

Learning Resources/Library Committee Meeting

Minutes

September 26, 2025

I. Welcome of New Members

A. The Chair welcomed new and returning members to the Learning Resources/Library Committee.

II. Attendance

A. Annette Bever	Present ✓	Not Present
B. Julata Brooks	Present ✓	Not Present
C. Luci Cavazos	Present	Not Present ✓
D. Delilah Fowler	Present	Not Present ✓
E. Andrea Gorbett	Present	Not Present ✓
F. Jeffery Griner	Present	Not Present ✓
G. Jennifer Hatley	Present ✓	Not Present
H. Tom Hickey	Present	Not Present ✓
I. Christina Hoffmaster	Present ✓	Not Present
J. Kari Redlich	Present	Not Present ✓
K. Mark Roberson	Present ✓	Not Present
L. Amanda Tyler	Present ✓	Not Present
M. Angela Ward	Present	Not Present ✓

III. Minutes from April 4, 2025 Meeting

A. Marian noted that the minutes had been approved by a quorum of 8 members.

IV. Committee Purpose and Responsibilities

A. Marian explained that the primary purpose of the Committee was to assist in the planning and evaluation of library programs.

1. She further noted that the primary tool used in evaluating library services and programs is data collected from library surveys administered annually in the spring.

B. Responsibility Addressing Records Management

1. As Records Management Office for Vernon College, the Chair explained that she notifies VC departments of changes in retention schedules and ensures all paperwork is up-to-date and on file with the Records Management Department of the Texas State Library and Archives Commission.

2. The Texas State Library and Archives Commission requires that information is stored securely and kept for a specified length of time before it is discarded.

a. The State Library publishes retention schedules with timeframes for retaining various types of information throughout the College.

V. Data Collected from Student and Faculty Surveys

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

1. The Chair noted that data is intended to measure approval/satisfaction rates as well as awareness of resources and services.

2. She also noted that approval rates are determined by those students/faculty actually utilizing the services.

a. The number of responses offering “No Basis for Opinion” or “Unaware of Service” is not used in calculating approval ratings.

3. The Chair highlighted data collected from the survey:

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- a. All services received approval ratings or 94% or higher. The library targets approval ratings of 85% or higher as per the library's Institutional Effectiveness Plan.
  - b. The overall quality of library services was rated good or excellent by 100% of students.
  - c. Less than 75% of respondents knew library assistance was available online via email or live chat.
  - d. Student comments were very complimentary of the library assistance they received from library staff.
- B. Student Survey of Library Services: On-Site Students at STC
1. The library processed 15 surveys. We would like to see more participation in completing library surveys.
    - a. The library advertised and offered incentives to increase participation.
    - b. Advertising included postings in Canvas, student emails, signage at STC, and flyers with QR codes distributed by faculty during class sessions.
  2. Increases in approval ratings were noted for overall quality of library services and for the ability to locate articles needed through the databases.
- C. Library Survey of Dual Credit/Concurrent Enrollment Students
1. A key concern is the participation rate with only 13 surveys processed, compared to 24 processed in 2024.
  2. Sixty-two percent (62%) of students didn't know books could be requested from the Vernon collection (Intercampus Borrowing).
    - a. This falls below the targeted 75% awareness rate.
    - b. Although there was an issue with Intercampus Borrowing, students still indicated that they were able to locate the books needed for their research or course assignments. Students likely found the books needed through the library's e-book collection.
  3. Data indicated that more students were aware of online assistance through email or live chat.
- D. Student Survey of Library Services: On-Site Students in Vernon
1. The Chair noted that approval ratings were high.
  2. Comments were very complimentary of the library assistance received from library staff.
- E. Library Survey of Online Students
1. The Chair noted that the library processed 17 surveys, half the number processed in 2024.
  2. Approval ratings were high.
  3. Data showed that more students were familiar with online assistance and with the option of borrowing books from the Vernon Campus library.
  4. We also saw increases in approval for the ability to locate articles needed and for the overall quality of library services.
- F. Faculty Survey of Library Services
1. The Chair noted that a key takeaway is that instructors were either pleased with the services or offered no basis for opinion when asked to evaluate the services and programs.
  2. The library processed 13 surveys compared to 23 processed in 2024.
    - a. A lower participation rate means a higher margin of error and less reliable results.

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3. Marian noted that fewer instructors were able to access databases off campus.
    - a. The 78% approval rating for the ability to access databases off-campus falls below the targeted 85% approval.
  4. The overall quality of book collections and databases was rated average or above.
    - a. The library has noted decreases in approval ratings for databases since TexShare cancelled Ebsco databases such as Academic Search Complete and awarded the State contract to Gale.
  5. It was suggested that the library review the login window to ensure instructions clearly specify the credentials needed to login. Students are required to login with their 7-digit student ID number that starts with two zeros. The PIN is the last four digits of the ID number.
  6. The overall quality of library services was rated good or excellent by all participants.
- VI. Promotional Initiatives: Marian noted efforts to increase awareness and promote library services.
- A. Open Houses:
    1. The library hosted Open Houses in Vernon, CCC, and STC on September 3<sup>rd</sup> and 4<sup>th</sup>.
    2. New activities included the Putt Putt Challenge and Scavenger Hunt.
  - B. VC Resource Fairs
    1. The library participated in Resource Fairs in Vernon and at CCC on September 8<sup>th</sup> and 9<sup>th</sup>.
  - C. Professional Development Opportunities:
    1. The library presented information on library services for professional development credit in Vernon and at CCC on Friday, September 12<sup>th</sup>.
      - a. The presentation was called: Enhancing Research and Teaching with Library Resources and AI
      - b. There were 7 participants in Vernon and 6 at CCC.
  - D. Online Library Orientation
    1. The library is currently editing a video orientation to library services. The video will be posted in Canvas, VC's Facebook, and on the library homepage.
    2. The Orientation will include tours of both the Vernon and CCC libraries as well as instructions for accessing live chat, databases, and other resources.
  - E. Library Updates: Updates are published at the start of each semester.
  - F. Online Instructional Materials
    1. The library is currently working to improve the design and delivery of our online instructional materials including research guides.
      - a. The goal is to make the guides more visually appealing, more interesting, and easier to navigate and access.
  - G. STC
    1. The library is currently addressing new ideas for learning spaces and resources in the library at Skills Training Center.
  - H. Wright Library, Vernon Campus
    1. The Chair discussed new learning spaces added to the Wright Library.

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- a. Learning spaces included new café style seating and booths with power hubs and data ports for students needing space for group study and collaboration.

VII. Interlibrary Loan Update

- A. The Chair explained that the VC Library is both a borrowing and a lending library.
  1. The library requests items from other libraries on behalf of our students, faculty, and staff.
  2. The library also lends items out to other academic and public libraries so they can fulfill requests from their patrons.
- B. Marian noted that the library is shipping on average about 5 books a week to other libraries.
  1. She further noted that the library will be reimbursed for the shipping costs through a program of the Texas State Library.
    - a. Shipping is usually about \$5.00 per average-sized book.

VIII. Institutional Effectiveness Plan

- A. The Chair noted that all VC departments are required to maintain an Institutional Effectiveness Plan to ensure accountability and ongoing improvement.
- B. The Chair highlighted the four expected outcomes placed in the library's 2025-2026 Institutional Effectiveness Plan.
  1. The outcomes addressed approval ratings, levels of awareness, completion of the new video orientation to library services, and improvements to the design and organization of online instructional materials.

IX. Adjournment

- A. The meeting was adjourned at 10:48 AM.