2016-17

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External Conditions, Trends, or Impacts: DATABASES

[2016-17] End of 5-year database buying agreement negotiated by the Community College Library Consortium (CCLC) in December 2017. The outcome of the re-negotiated contract is pending so price increases are not articulated (May 2016 email message from the President, Council of Chief Librarians).

[2015-16] The 2016 EBSCO Serials Price Projections for 2016 for academic libraries forecasts a price increase for periodical of 4% to 6%.

ACTIVE SHOOTER PREPAREDNESS

[2016-17] Active shooter preparedness is an ongoing concern as national and international shootings continue.

[2015-16] Continued shootings in public spaces highlight the ongoing need for emergency preparedness include active shooter training.

ZERO TEXTBOOK COST AND OPEN EDUCATIONAL RESOURCES (OER)

[2016-17] Directives from the California Legislature charges community college districts to develop and implement zero-textbook-cost degrees to reduce the overall cost of education for students and decrease the time it takes to complete degree program, which is consistent with the development and implementation of OER (email from LeBaron Woodyard dated June 2, 2017).


ASSOCIATE DEGREES FOR TRANSFER

[2016-17] Ongoing state and CSU support for developing and modifying Associate Degrees for Transfer, which require continuous collection analysis and purchase recommendations to keep the collection up-to-date and aligned with the degrees (About the Joint Transfer Program from the A Degree with a Guarantee website sponsored by The California State University and California Community Colleges).

[2015-16] Associate Degrees for Transfer continue to affect collection development needs as new and existing degrees need ongoing collection analysis and evaluation to ensure that the appropriate library materials are purchased.

CANVAS LEARNING MANAGEMENT SYSTEM (LMS)

[2016-17] Adoption of Canvas by Mt. SAC required the migration of instructional materials including online library information competency workshops. The migration also requires the integration of library services and resources into the learning management system (Canvas at Mt. SAC web page).

[2015-16] State adoption of Canvas may have an impact on delivery of library courses and workshops previously developed and offered in MOOTEROOMS.

DUAL ENROLLMENT

[2016-17] California AB 288 (Dual Enrollment) provides apportionment to community college districts for providing college-level courses to high-school students at their high school. These students will be Mt. SAC students and will need access to Mt. SAC Library resources on- and off-campus.


FEDERAL BUDGET AND EDUCATION SECRETARY DEVOS

[2016-17] Federal 2016-17 budget proposals as well as Education Secretary Betsy DeVos’s educational views, which do not
necessarily advance the goals and objectives of the California Community Colleges.

STATE BUDGET
[2016-17] Governor’s May revised 2017-18 budget proposal.

ENROLLMENT GOALS, CATEGORICAL FUNDS, AND COST INCREASES
[2016-17] Reduction in enrollment growth from 1.34% to 1% means Mt. SAC will not earn growth apportionment, need to increase STRS/PERS Pension Fund employer contribution, and no funds for maintenance and equipment in 2017-18 (President’s Cabinet Action Notes, May 16, 2017).
[2015-16] Estimated growth at cap is 3.83% and 2015-16 estimated growth at 3.75%. Assumptions include expiration of Proposition 30 Temporary taxes. Highlights include ongoing unrestricted funds for 2% growth, no COLA, base apportionment increase. Ongoing categorical and restricted funds for Basic Skills, Strong Workforce Program, CTE Pathways Program, Equal Employment Opportunity. One time funds for STRS and PERS increases, physical plan and instructional support, energy efficient projects, and property tax shortfall.

ACCREDITATION STANDARDS
[2016-17] Need for continued work and adherence to best practices outline in the Accreditation Standards in anticipation of the required Midterm Report (College Reports to the ACCJC from ACCJC web page).
[2015-16] Accreditation Standards continues to focus on outcomes assessment, closing the loop, and use of results requiring librarians to integrate assessment and use of results into projects and services.

ACCREDITATION ELIGIBILITY REQUIREMENT 17
[2016-17] Eligibility requirement (ER 17) to regularly evaluate services in which “the institution relies on or collaborates with other institutions or other sources of library and other learning support services …” is an ongoing library responsibility addressed through library planning and implementation (ACCJC Accreditation Standards (Adopted June 2014).
[2015-16] Accreditation Standards require institutional support for personnel responsible for student learning and support. This is an eligibility requirement (ER 17) and must be met. The library needs to formalize and assess instruction intended for college personnel.

ADA COMPLIANCE AND REFERENCE DESK
[2016-17] Reference desk is minimally ADA compliant and needs to be reconfigured to ensure that all students including students in wheelchairs can be served in an accessible environment.

BACHELOR’S DEGREES AND COLLECTION DEVELOPMENT
[2016-17] Ongoing and new agreements for obtaining bachelor’s degrees at Mt. SAC requires the need for ongoing collection development to support upper-level curriculum for nursing, aviation management, and business administration (Mount Saint Mary’s University statement MSNM Mt. SAC RN to BSN), Southern Illinois University Carbondale Aviation Management, and University of La Verne Business Administration).
[2015-16] Agreement with Mount Saint Mary’s University, Los Angeles and Mt. San Antonio College to offer an RN to BSN program for Mt. SAC students with an Associate Degree in Nursing (ADN) to earn a Bachelor’s Degree in Nursing (BSN) beginning in Fall 2016. The library will need to support the upper-level information and resource needs through collection development.

BACHELOR’S DEGREE AND COLLECTION DEVELOPMENT
[2016-17] Bachelor degree programs offered through agreements with upper-degree institutions such as aviation, business, and nursing requires the Library to identify, select, and purchase library resources at the academically higher-level.
[2015-16] MSMU RN to BSN program to begin Fall 2016. Upper-division courses will impact collection development scope and practice.

INTEGRATED LIBRARY SYSTEM
[2016-17] Governor’s budget included 6 million dollars of one-time Proposition 98 funds to facilitate the development of an integrated library system that, once operational, will allow California community college students access to a cloud-based library system (2017-18 Governor’s Budget, May revise).

OCLC WORLDSHARE MANAGEMENT SYSTEM (WMS) DISCOVERY MIGRATION
[2016-17] Completed migration to OCLC WMS Discovery, however, post-implementation processes including adding course reserves content and updating instructional resources continues.
[2015-16] OCLC WMS Worldcat Local catalog interface is no longer being developed with a tentative end-of-life of Summer 2017.
This requires migration to the WMS Discovery interface and a librarian training plan to learn the new interface.

**FUTURE BOND MEASURES**

[2016-17] Need for a new library building to be on future bond measures to resolve the severe space limitations in the current library building.

**Internal Conditions, Trends, or Impacts : LIBRARIAN POSITION TO REPLACE RETIREMENT**

[2016-17] Need for a 12-month librarian with expertise in serving career and technical education (CTE) and science, technology, engineering, and math (STEM) students, managing electronic resources to include analysis and synthesis of electronic content use, developing collections focusing on CTE and STEM materials as well as contributing to the instructional and technical responsibilities in the Library to replace the retired Distance Learning/Electronic Reference Librarian.

[2015-16] A librarian is needed to develop a comprehensive outreach and information literacy plan to serve Career Technical Education (CTE) and science, technology, engineering, and mathematics (STEM) students as well as support and expand interventions set forth by the Student Equity Plan. An outreach and instruction librarian is needed to link these students to the specialized information resources unique to their needs and strengthen their information literacy skills to ensure they are competitive in a technologically, information dense work environment or a demanding educational and research environment for students pursing not only transfer goals, but also advanced degrees.

**INCREASE 11-MONTH LIBRARIAN TO 12-MONTH LIBRARIAN**

[2016-17] Increased duties for the Online Learning Librarian prompted by the retirement of the Distance Learning/Electronic Reference Librarian, a 12-month position, highlights the need to change the 11-month Online Learning Librarian position to a permanent 12-month position as the increase is a cost effective solution to prevent service gaps, assist with the library’s ability to absorb the loss of man hours, and prevent service gaps for web content management, reference and teaching assignments, collection development responsibilities, and committee assignments.

[2015-16] Programs, workshop instruction, reference services, collection development, and online projects continue during the winter and summer intersessions. Librarian responsibilities not connected to student interaction such as selecting and purchasing books and databases and systems work continue throughout the year and do not stop at the end of a teaching cycle. The current 11-month librarian’s expertise is online learning, which supports many students identified in the student equity plan by providing shorter, targeted online learning activities to assist students master library research skills and information competency goals identified in the Student Equity Plan. To provide continuity in the development of online learning projects and ensure that team processes do not stop because the online learning librarian is not available, the position should be changed from an 11-month to a 12-month position.

**LIBRARIAN MEDICAL LEAVE WITH NO RETURN DATE, ACCOMMODATIONS, AND ADJUNCT SUPPORT**

[2016-17] Increased adjunct budget allocation for adjunct librarian support for librarian on a medical leave with no return date. If librarian returns and requires continuing accommodations established before the leave additional adjunct funds are necessary to ensure accommodations are met and services to students continue.

**OUTCOMES COORDINATOR REASSIGNMENT**

[2016-17] Final year in the Outcomes Coordinator reassignment still requires backfill funds to hire adjunct librarians and time for the department chair to manage additional adjunct librarians replacing the librarian assigned as Outcomes Coordinator.

[2015-16] The librarian reassigned as Outcomes Coordinator for 18 LHEs has been re-affirmed for two additional years. The reassignment requires managing additional adjunct support to replace the reassigned librarian.

**ACADEMIC SENATE RESOLUTION SUPPORTING LIBRARIANS AND LIBRARY BUILDING**

[216-17] Resolution continues to be an important faculty statement supporting the need for librarians and a library with adequate space for students and highlights the role the library and librarians in student success.

[2015-16] Mt. San Antonio College Academic Senate Resolution 16-05 In Support of Librarians and Library Facilities, passed June 2, 2016. The resolution affirmed the professional role of library faculty, supported the construction of a new library building, and encouraged the College to prioritize the allocation of resources to renovate the existing Library facilities.

**SUNDAY HOURS**

[2016-17] Ongoing success of Sunday hours with an average number of students ranging from 52 students in the library one half an hour after opening to 147 students in the library at 5:00 with a high of 354 students in the library prior to finals requires an ongoing commitment to these hours.

**REFERENCE DESK MODIFICATION AND ADA COMPLIANCE**

[2016-17] Funds have not been allocated for a reference desk modification. The library reference counter is not wheelchair accessible. The librarian has to stand up and look over the counter in order to see a student in a wheelchair. A student in a
wheelchair cannot comfortably see the reference computer screen and cannot use the keyboard as it is too high.

[2015-16] There has been no modification of the reference counter to accommodate best practices in reference services and create a better configuration to assist handicapped students. The reference is a large space in the center of the area that has limited purpose and function. The space should be configured for student use and improved reference services.

REFERENCE DESK AND SERVICE BARRIER
[2016-17] Excessively large reference desk with a large, obstructive counter creates a barrier to students seeking library assistance (Counselor Focus Group finding, 2017).

REFERENCE DESK TECHNOLOGY AND SOFTWARE
[2016-17] Need for up-to-date, standardized computer technology and software for reference services permitting librarians to collaboratively interact with students, print select documents during reference interviews, demonstrate and use current technology and software when instructing students, and collecting, analyzing, and reporting reference statistics for state and federal mandated surveys as well as campus initiatives and directives.

INFORMATION COMPETENCY WORKSHOPS
[2016-17] Continued demand for information competency workshops as an additional 469 students attended a workshop for a 31% change in the number of students attending a workshop from 2015-16 to 2016-17.

TEXTBOOKS
[2016-17] Prohibitively priced textbooks increase the need for reserve textbooks. There was an increase of 908 transactions or a 1.8% change in the number of reserve circulations between 2015-16 and 2016-17 even though the textbooks were purchased throughout the fall semester and not at one time.

[2015-16] Updated Student Equity Plan highlights the need for student access to computers and reserve textbooks during the week-end and supports Sunday hours as an activity to meet the goal. Additionally, increased information instructional offerings are needed to meet the goals outlined in the plan.

FINANCIAL LITERACY RESOURCES
[2016-17] Financial Literacy, a part of the 2015-16 Student Equity Plan, requires the Library to identify, select, and purchase library resources to continue to support this initiative.

[2015-16] Continued College support of financial literacy for students has collection development implications. Books and resources need to be identified, selected, and purchased to support this initiative.

INSTITUTIONAL RESEARCH AND ASSESSMENT LIMITATIONS
[2016-17] Competing research priorities during the accreditation process delayed some of the library research projects such as correlation studies for student success and workshop attendance.

[2015-16] Time required for data preparation before a research project can be placed in the RIE queue.

FUNDING FOR LIBRARY MATERIALS
[2016-17] Proposition 20 funds are no longer available so library materials purchasing will be impacted with a reduction in funds (NEED REFERENCE).

[2015-16] The library's funding for materials, while not completely restored to pre-recession levels, has grown for a second year, which also increases purchasing and weeding demands. Staff training is needed to develop necessary technology skills used to expedite processing. Faculty support is needed for identifying, selecting, and purchasing materials by fiscal deadlines.

FUNDING FOR LIBRARY PROJECTS AND ACTIVITIES
[2016-17] Need to identify and obtain funds for projects and activities from various funding sources including the general budget, Basic Skills, Pathways, and Science, Technology, Engineering, and Mathematics (STEM) initiatives.

SUSTAINABILITY
[2016-17] Sustainability is one the Library’s unit goals.

[2015-16] Sustainability continues to be a charge given to the College.

TECHNOLOGY TRAINING
[2016-17] Technology training is an ever-growing requirement as new software and resources are incorporated in the instructional and operational functions of the College.

[2015-16] In-depth training for staff and faculty to master college-wide software continues to be a challenge as new enterprise software has added technology options such as Smartsheets, a newer, revised version of TracDat, OmniUpdate, and the pending
INSTITUTIONAL LEVEL OUTCOMES (ILOS) AND LIBRARY GOALS
[2016-17] Need for College direction for assessing ILOs pertinent to the library.
[2015-16] The library's goals and objectives map directly to all four Institutional Level Outcomes, an integral part of assessing the overall college experience. This relationship informs library planning and assessment as the library provides services and resources to students in the areas of communication, critical thinking, information and technology literacy, and personal, social, civic, and environmental responsibility knowledge, skills, abilities, and attitudes. Assessment plans need to be developed to measure the library's contribution to student success.

ACQUISITION MODULE IMPLEMENTATION
[2016-17] Mastery of acquisition module functionality is necessary to leverage the technology for purchasing efficiency.
[2015-16] Implementation of WMS acquisition module affects library work flow and requires training and support to learn to efficiently and effectively use the acquisition interface and functions.

WORKSTATION ERGONOMICS
[2016-17] Faculty workstations remain ergonomically unsatisfactory and desk options should include a standing option.
[2015-16] Faculty workstations are uncomfortable, poorly designed, and need modifications. All workstations should be evaluated and ergonomic recommendations be implemented.

6-238 CLASSROOM ACCESSIBILITY
[2016-17] Increased use of the library classroom highlight the need for an accessibility audit as well as solutions to issues identified.
[2015-16] Accessibility for Room 6-238 has been a concern. The room needs to be assessed to ensure that it is accessible to students with disabilities.

SMALL, INDIVIDUAL WHITE BOARDS
[2016-17] Continued need to purchase the boards.
[2015-16] A student requested a small, erasable white board that he could take to a table and practice doing math problems individually. He told us that he used them in high school and he found them useful. The student's recommendation is insightful and small white boards should be purchased.

EDUCATION AND FACILITIES MASTER PLAN
[2016-17] Education and Facilities Master Plan is currently being developed, which must project the future needs of the library.

CAMPUS CLIMATE COMMITMENT
[2016-17] Pending implementation of the campus Climate Action Plan in 2018 may affect library work processes and building practices.

Critical Decisions Made by Unit: LIBRARY TOURS
Expanded the Library education plan to include 30-minute tours of the library where students learn about library resources and services.

STUDENT EQUITY PROGRAMMING
Planned, prioritized, and refined student equity programming to meet the goals and objectives of the Library Student Equity Plan.

ONLINE INFORMATION COMPETENCY OPTIONS
Evaluated numerous online information competency options and selected ProQuest Research Companion, an online vendor managed learning system, to provide alternative online delivery options for remote and distance learning students.

RETIR ED INFO TO GO TUTORIALS
Declared June 2017 the end-of-life for the obsolete Info to Go tutorials.

ARTICLES WORKSHOP ASSESSMENT
Made changes to Finding and Evaluating Articles workshop and worksheet using assessment results derived from collaborative analysis based on newly designed rubric during faculty meeting times designated for outcomes and assessment work.
WORKSHOP SCHEDULING STRATEGIES – EARLY EVENINGS
Scheduled additional workshops during early evenings to increase evening student’s access to information literacy instruction.

WORKSHOP SCHEDULING STRATEGIES – SATURDAY AND SUNDAYS
Scheduled a series of four week-end workshops rotating two series on Saturday and two series on Sunday to increase student’s access to information literacy instruction.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: ADJUNCT HOURS
Provided just under 3,000 hours of adjunct support for library services of which 450 hours were dedicated to student equity initiatives and the remaining hours used for online and face-to-face reference, database and knowledge base management, collection development, and teaching.

INFORMATION COMPETENCY WORKSHOP ATTENDANCE
Increased information competency workshop attendance by 31% over 2015-16 attendance.

INFORMATION COMPETENCY ONLINE WORKSHOP
Launched the online version mid-March of the Finding and Evaluating Articles workshop with 60 students completing the online workshop by the end of the semester.

ONLINE INFORMATION COMPETENCY WORKSHOP
Implemented the online Finding and Evaluating Articles workshop in mid-March with a total enrollment of 76 students of which 42 students completed the entire workshop, 12 students completed more than 1/2 of the workshop, and 22 students enrolling in the course, but not completing at least half of the workshop by the end of the semester.

LIBRARY TOUR
Implemented a Library tour with 204 students attending the newly developed Library Tour. Of those students who signed up for the tour, but may or may not have attended, 128 did so for extra credit, 31 for personal interest, and 97 indicated the tour was required for their class.

ACCREDITATION COMMENDATION
The Library received a verbal commendation for supporting student needs from the ACCJC Visiting Team at the final public meeting.

COLLECTION DEVELOPMENT POLICY
Reviewed and updated the Collection Development Guidelines for the Mt. San Antonio College Library to reflect operational and policy changes affecting collection practice and philosophy.

DATABASE ADDITIONS
Added ProQuest Research Companion, an online vendor managed learning system, and the single title resource Nature.

LIBRARY CLUB
Formed a campus-sanctioned, student-initiated Library Club.

Notable Achievements for Theme B: To Support Student Access and Success: CIRCULATION STATISTICS
Circulated 71,347 items to students for 2016-17 with a monthly average of 5,945 items circulated.

EMBEDDED LIBRARIANS
Developed and implemented the embedded librarians program for the Pride Center, Learning Assistance, WIN, Honors, International Students, and Dream Center to develop learning relationships and address unique needs of these students in support of student equity initiatives.

LIBRARY WELCOME DAYS
Developed and implemented Library Welcome Days during the first week of the semester to familiarize student with library resources and engage in peer-to-peer communication about the value of the library.

POP-UP LIBRARY
Developed and implemented Pop-up Library providing outreach to students throughout the campus and familiarizing them to Library services and introducing them to librarians.

RESOURCE ACCESS
Supported lending book collection at Pride Center to provide unique resources for this student group in support of student equity initiatives.

STUDENT EQUITY LIBRARIAN TEAM
Formed the Student Equity Librarian Team to plan, implement, and assess the goals and objectives of the Student Equity Plan and ensure compliance with intent of the Plan.

STUDENT EQUITY OUTREACH
Collaborated and networked with centers and programs supporting student equity initiatives as well as developed partnerships for outreach and equity work on campus to ensure student needs were being identified and met. The connection with centers and programs along with library equity work create a foundation for outreach and equity work on campus.

STUDENT FOCUS GROUPS
Completed student equity focus group research collaboratively with Research and Institutional Effectiveness (RIE) to identify barriers to the library and ascertain the type of library would support their needs.

STUDENT EQUITY ACTIVITIES
Created new and regularly held outreach activities, which developed a student following and invited campus-wide participation and engagement in library-oriented equity initiatives.

OUTREACH MARKETING MATERIALS
Created and purchased a variety of informational and instructional materials to connect students with the Library including Hack the Research zine, a 1950s themed postcard advertising Sunday hours, and professional signs identifying the Pop-up Library.

TENURE PROCESS: LIBRARIAN, ONLINE LEARNING LIBRARIAN
Completed the five-year tenure process with recommendation to the District to employ librarian as a tenured faculty.

TENURE PROCESS: LIBRARIAN
Completed the second year probationary evaluation process for the Librarian hired during 2014-15 with a recommendation to enter into a contract for the third and fourth academic years. This was a growth position.

TENURE PROCESS: LIBRARIAN, STUDENT EQUITY AND OUTREACH
Completed the first year probationary evaluation process for the Librarian, Student Equity and Outreach hired during 2016-17 with a recommendation to enter into a contract for a second academic year. This was a growth position.

EDUCATIONAL AND FACILITIES MASTER PLAN
Synthesized library needs, participated in master planning meetings and interviews, and reviewed and edited master planning document to ensure student library needs were addressed in the 2018 planning document.

OCLC WMS DISCOVERY INTERFACE
Migrated to the OCLC WMS Discovery interface to take advantage of improved search algorithms, updated displays, and additional functionality.

OCLC CONSULTATION
Reviewed work flows and processes to document collection development and acquisitions workflows, identify areas for improvement, and increase use of WMS functions and tools with the goal of reducing book processing time and increase timely access to the materials.

LIBRARY WEB PAGE REDESIGN
Aligned Library web pages with College’s web page design standards to create a uniform web experience, enhance access to library materials, and enhance the student discovery experience.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: COMMUNICATION
Developed online forms for reporting technical issues and gathering purchasing and subscription requests to expedite resolution of database and technical problems and encourage user-driven materials requests.

SUNDAY HOURS
Continued library hours for 2016-17 with an overall high average of 147 students in the building at 5:00 and an average of 52 students in the building at 1:30. The highest number of students in the library was 354 at 5:00 on June 11, the Sunday preceding
finals week. On that Sunday over 250 students were in the library for 8 hours with over 300 students in the library for 3 of those hours. At 9:00 PM there were 221 students in the library studying.

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:**

**FLEX DAY INFORMATION**
Sponsored an information table at the Spring 2017 Flex Day with the goal of explaining the Library’s student equity goals, programs, and values, meeting the librarians, and reminding the faculty of library resources and services available to their students.

**INTER-DEPARTMENT COLLABORATION**
Inter-department activities included themed teach-ins paired with interactive library exhibits and displays with themes including Women Who Dare, Harvey Milk, and Banned Books.

**LIBRARY INSTRUCTIONAL ACTIVITIES**
Developed themed library months including Poetry Month, Freedom of Information, and Act(ivism) to present and promote library resources, engage students in critical thinking, and foster student participation.

**CLIMATE ACTION PLAN**
Provided leadership in the development of the campus Climate Action Plan, including the development of recommendations for integrating sustainability into the curriculum and faculty professional development.

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**Related Documents:**

*Strong_Workforce_Program_Allocation_2017-18 (1).pdf*