

Agenda
Learning Resources/Library Committee Meeting
Friday, February 12th
11:00 AM - noon
ITV Rooms 423 in Vernon and 717 at CCC

- Review survey results:
 - Library Survey of Online Students
 - Student Survey of Library Services (On-site students in Vernon)
 - Library Hours Survey for Vernon
- Discuss faculty recommendations from Program/Discipline Evaluations.
- Review the library's Institutional Effectiveness Plan.
- Review the library's Annual Action Plan objectives.
- Discuss Committee recommendations.
- Updates
 - SACS COC Compliance Certification
 - Library initiatives

Learning Resources/Library Committee Minutes
 Friday, February 12, 2016
 11:00 AM
 ITV Rooms 423 in Vernon and 717 at CCC

Member	Present	Not Present
Marian Grona, Chair	x	
Beth Arnold	x	
Kathy Barfield		x
Annette Bever	x	
Terri Farabee		x
John Hennington		x
Christina Hoffmaster		x
Dean Johnston	x	
Thomas McNeely	x	
Joe Onder	x	
Whitney Packer	x	
Cassie Shaw		x
Stephen Stafford	x	
Angela Ward		x
Shealeigh Jones, SGA Representative		
Tamara Wherry, Student Forum Representative		

I. Attendance:

II. Chair, Marian Grona called the meeting to order at 11:00 AM.

III. Minutes from October 2, 2015:

Marian stated that the minutes had been approved electronically by a quorum of 11 members.

IV. Committee Recommendations:

- A. Kid's College: In response to the committee's recommendation that the library sponsor a program for Kid's College, Marian noted that a reading program was already being offered in Vernon and was being considered for implementation at CCC for the upcoming summer 2016.
 - 1. Members interested in volunteering to help with the program were encouraged to see Seth Hughes, Coordinator of Community and Recreational Services at CCC.
- B. GenTex Day: Marian noted that GenTex Day was scheduled for April 29th. In response to the committee's recommendation to setup an information table at the event, Marian noted that it was suggested that the library submit brochures in lieu of setting up a table due to space limitations.

V. Survey Results:

- A. Marian highlighted data collected from on-site students in Vernon.
 - 1. She noted that all services, including hours of operation, received approval ratings of over 85% as targeted in the library's Institutional Effectiveness Plan.
 - 2. Of those students offering an opinion, 95% rated the overall quality of library services as good or excellent.

3. Data also indicated that students were not aware of Interlibrary Loan.
 4. To promote ILL and other services, the library had:
 - a. Updated and expanded library info distributed at New Student Orientations and Chap Express sessions.
 - b. Asked faculty to post links to library info within their Blackboard course shells.
 - c. Updated the flyer emailed to all students at the start of each semester.
 - B. The committee also reviewed results from the library hours survey administered in Vernon.
 1. When asked if they preferred weekend hours on Saturday, Sunday, or either day, 81% of the students surveyed selected Sunday or either as their preference.
 - C. Results from the cohort comparison of library hours were also reviewed.
 1. Marian noted that Vernon College offered the second highest number of weekly hours in the comparison group of 9 Texas colleges.
 2. She further noted that cohort comparisons serve as important criteria for evaluating services.
 - D. The committee also reviewed data collected from online students.
 1. The Chair noted that the Library Survey of Online Students measured awareness and approval ratings.
 2. Data showed that a significant number of online students were not aware of online assistance via email or live chat or of the ability to request books from Vernon.
 3. Improvements were noted with database resources regarding the ability to access off campus and to find the articles needed.
 4. Marian noted that an ideal means for notifying online students of library services was through links posted on the instructor's Blackboard course shell.
 5. Marian also mentioned that she planned to submit brochures for inclusion in the information packets mailed to online students participating in the New Student Orientation (NSO) offered online through Student Services.
 - a. She further explained that the NSO was not offered live online but rather via a PowerPoint presentation emailed to all participants.
 - b. **It was asked If a link to the PowerPoint was posted on the College's website.** Following the meeting, Marian verified that the PowerPoint was not posted on the website. She did learn, however, that anyone is welcome to request a print copy of the New Student Orientation Booklet distributed during on-site orientations.
 - c. **It was also noted that the PowerPoint would be beneficial to both online and on-site students.**
- VI. Updates to the library's Institutional Effectiveness plan were reviewed.
- A. Marian explained that the plan details the department's purpose in support of the College's primary goals.
 - B. Updates included the following;
 1. The cohort comparison of library hours was added as an assessment.
 2. Expected outcomes added to the plan were as follows:
 - a. Library hours would exceed the average number of hours offered by comparison colleges.
 - b. Expected outcomes also addressed measurable increases in awareness of library services for faculty and online students.
 - C. Regarding assessment #4 addressing Program/Discipline Evaluations, Marian noted that faculty input on the strengths and weaknesses of library services is helpful and provides good ideas for improvement.

VII. Annual Action Plan Objectives, 2016-2017

- A. A rate increase of \$.50 per hour was requested for the library's part time employees. The increase would bring the hourly rate of pay to \$9.50 per hour. Marian noted that the part time wage had not been increased since the fall semester 2010.
- B. Marian also noted that an all-in-one computer with touch screen monitor would be purchased for use as an information kiosk. The new computer would eliminate the need to borrow a laptop from the VCIC. The laptops are in high demand and are frequently checked out when needed.
- C. The library would also focus on strategies for promoting library services for faculty and online students as follows:
 - 1. Highlight library services during Division meetings.
 - 2. Continue sending brief notifications of library services to faculty.
 - 3. Coordinate with Student Services to ensure library brochures are included with packets mailed to online students viewing the New Student Orientation offered online via PowerPoint.
 - 4. Consider website updates to ensure convenient access to services such as live chat. Consider posting an icon as a shortcut to the chat widget.

VIII. Initiatives and Upcoming Events

- A. Marian noted that the Texas Library Association Annual Conference was scheduled for April 19-22 in Houston.
- B. She also stated that a new research guide for Speech was almost complete.
- C. The library was also communicating with RunBiz about the need for updating the library server. A new server is needed before the library can install new software upgrades.
- D. The library is currently reviewing pricing quotes for the purchase of the all-in-one computer for use as an information kiosk.
- E. Marian also noted that the library was reviewing lists of library materials with recommended withdrawals as submitted by faculty completing the Program/Discipline evaluation process.
- F. The library is also working on compliance documentation for the SACSCOC Reaffirmation of Accreditation.

IX. Discussion

- A. Recommendations for notifying students of library services included the following:
 - 1. Continue setting up information tables.
 - 2. Utilize VC's Facebook for promoting services.
 - 3. Resubmit flyer emailed to all students at the start of each semester.

X. Adjournment

The meeting was adjourned at 11:43 AM.