

Norco College  
Library Advisory Committee Meeting  
April 24, 2018  
12:50-1:50pm  
CSS 219

Minutes

**Members Present:** Maureen Sinclair, Glen Graham, Miguel Castro, Celia Brockenbrough, Rex Beck, Damon Nance, Arezoo Marashi, Gabriela Cortez, Walter Stevens, Dan Lambros, Jose Sentmanat, Araceli Covarrubias

Guests: Albert Jimenez

**1. Approval of the Minutes**

- March 13, 2018 meeting minutes were approved by the committee
- Motion: Walter Stevens
- Second: Celia Brockenbrough
- Approved unanimously: 11 ayes

**2. LRC Update (Albert Jimenez)**

- Albert updated the committee on LRC changes. Math Express tutoring has been moved over to the area where the LRC front desk was formerly located. We are currently waiting for the installation of the new interactive projectors and smartboards. The PO for the purchase was

### 3. Accreditation 2020 and Standard II B (Damon Nance)

- Damon presented the Gap Analysis document for Standard II B which focuses on Library and LRC. It will be submitted to the Accreditation Steering Committee and it is almost complete.
  - We broke up the standards into sections. First column

#### 4. Online Student Library Survey Results (Damon Nance)

- Damon presented the results from the Library Survey to the committee. We had 232 responses to date. The minimum goal was at least 250 responses. We are not offering any incentives, just asking them to tell us what they think to help improve library services and resources. The survey is featured on our library homepage and librarians have been sending them out hourly to students using the library computer commons. The survey is planned to run until the end of the month or potentially longer if needed tw (p)2.3 (o)-6.00q63qb6ea1oNq#!.q3c1&B(00W4P#)tudentsysho ussm50.

*f* Araceli stated that in the language lab has paper towels and cleaning supplies available to students. She suggested that the library could have that available to students. Possibly make a sign to have students check the workstations and clean up after themselves.

#### **5. Student Library Focus Group Results (Damon Nance)**

- Damon updated the committee about the Library's first Student Focus Group on Library Services and Resources.

they need to visit all the booths. When the students visit the booth they get both critical information and a signature on their forms.

- o Damon commented that the library is open during Welcome Day. The library would be interested in being part of the scavenger hunt, but we are not always able to participate in activities because of staffing availability.
- o Araceli stated that she would be open to taking her class on a tour of the library. If she could arrange it, she would take 15 minutes of her class time to bring them on library tour. Celia stated that we can schedule a tour, and we prefer to schedule since sometimes faculty bring their class without notifying the library and there is nowhere for the students to sit and the library will not have an orientation prepared.
- o Maureen commented that since we have a college-wide marketing committee, the library can get on the agenda and get the marketing committee to help market the library.
- o Celia stated that this is the second year two librarians have been asked to participate in the Summer Advantage program. Those students participating will be given an introduction to the library and its' resources.
- o Maureen suggested the library create a flyer for those students who are in dual enrollment. Those students are Norco College students and have full rights. They should receive information about the library resources.
- o Michael commented that the library should post there information on the weekly college-wide update email that is sent out by Kris. Celia also mentioned that she sends the library workshop schedule for part-time and full-time faculty at the beginning of each semester.

#### **6. Institutional Strategic Planning Council Update (Celia Brockenbrough)**

- ISPC met on April 4th
  - o April 4th –  
*f*

- o College must have an affect lowering poverty and it brings prestige to the area
  - Why is Norco College good for you?
    - o No responses
- f* Guided Pathways Action plan was submitted to the Academic Senate and it was approved. It was suggested that the Completion Initiative Plan be posted at the college website and on the strategic planning web page