Agenda
Learning Resources/Library Committee Meeting
Friday, September 28, 2018
ITV Rooms 423 in Vernon and 717 at CCC
11:00 a.m. -12:00 p.m.

I.   Review committee responsibilities.

II.   Review survey results collected in the spring 2018:

   A.   Student Survey of Library Services (on-site students CCC, STC, and Seymour)
   B.   Library Survey of Dual Credit/Concurrent Enrollment Students
   C.   Faculty Survey of Library Services

III.   Discuss SACSCOC Off-Site Committee Review and upcoming visit by the SACSCOC
        On-site Review Team.

IV.   Discuss database content for the 2018-2019 academic year.

V.   Review library initiatives including strategies for promoting library services.

Minutes: Learning Resources/Library Committee Meeting
September 28, 2018, 11:00 AM
ITV Rooms 423 in Vernon and 717 at Century City Center

Attendance:

Member	Present	Not Present
Beth Arnold	x	
Kathy Barfield		x
Annette Bever	x	
Christina Hoffmaster	x	
Dean Johnston	x	
Thomas McNeely	x	
Melanie Milner		x
Joe Onder	x	
Mark Roberson	x	
Mike Ruhl		x
Cassie Shaw		x
Stephen Stafford	x	
Angela Ward		x
Marco Ramirez, SGA Representative	x	

I.   The Committee welcomed Marco Ramirez, SGA Representative, to the meeting.

II. Approval of Minutes: The Chair noted that the minutes from the February 23, 2018 meeting had been approved electronically by a quorum of 10 members.

III. Committee Responsibilities
   A.   The committee reviewed its assigned responsibilities which included assisting in the development and assessment of library programs.
      1.   Regarding records management responsibilities, Marian noted that she had updated Dr. Johnston and the Deans on minor changes to Schedule GR. Schedule GR assigns retention periods for records common to all local governments.

IV. Library Survey Results
   A.   Student Survey of Library Services, on-site students at Century City Center
      1.   The library processed 242 surveys.
      2.   The Chair noted that all services with the exception of library hours received approval ratings of 87% or higher. The Chair noted that the library targets approval ratings of at least 85% as per the library's Institutional Effectiveness Plan.

a) Library Hours: Hours of operation received an approval rating of 81%. Hours are also benchmarked annually against the College's cohort group of 8 institutions. Data collected in the fall 2018 indicated that the library offered the highest number of weekly operating hours at 67.5 hours per week.

b) Overall Quality of Library Services: Ninety-one percent of students rated the overall quality of library services as good or excellent.

B. Student Survey of Library Services, on-site students at Skills Training Center
1. The library processed 102 surveys.
2. All services received approval ratings of 86% or higher.
3. Marian noted that a high number of students offered no basis for opinion when asked to evaluate library services. The number seemed particularly high in proportion to the number of surveys processed. A low number of participants can result in a high margin of error and less reliable results.
4. There was also a drop in approval for the overall quality of library services. The number of students selecting good or excellent fell from 78% in 2017 to 62% in 2018.

C.   Student Survey of Library Services, on-site students at Seymour
1.   Eight surveys were processed.
2. A high number of students selected no basis for opinion when evaluating most services.
3. A high number of students were also unaware of key services including the ability to request books from Vernon and the availability of library assistance via web conferencing.
   a.   The low awareness was probably attributable to not scheduling a live orientation to library services at Seymour either face-to-face or online.
4.   Services falling below 85% approval included:
   a.   Online Assistance: Only 2 students offered an opinion with one negative and one positive response for a 50% approval. In response, the library has implemented a more reliable chat room application.
   b. Library Environment: In response to student feedback, the library will maximize the available space and explore the cost of purchasing a smaller conference table.
   c. Ability of Locate Books: In response, the library will schedule a face-to-face or online orientation to highlight the ability to request books from the main collection in Vernon.
   The library has also worked with the instructor in updating collections at Seymour and has capitalized on the orientation webpage for notifying students of inter-campus borrowing options.

d. Ability of Access Databases Off Campus (without technical issues or interruptions): One of the six respondents or 83% had technical difficulties. Instructions on how to login have been placed within the login window.

D. Faculty Survey of Library Services: The Chair noted that 43 surveys were processed, 10 more than the 33 surveys processed in 2017.
   1. Drawings for 3 $25.00 Amazon gift cards were offered as incentives for participation.
   2. Responses included a high number of "no basis for opinion."
   3. Approval ratings for database quality, print collections, and overall quality were quite high. Database Quality: 88% good or excellent; Print Collections: 91% average or above; Overall Quality: 97% good or excellent.

E. Library Survey of Dual Credit/Concurrent Enrollment Students:
   1. The library processed 84 surveys.
   2. Two $25.00 Amazon gift cards were used as incentives for participation.
   3. When asked to evaluate online assistance and inter-campus borrowing, a high number of students were either unaware of the services or offered "no basis for opinion."
   4. Eighty-two percent of students offering an opinion rated the overall quality of library services as good or excellent.
   5. The Chair noted that efforts to promote library services among dual credit students have included the distribution of library brochures and attendance at the VCAP (Vernon College Access Programs) meeting of counselors and administrators of service area high schools. Marian noted that she had presented information on library services during the meeting.

V. SACSCOC Update
   A. Marian noted that the library successfully completed the compliance certification required for reaffirmation. The SACSCOC Off-Site Review Committee found the library to be in compliance with all criteria including Core Requirement 2.9 and Comprehensive Standards 3.8.1, 3.8.2, and 3.8.3.
   B. Marian further noted that the College was preparing for the visit by the SACSCOC On-Site Review Committee on October 22-25.
      1. The agenda included tours of STC and CCC on Monday, October 22nd and then travel to the Vernon Campus for interviews and review of the QEP on October 23rd and 24th.

VI. Database Update: Marian updated the committee on new and discontinued database content for the 2018-2019 academic year.
   A. The Chair reminded the committee that database content is acquired through membership in TexShare or purchased independently outside the TexShare consortium.

B. Discontinued databases included:
1. Literature Resource Center: This resource was discontinued/removed from the TexShare core collection of databases.
    a. TexShare found considerable duplication of content between the Literature Resource Center and Academic Search Complete.
    b. A VC faculty member mentioned that Academic Search Complete seemed to be a better resource to consult for literary criticism.
    c. A Gale representative explained that critical content was included in approximately 30% of the entire database content.
    d. Marian noted that literary criticism can be found in Academic Search Complete as well as in the library's new subscription to JSTOR.
    e. Marian also mentioned that an instructor had suggested that the library acquire some of the Norton Critical Editions for novels taught at the College.
2. Pronunciator: This was a language-learning database discontinued from the TexShare core collection.
3. Proquest's Nursing and Allied Health Database: This database was discontinued due to low usage statistics.
    a. Marian mentioned that Ovid's Nursing Community College Extended Journal Collection was the library's "go-to" resource for scholarly journals in nursing.

C. New TexShare databases included Credo Reference, a collection of subject-specific reference sources, Opposing Viewpoints in Context, and Chilton Library.
1. The Chair noted that Opposing Viewpoints in Context had been purchased independently, but will now be acquired at a substantial savings through membership in TexShare.

D. Database Comparison: Marian compared/contrasted Opposing Viewpoints in Context and CQ Researcher. Both resources provide up-to-date information on current issues of the day.
1. Opposing Viewpoints in Context included more pro-con essays and multimedia files, while CQ Researcher included more extensive background information on the topic.

VII. Library Initiatives:
A. Business Cards: The Chair noted that the library had designed business cards as a means for promoting library services.
1. The cards were distributed at on-site registrations in the fall 2018.
2. It was suggested that the cards be placed in Course Schedule Advising (CSA) Centers in Vernon and at Century City Center.
B. Research Guide: The library had recently completed and posted a new research guide for public speaking.
C. Library Brochure for Nursing: The brochure was customized to include instructions for accessing scholarly articles in nursing and certification practices tests for the NCLEX-RN and NCLEX-PN.

D. VC Foundation Grant: Marian noted that the library had submitted a grant proposal jointly with other departments for the purchase of a large format printer.
   1. Departments/divisions using the printer would be asked to assist in purchasing ink cartridges for the printer.
   2. The cost of $2,750.00 included a 5-year service agreement on the printer.
   3. The grant for the purchase of the printer was not received.
E. Microfilm of O'Dell Reporter: Marian noted that the library had submitted a role of microfilm of the O'Dell Reporter dated from 1912 to 1918 to be scanned and uploaded to the University of North Texas' Portal to Texas History.
F. QEP Decorating Contest: The library developed QEP posters for placement in Vernon, CCC, and STC.
G. Vernon College Access Programs (VCAP) Meeting: Marian noted that she presented information on library services during the VCAP meeting of counselors and administrators of service area high schools held on August 8, 2018.
H. New/Adjunct Faculty Orientation: Marian discussed library services at the New/Adjunct Faculty Orientation held on August 22nd.
I. Guide-on-the-Side Software: Marian updated the committee on the library's efforts to install and utilize Guide-on-the-Side, a software developed by the University of Arizona Libraries.
   1. The software can be used to develop tours that guide users to finding information through live webpages for a more authentic and active learning experience.
   2. RunBiz was unable to download the software due to the lack of software support and due to technical requirements including MySQL and a Unix based server.
   3. Marian noted that the software is being updated to a cloud based application and has been renamed to SideCar Learning.   A trial subscription will be available within a month.
J. HelpHero: Marian demonstrated another software for developing web tours entitled HelpHero.

VIII. Professional Development:
   1. The Chair noted that library staff have participated in several database trainings via live webinars or pre-recorded sessions.
   2. Marian stated that she had attended two conferences: The Cross Timbers Library Collaborative Conference at Texas Woman's University on August 10, 2018 and the Library Instruction Roundtable Summit at Tarleton State University's Forth Worth Campus on September21, 2018.

IX. The meeting was adjourned at 11:50 a.m.