

▼  **Dept - (LRC) Library (Hybrid)**



For 2017-18 Submitted by:: Tom Dolen

APRU Complete for: 2017-18

Program Mission Statement: The mission of the De Anza College Library is to provide students with the information skills they need to be successful at De Anza as well as in upper division courses, in the job market and as information consumers and creators throughout their lives.

To promote information literacy, librarians teach students to locate, evaluate and use information effectively. The library staff selects accurate, diverse, comprehensive and current academic resources. The Library provides access to technology and a welcoming learning space that supports students educational needs. Resources are readily available to students whatever their needs and wherever they are located.

I.A.1 What is the Primary Focus of Your Program?: Learning Resources/Academic Services

I.A.2 Choose a Secondary Focus of Your Program?: Transfer

I.B.1 Number Certificates of Achievement Awarded:

I.B.2 Number Certif of Achievement-Advanced Awarded:

I.B.3 #ADTs (Associate Degrees for Transfer) Awarded:

I.B.4 # AA and/or AS Degrees Awarded:

I.C.1. CTE Programs: Impact of External Trends:

I.C.2 CTE Programs: Advisory Board Input:

I.D.1 Academic Services & Learning Resources: #Faculty served: 50

I.D.2 Academic Services & Learning Resources: #Students served: 2,000

I.D.3 Academic Services & Learning Resources: #Staff Served: 0

I.E.1 Full time faculty (FTEF): 0

I.E.2 #Student Employees: -1.1

I.E.3 % Full-time : 0

I.E.4 #Staff Employees: 0

I.E.5 Changes in Employees/Resources:

II.A Enrollment Trends: Fall 2013 total enrollment = 132

Winter 2014 total enrollment = 127

Spring 2014 total enrollment = 145

Total = 404

Fall 2014 total enrollment = 122

Winter 2015 total enrollment = 117

Spring 2015 total enrollment = 102

Total = 341

Fall 2015 total enrollment = 89

Winter 2016 total enrollment = 69

Spring 2016 total enrollment = 88

Total = 246

Fall 2016 total enrollment = 73

Winter 2017 total enrollment = 67

Spring 2017 total enrollment = 81

Total = 221

Winter 2014 was the last quarter we taught 4 sections of courses. Beginning spring 2015 only one faculty member taught WSCH generating courses, reducing the number of sections offered. The teaching assignment is part of the full-time load.

II.B.1 Overall Success Rate: Fall 2013 Overall Success = 74.65

Winter 2014 Overall Success = 75.85

Spring 2014 Overall Success = 71.2

Total 2013-14 = 74%

Fall 2014 Overall Success = 64.3

Winter 2015 Overall Success = 81.4

Spring 2015 Overall Success = 70.15

Total 2014-15 = 72%

Fall 2015 Overall Success = 73.75

Winter 2016 Overall Success = 80.9

Spring 2016 Overall Success = 84.4

Total 2015-16 = 80%

?

i

☰

▼


Home (/tracdat/fac...)


Department ▼


- Program Review
- Assignments
(/tracdat/faces/assess...)
- Personnel

Dept - (Wichita State University) > Department > Program Review


(/tracdat/faces/assess...

 Department Planning ✓

 Course/Service Pla... ✓

 Mapping ✓

 Reports ✓

 Documents ✓


Total 2016-17 = 81%

So, generally trending up, with a twenty percent increase from the lowest (fall 2014) to highest (spring 2016)

II.B.2 Plan if Success Rate of Program is Below 60%: The success rate for all targeted student populations is above 60%.

II.C Changes Imposed by Internal/External Regulations:

III.A Growth and Decline of Targeted Student Populations:

Targeted population enrollment has averaged 43 per quarter since spring 2013, with a high of 62 in spring 2014 and a low of 17 in winter 2016. Enrollment in spring 2016 was 38. Enrollment of targeted groups of 2016-17 was 107.

III.B Closing the Student Equity Gap: The equity gap between targeted groups and non-targeted groups was 5.5% in 2015-16.

The equity gap between targeted groups and non-targeted groups was 3% in 2016-17 surpassing the institutional goal.

III.C Plan if Success Rate of Targeted Group(s) is Below 60%:

The success rate of targeted groups continues to be above 60%

III.D Departmental Equity Planning and Progress: The Library and Library West Computer Lab have made most progress in Financial Limitations area noted as critical issues in the Spring 2014 Equity Report. (LRDivEquityReporting2014.pdf)

As noted in 1. D. 1. above, course materials such as textbooks remain the item most in demand by students. Course materials/textbooks were checked out to students 45,570 times in 2016-17 up from 32,055 in 2015-16 giving students a no-cost alternative to purchasing increasingly expensive textbooks. 88 textbook titles and 22 graphing calculators were purchased with the continued support of DASB's \$15,000 grant. In some cases, multiple copies of a highly-used textbook were purchased. Textbooks were purchased for courses used by 13 departments across campus. 10 copies of an OER OpenStax textbook were purchased for Chemistry.

The Library was able to add 10 additional laptop computers for student check-out through the use of instructional equipment bringing total circulating inventory to 19. Students checked out a laptop 4,621 times during AY 2016-17 which is quite an achievement. The added additional phone and laptop chargers. Students checked out chargers 8,154 times. Calculators were checked out 5,338 times.

Based on the initial success of the high speed no-cost scanner program initiated by the staff of the Library West Computer staff in 2014-15, it was decided to move the scanner into the Copy/Print room in the library in order to position the scanner closer to the Reserve Collection. The total number of scans from October 2015 – June 2016 was 11,353 scans which saved students \$1,702 in copying expenses.

The Library was able to purchase 2 additional scanners with the use of Instructional Equipment funding. The Library now offers 2 high-speed free scanners to student in the library and 1 scanner in the Library West Computer Lab. The total number of scans in 2016-17 was 17,003 which saved students \$2,550 in copying expenses.

In response to a request from a DASB senator, the Library opened for extended hours during the Finals period of Fall Quarter 2016 remaining open until midnight four nights. Access was limited to a small portion of the Library, Library Express. Student response was very strong and positive. The Library will opened the first floor of the library for the Winter and Spring Quarter Finals period giving hundreds of students access to a computer lab and group study rooms in addition to textbooks and other course materials.

IV.A Cycle 2 PLOAC Summary (since June 30, 2014): 100

IV.B Cycle 2 SLOAC Summary (since June 30, 2014): 125

V.A Budget Trends: B budget continues to suffice for operational expenses including Adjunct evening librarians and some student employees.

The Lottery allocation of \$125,000 for library materials and databases is currently sufficient but database vendors increase prices 3-4 percent most years so it will need to be increased soon to compensate for price increases.

Neither B nor the current Lottery allocation is sufficient to pay the annual fee for the Library's integrated library system (currently OCLC's WMS) which is \$31,000 and increases by 4% each year. The Library received a one-time Lottery enhancement to cover this cost this year. A more sustainable way to fund this vital library system is needed.

V.B Funding Impact on Enrollment Trends:

V.C.1 Faculty Position(s) Needed: Growth

V.C.2 Justification for Faculty Position(s): Online Education Librarian

The Learning Resources Division requested a Librarian faculty position for the 2016-17 academic school year. This would restore a position lost to retirement in 2015-16.

Librarians serve in a unique capacity at De Anza in that they provide formal instruction (such as WSCH generating courses, library orientations) and a broad array of essential academic services (e.g.-one-on-one bibliographic instruction at the Reference Desk, research assistance, and program development). Each librarian also oversees a functional area such as circulation/reserves, technical services, and the computer labs. In addition, librarians are responsible for collection development, the library web page, and outreach to academic departments. Librarians are active across the campus: they build relationships and collaborate with faculty peers, serve as outreach, and also participate in a variety of committees including shared governance (Academic Senate, Curriculum, and Technology committees).

It is important to note that LIB courses are part of the standard load without release time, overload, or adjunct faculty. Due to the recent loss of a position, sections of LIB courses have been reduced, thereby limiting opportunities for students to learn valuable research and critical thinking skills. Without a replacement position, the library will be unable to expand course offerings. This position will allow the library to add class sections to existing courses and also develop new curriculum for WSCH generating courses.

One of our equity concerns is the lack of research assistance available to online education students. According to statistics provided by the Online Education Office, there were approximately 22,000 unique student accounts in Catalyst for the 2015/16 academic year. This position would address this need by promoting and coordinating online research services to off-campus library users. In addition, this librarian will closely collaborate with the Online Education Department in the coordination, promotion, and assessment of the Library's services and resources. This position would take the lead in assessing the quality and impact of library services at an individual and programmatic level.

The librarian staffing analysis from last year's Program Review remains true today. FTEF to FTES at De Anza is much higher than peer institutions. Having a rate closer to 2,000 FTEF/FTES similar to peer institutions would suggest that De Anza College Library should have 8-9 FT librarians. (CASurveyDACPeersLibrarians.xlsx). The Library currently has 4 full-time librarian positions, down from 5 due to a retirement 2 years ago that was not replaced. Foothill, with two-thirds the enrollment of De Anza is currently in the process of hiring a fifth FT librarian.

V.D.1 Staff Position(s) Needed: Growth position

V.D.2 Justification for Staff Position(s):: Evening/Weekend Circulation Supervisor

The Library currently has 2 circulation supervisors to manage a busy service desk that is open for 13 hours every day. The absence of one of more supervisors puts severe strain on the circulation area and our student employees who work there. The addition of an Evening/Weekend Circulation Supervisor would ensure that there is adequate supervision of this area at all times.

Library Express is an area of the library that provides student access to course materials, computers and a quiet study space when the library is not open. Library Express has grown 40% in size in the Library remodel, expanding to accommodate 6 computer workstations and seating for approximately 50 students. Adding this position will allow the Library to extend the hours of Library Express later into the evenings on weekdays and allow the Library to offer its academic resources to students on Saturdays and possibly Sundays. This will benefit our evening students, and students who do not have access to high speed internet and computers at home.

This request is directly related to Library_SSLO_2 Identify and utilize the reserves and circulation services. SSLO2 was assessed in Fall 2010 through a survey. In response to question number 6, 'Have you had any problems using equipment or services?', 35% of respondents selected 'not enough hours'.

An additional classified professional position for library circulation will enable the library to meet the expressed need of students for extended hours and will also result in an overall higher quality of service because classified professionals will be able to staff the circulation desk more often. We have wonderful student employees

but library staff are better able to answer more difficult questions regarding policy which results in higher satisfaction from library users.

V.E.1 Equipment Requests: Over \$1,000

V.E.2 Equipment Title, Description, and Quantity: \$5,000 -

Twenty-five 8 to 10" Android tablets for long-term circulation to students to support OER textbook usage and general internet research needs

\$4,200 - WorldShare Report Designer module for OCLC WMS integrated library system.

V.E.3 Equipment Justification: • Android tables will give student access to the increasing amount of OER textbooks and other digital material in being used in courses. Tablets can also be used by students who do not own their own computer for student productivity such as typing papers, creating PowerPoint slide shows, etc.

• WorldShare Report Designer is a statistics and reporting add-on module to the library system currently being used at De Anza. WorldShare Report Designer will allow library staff to use library data to build custom reports and visualizations so we can make more informed decisions on building and reshaping the library's print and digital collections.

V.F.1 Facility Request: Library West Computer Lab (located in the basement level) is in need of renovation in the following respects:

- Carpeting
- Furniture (chairs, desks)
- Improved lighting
- Paint

The LWCL is also in need of a new Air Conditioning System.

Library

- 2 display cases to showcase student art
- Replace 2 exterior automated doors. As part of the renovation, CVS accordion style doors were installed. These doors are not wide enough to easily allow students to pass by as they enter and exit the building simultaneously, they open too slowly and patrons often bump into them and the doors creak noisily which can be heard in the Silent Study Area directly above on the second floor. Additionally, the doors cannot be latched securely from the inside which is a security threat as the doors can be pried open from the outside.

- Install partition to separate the reference desk from the staff area. Reference librarians field potentially sensitive or what could be embarrassing questions from library users which can include among other topics, questions on sex, health and legal issues. Library users have an expectation of some degree of privacy which the current design does not provide.
- Sound management for group study rooms. Acoustic panels (or alternative) need to be installed in group study rooms to isolate sound. Group study rooms currently have no deadening materials. Sound travels from the group study rooms into the main library and library and non-library offices.
- Replace two water refilling stations. The two water refilling stations in the library do not use a filter so users are simply drinking tap water. Students using bottle refilling stations have the expectation that the water is filtered as it is at other stations around campus. Additionally, the library should have at least one automatic station which allows disabled students to get water without needing assistance

V.F.2 Facility Justification: The Library West Computer Lab is in need of replacement of original carpeting, furniture (chairs), lighting, paint because it has endured heavy use daily since 1997 without renovation*. (Approximately 20 years old)

A new Air Conditioning System is needed to mitigate the heat from the 100 computer workstations and support over 500 daily student users of the library west computer lab*. The current HVAC system is not sufficient for the task, as evidenced by the numerous work order tickets submitted when temperatures exceeds the lab's normal of around 80 degrees.

The lab hosted 78,630 workstation sessions in 2015-16.

There is need for more art work in the Library. The Library was approached by multiple students who asked if they could display some of their art work in the then empty displays in Special Collections.

The 4 library requests are based on a building assessment at the one year mark of the library remodel.

V.G Equity Planning and Support:**V.H.1 Other Needed Resources:****V.H.2 Other Needed Resources Justification:**

V.J. "B" Budget Augmentation: The Library has depended on augmentation most years to cover the cost of the Integrated Library System (ILS). The current annual cost for WMS is \$31,000 per year. A 4% increase per year is built into the contract. It is suggested that Lottery allocation to the Library be increased in order to cover this expense. In addition database vendors increase prices on average by 5% each year. An augmentation of \$35,000 is requested.

V.K.1 Staff Development Needs:**V.K.2 Staff Development Needs Justification:****V.L Closing the Loop:**

For 2016-17 Submitted by: Tom Dolen, dolentom@deanza.edu, x8764

Last Updated: 03/24/2017

#SLO STATEMENTS Archived from ECMS: