of high school counselors, instructors, and administrators on August 8th.
      1.   There were 30 attendees at the meeting.
      2.   Instructors were asked for help in distributing library brochures to dual credit students.

B. New/Adjunct Faculty Orientation and Faculty Development: Library information was also presented at the New/Adjunct Faculty Orientation and at Faculty Development held on August 21st and August 23rd respectively.
   1. The total number of participants at both events was 161.
C. Spotlight on Library Services: Library information was presented during two Department Spotlight sessions scheduled in Vernon and at CCC on September 24th and 25th respectively.
   1. The combined totals from both events were 15 staff and 5 students.
   2. VC Mentors were invited to discuss the library services they found most helpful.
D. ADN Orientation: Marian promoted library services to 185 nursing students at their ADN Orientation.

VII. Review of Annual Action Plan Objectives:
A. Support for QEP: Students are often asked to work in groups on IBL projects. In support of the QEP and IBL, the library has a big screen monitor and HDMI cables at CCC for students wanting to share their laptop screens while working in groups on projects requiring a software application.
   1. All full-time staff also attended professional development trainings to remain up-to-date on the progress and implementation of the QEP.
B. Assessments were developed for obtaining student feedback regarding the helpfulness of the orientation webpage and library webinars.
   1. Questions ask students to evaluate the helpfulness of the content, functionality of the web-conferencing software, and likelihood of recommending the webinar to another student.

VIII. The meeting was adjourned at 8:50 a.m.