

PROGRAM REVIEW Fall 2020

Program: Library

Division: BSSL

Date: 11/2/20

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SLO/SAO Point-Person: Kali Rippel

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Please note: Program Review is NOT in itself a vehicle for making requests. All requests should be made through appropriate processes (e.g. Instructional Equipment Request Process) or directed to your dean or supervisor.

Time Frame: This Program Review should reflect on program status during the 2020-21 academic year. It should describe plans starting now and continuing through 2021-22.

Sections: This Program Review has been shortened due to the COVID-19 pandemic. The Program Review Committee understands that you are completing this program review in a time of stress and disruption and that this may affect many of your responses. Sections and questions are marked with the name of the committee or office that will use the information.

- The first section focuses on general program reflection and planning.
- The second section has specific questions to be filled out by all programs this year.
- The third section is a review of curriculum, to be filled out only by programs with curriculum.

Topics: The Program Review Glossary defines key terms. Writers should review this glossary before writing: <https://bit.ly/2LqPxOW>

For Help: Contact Nadiyah Taylor: ntaylor@laspositascollege.edu.

A list of contacts for help with specific sections is provided on the Program Review website under the “tools for writers” tab. [<https://bit.ly/3fY7Ead>]

Instructions:

- 1) Please respond to each question as completely as possible.
- 2) If the requested information does not apply to your program, write “Not Applicable.”
- 3) Optional: Communicate with your dean about completing this document.
- 4) Send an electronic copy of this form to Nadiyah Taylor and your dean by Monday, November 2.

Links:

Program Review Home Page: laspositascollege.edu/instructionalprogramreview

Fall 2019 Program Reviews: laspositascollege.edu/programreview/pr2019.php

Frequently Asked Questions: laspositascollege.edu/instructionalprogramreview/programreviewfaqs.php

	Course Offerings		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items		Human Resources		Pedagogy		Student Equity
	External Factors	X	Learning Support		Professional Development		Technology Use

B. Challenges, Obstacles and Needs: Describe any significant challenges, obstacles or needs for your program. Your response may include issues regarding COVID-19. Please highlight any negative impacts for students.

- The Library Technician responsible for acquisitions and public service resigned as of 8/1/19. **A replacement library technician must be hired or the library hours will be cut once the library is reopened.** Three library classified professionals are not enough to cover all of the open hours of the library. Before Covid19, the library was open 71 hours a week: 8 am to 10 pm, Monday through Thursday, 8 am to 4 pm, Fridays, and 11-6 pm on Saturdays. 22 hours will be cut from the current hours of the library if we are not able to replace the position. In other words, **30 percent of the current library hours will be reduced.** The new hours in Spring or Fall, 2021(may be 9 am to 8 pm, Monday through Thursday, 9 am to 2 pm Fridays, and closed on Saturdays/Sundays. A reduction of this magnitude will have a huge impact on students, especially disproportionately impacted students. Students rely on the library for access to reference and research assistance, a safe place to study, facilities for group work, and reliable internet and computers. The library supports all disciplines across campus with services and resources designed to complement classroom instruction. In addition, a reduction in hours will impact the library’s partnership with programs such as the RAW Center’s tutoring sessions in the library. The tutoring sessions can be by appointment but the drop-in service has reached many students who seek writing help as they work on research projects. The library is the only place on campus where students can seek academic assistance on a Saturday. With the college’s clearly stated motto of “Students First”, all efforts should be made to maintain the library’s hours by hiring a replacement for the necessary staff position.
- Increase funds for summer library hours to \$30,000** to allow for raises in salary for the librarians. The increased salaries for full and part-time librarians caused a reduction from 8 hours a day to 7 hours a day last summer. In 2020-21, the summer library hours budget is \$23,100. The library is the only place on campus where students can seek academic assistance during the summer. College tutoring services are not available.
- Provide needed library and computer lab service by budgeting and hiring student assistants/computer lab tutors.** Restore budget of \$21,455 for student assistants and computer lab tutors. To support the expanded hours of the library, an additional \$4,000 (totaling \$25,455) to the budget needs to be added. In 2020-21, the student assistant budget is \$9,967.
- Increase program operating supplies budget to \$8,500.** The 2020-21 budget is \$1,400 and in addition to the budget being restored to \$6,100 an additional amount of \$2,400 is needed for the increased supplies that are needed to process an increase in orders of books and DVDs with the increase of Measure A funds.
- Increase the office supplies budget to \$2,500.** The 2020-21 budget is \$900 and still needs to be restored to \$2,500