

Agenda  
Learning Resources (Library) Committee Meeting  
Wednesday, March 23, 2011  
ITV Room 425 (Vernon) and 504 (Century City)  
2:30 PM to 3:30 P.M.

- I. Review committee responsibilities.
- II. Approve minutes from October 2009 meeting.
- III. Review floor plan for new CC Library.
- IV. Review library survey results.
- V. Discuss library objectives/programming for 09-10 and 10-11.
- VI. Review QEP.
- VII. Adjourn

Minutes  
 Learning Resources (Library) Committee Meeting  
 Wednesday, March 23, 2011  
 ITV Room 425 (Vernon) and 504 (Century City)  
 2:30 PM to 3:30 PM

I. Attendance

Member	Present	Not Present
Marian Grona, Chair	X	
Beth Arnold		X (Class)
Kathy Barfield	X	
Annette Bever	X	
Misti Brock	X	
Cindy Coufal	X	
Jonathon Dunn	X	
John Hennington	X	
Dean Johnston	X	
Margaret Patin		X
Stephen Stafford	X	
Student Forum Representative		X (ill)

II. Review of Committee Membership and Responsibilities

Chair, Marian Grona, welcomed the five returning and five new members serving on the committee. She also reviewed the committee's responsibilities and clarified the items pertaining to records management and the Texas Local Government Records Act. The law was defined as a set of guidelines which regulate the maintenance and disposal of essential records throughout the organization. She further explained that Vernon College had recently updated retention schedules on file with the Texas State Library and Archives Commission.

III. Approval of Minutes

John Hennington motioned to approve the minutes from the October 15, 2009 meeting. The motion was seconded by Cindy Coufal and approved unanimously by the committee.

IV. Review of Floor Plan for Century City Library Renovation

Each member received a copy of the proposed floor plan for the new library. Marian Grona asked members to keep in mind that the floor plan is current but still subject to change as ideas are submitted and discussed. She explained that the library would include more than twice the amount of space, 3 group study rooms, a storage room, and more computers.

## V. Review of Library Survey Results for 2009-2010 Academic Year

### A. Student Survey of Library Services:

1. The Chair explained that students attending classes on-site were surveyed to determine user satisfaction with library services at Vernon in the fall 2009 and at Century City, Skills Training Center, and Sheppard Learning Center in the spring 2010. Approval ratings were included on the meeting outline distributed to all members.
2. Century City programs receiving approval ratings in the 70 percentile range included computers, hours of operation, and overall quality of library services. The Chair anticipated that ratings would improve once the renovations were complete.

### B. Library Survey of Internet Students: Fall 2009

1. The Chair noted that a majority of the students (72%) indicated that library research/resources were not needed in their class. This in turn would explain the high number of students offering no basis for opinion when asked to evaluate library services.
2. The library received feedback from 5 of the 20 instructors asked to administer the survey. A total of 29 surveys were processed.
3. Members are asked to take note of the following corrections to the approval ratings listed on the meeting outline:  
(Database Access 78% *not* 77%) (ILL 67% *not* 70%) (Reference Assistance 88% *not* 86%)
4. In the fall 2010, the survey was posted online using Google Docs. Google Docs is easy to post and requires no importing or exporting of data.

### C. Faculty Survey of Library Services: Spring 2010

1. The Chair noted that the survey was moved from a print to an electronic format using Google Docs to improve convenience and participation. She further noted, however, that the library processed 16 surveys, the same as the previous year.
2. Survey results were included on the meeting outline. Ratings were quite favorable with 87% rating the overall quality as excellent or good.
3. Marian Grona noted that the library must continue to promote faculty services. Efforts have included the development of a faculty orientation video.
4. **Cindy Coufal suggested that the library maintain open lines of communication through short, one line updates/reminders on library services. In response, the library plans to submit brief email reminders of library services and programs such as the capability to request library materials online via the Purchase Recommendation form.**

### D. Program/Discipline Evaluations

The Chair noted that no deficiencies were found in library resources for any of the programs/disciplines reviewed in 09-10. Several faculty members reviewing library services noted the helpfulness of the library in acquiring needed materials.

VI. QEP Update:

- A. Marian Grona explained that the library's QEP was to improve communication between library staff and students at STC and Seymour using the online communication tool, Wimba.
- B. Members received a copy of Wimba's June 2010 press release. The information featured ways that the Vernon College Library as well as other student support services across the country are using Wimba to assist students virtually.
- C. **Misti Brock noted that the library's use of Wimba would be helpful in the regular classrooms as well. She explained that students are comfortable with technology and often prefer requesting assistance online rather than face to face. In response, the library plans to create a course shell in Blackboard and enroll all VC students. Students needing library assistance can seamlessly and conveniently access the Virtual Library Room through Blackboard.**

VII. Review of Library Objectives: 2009-2010

- A. The Chair summarized objectives accomplished for the 2009-2010 academic year as follows:
  - 1. Updated technologies. Marian Grona explained that all student computers at Vernon and Century City have completed a 3-year replacement schedule.
  - 2. Advertised library services. Efforts to promote library services have included postings on VC's social networking pages, the development of a new library brochure, and an email flyer sent to all students at the start of each semester. Marian stated that she was curious as to the percentage of students who actually access their VC email accounts.  
**Cindy Coufal stated that all email accounts will be linked through Blackboard and consequently accessed by more students in the fall 2011.**
  - 3. Provided staff development opportunities. The Chair reminded the committee that the library sponsored the campus-wide staff development webinar on customer service in May 2010. At least 44 employees participated in the webinar.
  - 4. Worked to increase student engagement in library instruction with the use of clickers.

VIII. Review of Library Objectives: 2010-2011 The Chair noted that library objectives for this 2010-2011 academic year have focused on updating technologies, increasing faculty awareness of library services, and updating library tutorials using Captivate. In an effort to promote awareness, a faculty orientation to library services was developed with Camtasia using a combination of PowerPoint slides, screen capture video, and web-cam recordings. The library has also worked on submitting design recommendations for the new Century City Library.

IX. Review of Long Range Goals:

Long range goals submitted to the Effectiveness Committee included the following:

- Install fax capabilities on coin operated copy machines in Vernon and CC.
- Update library furnishings in Vernon.
- Consider implementation of a client-server computer lab configuration as opposed to independent workstations.
- Purchase 15 additional student computers at CC.
- Increase library hours at CC.

**Jonathon Dunn noted the heavy volume of printing at Century City and asked if the library could restrict the number of pages printed by individual students at one time. His concerns were twofold:**

1. Large print jobs often prolong the wait for others needing to print.
2. Students occasionally click the "Print" button more than once while waiting for a large print job to begin processing. This in turn causes duplication and a high volume of wasted paper and toner.

**Chair, Marian Grona, stated that a printing restriction would require the adoption of a policy to be implemented fairly and consistently. She also explained that the Century City Library was scheduled to receive a new commercial quality, high capacity Xerox printer designed to handle a high volume of printing. She anticipated that the new printer would resolve some of the printing issues at Century City.**

**Comments from other committee members discouraged the implementation of printing restrictions and suggested that signage could be used to request student cooperation in limiting print jobs to 20-30 pages at a time. It was decided to table the issue until after the new printer was installed.**

X. Library Staffing Update:

Chair, Marian Grona, notified the committee that Lana Claycamp had resigned her full time job as library associate at Century City. She further noted that Mark Adkins, the library's part time assistant at STC had also resigned. Both jobs would be posted in the fall 2011 at the earliest.

XI. Adjournment: Annette Bever motioned to adjourn the meeting at 3:30 PM. The motion was seconded by John Hennington.