

Agenda
Learning Resources/Library Committee
Friday, February 10, 2017
11:00 AM – 12:00 PM
ITV Rooms 423 (Vernon) and 717 (CCC)

The Committee will discuss/review the following topics:

- I. Accomplishment of committee recommendations
- II. Library survey results – Fall 2016
 - A. Online students
 - B. On-site students in Vernon
- III. Library promotional initiatives
- IV. Timeline for submitting final drafts of SACSCOC Compliance Certification narratives
- V. Database subscriptions
- VI. Institutional Effectiveness Plan

Minutes: Learning Resources/Library Committee Meeting
 February 10, 2017, 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	
John Hennington		x
Christina Hoffmaster		x
Dean Johnston	x	
Joe Onder		x
Thomas McNeely	x	
Melanie Milner	x	
Whitney Adkins		x
Cassie Shaw		x
Stephen Stafford	x	
Angela Ward		x
Shealeigh Jones, Student Activities Director		

I. Approval of Minutes: The Chair noted that the minutes from the October 14, 2016 meeting had been approved electronically by a quorum of 8 members.

II. Accomplishment of Committee Recommendations

- A. Library Introduction for Course Outlines: Members reviewed the brief summary of library services prepared by the library for faculty distribution.
- B. Website Walkthroughs: Marian stated that before discussing walkthroughs with STC instructors, she wanted to understand the technology and coding involved in creating user engagement interfaces.
 - 1. RunBiz explained that walkthroughs are developed within the HTML of the website as opposed to an overlay created separately to work in tandem with the website.

III. Student Survey of Library Services: Members reviewed data collected from on-site students in **Vernon** during the fall semester.

- 1. The Chair noted that all services with the exception of library hours were rated above the targeted 85% approval rating as stipulated in the library's Institutional Effectiveness Plan.
- 2. Hours fell from an approval rating of 86% in 2015 to 81% in 2016.
- 3. The Chair noted that a comparison of library hours showed that Vernon College offered

the highest number of weekly hours when compared to the College's cohort group of 8 Texas colleges. It was asked if the cohort institutions offered an open access computer lab which was separate from the library and which offered extended hours of operation on weeknights and weekends. The question was well-taken; however, Marian noted that she was not certain as to whether or not the library provided the primary means for computer access at the institutions.

4. Marian mentioned that it would be interesting to see if approval ratings for library hours improve at Century City Center since extending weekend hours of operation.
- IV. Library Survey of Online Students: Members reviewed data collected from online students in the fall. A total of 82 surveys were processed, down from 110 surveys collected in 2015.
- A. Marian explained that the table reflected approval ratings from those students actually utilizing the services. Marian summarized the results as follows;
 - a. All services received approval ratings of 89% or higher from students utilizing the services.
 - b. Data showed a decrease in awareness when compared to 2015.
 - c. A correlation was noted between the 18% drop in the number of online courses requiring library resources and the 17% drop in the number of students receiving library information.
- V. Promotional Initiatives: Marian reviewed initiatives which were ongoing, new, and in progress:
- A. Marian explained that ongoing initiatives include the following:
 1. Flyer emailed to all students at the start of each semester
 2. Library Handbook posted on the homepage
 3. Information distributed at New Student Orientations and Chap Express sessions. Marian noted that the library orientation created with the character animation software is shown during Chap Express.
 - B. The Committee also reviewed new initiatives for promoting library services:
 1. Marian explained that print brochures were updated and customized for distribution at STC, Sheppard Learning Center, and service area high schools.
 - a. The brochures focused on services unique to each location including student use of the Base Library at Sheppard Learning Center and the dedicated phone and computer setup for library assistance in lieu of on-site support at STC.
 - b. Marian also updated the Committee on policies regarding civilian student use of the Base Library at Sheppard Learning Center. She noted that Base officials have confirmed that the pass issued to Vernon College civilian students does

not allow access to the Base Library. Marian mentioned that the newest Memorandum of Understanding dated July 24, 2014 does not address a cooperative arrangement between the Base Library and Vernon College as was addressed in the previous MOU dated February 8, 2002.

It was recommended that the College request a written document clarifying the policy.

2. New initiatives also included development of an online orientation with sessions scheduled during the morning, afternoon, and evening on February 1st and 2nd. A morning session was also offered on Friday, February 3rd.
 - a. Students were notified via email and Facebook and were asked to RSVP through a schedule posted in Survey Monkey.
3. Marian noted that a new web conferencing tool, iMeet, was recently implemented to replace Collaborate. She further noted that iMeet will be used for group presentations and individualized assistance.

C. Initiatives in progress include development of an orientation to post online. The library is also searching for a more reasonably priced kiosk software to replace the previous software package.

VI. SACSCOC Update: Marian noted that the final drafts of all compliance narratives are due by October 31, 2017. The Compliance Certification is due in March 2018 followed by the off-site peer review conducted in May.

VII. Database Update: Marian stated that she was monitoring database usage statistics and re-evaluating renewal of those resources being underutilized. Marian noted that she would be meeting with nursing faculty to evaluate two resources in question, i.e., CINAHL and Micromedex. CINAHL is primarily an indexing database with limited full text, while Micromedex is a clinical reference tool with drug information and patient educational materials.

VIII. Institutional Effectiveness Plan Update: Marian mentioned that Institutional Effectiveness Plans were due later in the spring after departments have had time to complete all surveys and other assessments. Data collected from user surveys is used in assessing needs and in determining expected outcomes for the IE Plan.

- A. Marian noted that on-site students at STC, CCC, Seymour, and service area high schools would be surveyed in March. The library had planned on surveying Sheppard Learning Center students, but will have to reschedule since classes are not being offered during the spring semester.

IX. Library Support of QEP: Marian noted that the library would support the QEP and Inquiry Based Learning by assisting students in the information seeking process of locating, evaluating, and using information sources

X. Adjournment: The meeting was adjourned at 11:45 AM.