

Agenda
Learning Resources/Library Committee Meeting
Friday, March 8, 2019
11:00 a.m.
ITV Rooms 423 in Vernon and 717 at CCC

- I. Review accomplishment of committee recommendations from September 2018 meeting.
- II. Review survey results collected in the Fall 2018.
 - A. Student Survey of Library Services (on-site students in Vernon)
 - B. Library Survey of Online Students
- III. Review library promotional initiatives.
 - A. Business Cards
 - B. Web Tours
- IV. Discuss visit by the SACSCOC On-Site Review Committee.
- V. Review Annual Action Plan objectives for 2019-2020.
- VI. Discussion:
 - A. VHS Tapes
 - B. Periodicals

Minutes: Learning Resources/Library Committee Meeting

March 8, 2019, 11:00 a.m.

ITV Rooms 423 in Vernon and 717 at Century City Center

Attendance:

	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

With sadness, Marian noted the passing of friend and colleague, Debra Henrion. Debra had served as Library Associate in the Century City Center Library for 5 years. Prior to joining the library team, Debra served as the PBX Operator/Receptionist at CCC for 8 years. Debra was a valued member of the library team, and she will be missed.

- I. Approval of Minutes: The Chair noted that the minutes from the September 28, 2018 meeting had been approved by a quorum of 9 members.
- II. Accomplishment of Committee Recommendations: The library business cards were placed in advising centers in Vernon and CCC as recommended by the Committee.
- III. Review of Survey Results:
 - A. Student Survey of Library Services (on-site students in Vernon)
 1. The Chair noted that all services, including library hours, received approval ratings of 85% or higher.
 - a. The Chair reminded the Committee that the library targets approval ratings of 85% or higher as per the library's Institutional Effectiveness Plan.
 2. Students did not know that articles or books outside the VC library system could be requested through Interlibrary Loan.

- a. Marian noted that ILL will be promoted on the orientation webpage.
3. The overall quality of library services was rated good or excellent by 92% of the students.

B. Library Survey of Online Students:

1. All services received approval ratings of 89% or higher.
2. A significant number of students were either unaware or offered no basis for opinion when asked to evaluate online assistance or the ability to request books from Vernon.
 - a. The service is advertised on the orientation webpage and in the library flyer.
 - b. Brief email notifications would also be effective means for promoting services.

IV. Promotional Initiatives:

A. Business Cards: Marian noted that the business cards have been well received and have been placed in advising centers in Vernon and at CCC. The cards have also been distributed to dual credit students.

B. Web Tours:

1. Marian noted that the web tours have been fully implemented and are posted on the library homepage.
2. Tours currently in development include help in finding literary criticism, viewpoint essays, the resume builder, and certification practice tests.
3. It was noted that students have had no issues in accessing and finding information via the library's databases.
4. It was also asked if the library could monitor usage statistics for the web tours.

Following the meeting, the following information was confirmed:

The analytics page within Help Hero actually includes the number of tours started and completed within a specified time period. For example, during the time period beginning on February 13th through March 13th, a total of 21 tours were started, and eight of the 21 tours were completed.

Subscription Fee: The monthly charge is based on the number of website visitors, not on the number of times a tour is selected. Website visits are based on IP addresses. An IP address is never calculated more than once during a one month subscription period.

V. SACSCOC On-Site Review Update:

- A. The Chair noted that she participated in one of the group interviews conducted during the visit by the Reaffirmation Committee on October 23, 2018.
 1. The interview pertained to institutional effectiveness in the areas of academic and student support services.
 2. She noted that follow-up information for the QEP would be submitted before Spring Break.

VI. Library Objectives for Annual Action Plan 2019-2020: The Chair noted that objectives addressed support for the QEP and part-time, hourly wages.

1. The Chair noted that the library would support the QEP by improving student access to and awareness of information resources/services which support Inquiry Based Learning and the research process through:
 - a. Development of web tours;

- b. Promotional initiatives;
 - c. Development of collaboration stations in group study rooms in Vernon and at CCC. The Chair went online and accessed a similar [station](#) currently setup at Illinois State University.
2. An objective also included an increase in the part-time, hourly rate of pay from \$9.50 to \$10.00 per hour.

VII. Discussion of VHS Tapes:

- A. The Chair noted that the library held a large collection of VHS tapes. She further noted the following:
 - 1. Videocassette recorders are not in the classrooms.
 - 2. Many of the tapes are dated and no longer useful to support the curriculum.
 - 3. The tapes are not being checked-out.
- B. The motion was made by Mike Ruhl and seconded by Mark Roberson to delete the VHS tapes from the collection. Committee members voted unanimously to approve the motion.
- C. Following committee discussion, it was decided that the VHS tapes would be sold in the Vernon College Foundation Auction.
- D. [It was also recommended that those tapes not sold in the auction could be recycled instead of discarded in the landfill.](#)
 - a. In a follow-up email sent to all members, Marian explained that recycling bins maintained by IESI Waste Management were no longer available in Vernon or Wichita Falls. Marian also contacted several other waste management companies for information on where to recycle the tapes. The companies specialized in waste removal including the delivery and pick-up of high capacity roll-off dumpsters and did not know of any options for recycling the tapes.

VIII. Back Issues of Print Periodicals:

- A. The Chair noted that she had received a recommendation to develop a leisurely seating/reading area where numerous back issues of periodicals are currently shelved.
- B. Marian explained that much of the content contains specific and limited date ranges of periodicals the library no longer receives.
 - 1. She further noted that many of the periodicals may have been donated.
 - 2. Committee members received a list of the back issues for review.
- C. The motion was made by Mike Ruhl and seconded by Mark Roberson to delete the back issues from the library collection. Members voted unanimously to approve the motion.
- D. [It was recommended that faculty be given the opportunity to request any of the issues being deleted from the collection.](#)
- E. [It was also suggested that those titles remaining could be placed in the Vernon College Auction.](#)

IX. The meeting was adjourned at 11:40 a.m.