Program Review

Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" **– Academic Senate for California Community Colleges**

Data Driven Decision Making

Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: *Content Review* by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): [   ] First Name [Julie] Last Name [Terrazas]

Wing [Instruction ▼] Email Address [jterrazas3@gwc.cccd.edu] Office Phone [X55207]

Dean/Manager First Name [Carla] Last Name [Martinez] Email [Martinez, Carla = cma ▼]

Vice President First Name [Kay] Last Name [Nguyen] Email [Nguyen, Kay = kvngu ▼]

Program Review - Draft
*Program-Review-Instruction.pdf

Program Review - Final
Submission
*Program-Review-Instruction.pdf

This Program Review includes the following: *[Yes ▼]
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request [Yes ▼]

Facilities, Technology, Equipment Request [Yes ▼]

Classified Request [-- Choose -- ▼]

This Program Review includes the following: *[Yes ▼]
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request [Yes ▼]

Facilities, Technology, Equipment Request [Yes ▼]

Classified Request [Yes ▼]

Faculty Requests (up to 3)   Faculty Requests (up to 3)
One upload per request   *One upload per request*
Faculty Upload1 PR_RF_2023_24_Faculty.docx   Faculty Upload1 PR2023_RFF_FacultyLibrarian.pdf
Faculty Upload2   Faculty Upload2 2023_CirculationLibrarianJobDescription.pdf
Faculty Upload3   Faculty Upload3 PR2023_5 CCR § 58724.pdf

Facilities, Technology or Equipment Draft Requests (up to 5)   Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1 PR2023_Instruction_CoursesRequest.pdf	FTE Upload1 PR2023_Instruction_CoursesRequest.pdf
FTE Upload2	FTE Upload2 PR-Instruction2023Courses.pdf
FTE Upload3	FTE Upload3 PR2023_FundingProfDevResources.pdf
FTE Upload4	FTE Upload4
FTE Upload5	FTE Upload5

Classified Personnel Draft Requests (up to 3)	Classified Personnel Updated Requests (up to 3)
One upload per request	*One upload per request*
Classified Upload1	Classified Upload1
Classified Upload2	Classified Upload2
Classified Upload3	Classified Upload3

Supporting Materials (Optional)	Supporting Materials (Optional)
Upload1 2023_CirculationLibrarianJobDescription.doc	Upload1 PR_2023_24_OrgChart2008_09.jpeg
Upload2 5 CCR § 58724.pdf	Upload2
Upload3 PR_2023_24_OrgChart2008_09.jpeg	Upload3

...3630353435

Julie Terrazas
Author - Draft Signature   10/09/2023

Date

...3933343438

Julie Terrazas
Author - Final Signature   11/01/2023

Date

Dean/Manager Draft Feedback

> The 2023 summer library course offering, while originally proposed as a Dual Enrollment course ended up being a concurrent enrollment course.
>
> Still need Goal # 3.

FileUpload2

IEC Feedback

> Needs info for goal #3 as Julie stated. Maybe look at what additional information would you like to share about your program and actually list the number of faculty in addition to the link.

FileUpload4
Program Review Rubric Upload

Academic Senate Executive Board Feedback

> The Executive Board of the Academic Senate has reviewed your REVISED request for faculty and has no urgent feedback to provide. Please be ready to respond to questions related to your data/metrics and the urgency of your request.

FileUpload1
Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3737333232

Carla Martinez
Dean/Manager Signature   11/08/2023

Date

Vice President Feedback

[text area]

FileUpload3

...3830343636

Kay Nguyen
Vice President Signature   12/07/2023
                                  Date

Downloaded to the following Committee Teams folder on: [-- Choose -- ▼]   [   ]

...3336333838

Lauren Davis Sosenko   12/11/2023
IEC Signature   Date

Dean/Manager -
Feedback Signature | Electronically signed by Carla Martinez on 10/26/2023 8:59:34 AM |

Academic Senate:
Technical Review
Signature | Electronically signed by GWC Academic Senate on 10/25/2023 4:25:54 PM |

Academic Senate
Signature | Electronic Signature Pending |

IEC: Technical Review
Signature | Electronically signed by Karen Putnam on 10/14/2023 12:09:15 PM |

Program Review Purpose

"*Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices*" –Academic Senate for California Community Colleges, 2009

SUBMITTER INFORMATION

First Name:	Julie
Last Name:	Terrazas
Email:	Jterrazas3@gwc.cccd.edu
ID:	
Phone Number:	X55207
Who is your Dean/Supervisor?	Carla Martinez
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

Name of Program (Academic Programs should be listed per discipline):
Library

Please provide a brief description and any significant change in your program since the last Program Review cycle.
The Golden West College Library instructional wing supports student research and assignments in all campus disciplines and majors. Librarians teach students research methods also known as information competency. Library instruction develops students' critical thinking skills and information analysis. Students learn: A. How to formulate research questions   B. How to access and manage information   C. How to evaluate the accuracy and appropriateness of information   D. How to interpret information   E. How to draw conclusions and solutions from research and communicate effectively about research findings to complete research papers and assignments.   Knowledge of academic library skills is essential for students to do well in college courses.   Librarians teach students research concepts online and in-person via information competency instruction sessions; one-on-one librarian/student research assistance appointments;

librarian/student reference assistance; and UC and CSU transferable library classes: Library G110: Introduction to Library Research and Library G120: Libraries and the Internet.

Some noteworthy changes since the last instructional program review are:

1. Increased enrollment in Library G110 and Library G120 courses

A. Staggering scheduled library course offerings maximized student enrollment:
 Scheduling 4 classes: 1 winter, 1 spring , 1 summer, and 1 fall class maximized student enrollment instead of scheduling 4 classes: 2 spring and 2 fall.

B. More high school students enroll in library courses

C. Fill rates increase in condensed library courses: (intersession and summer sessions)

D. Students benefit from Zero Textbook Cost (ZTC) in both Library G110 and Library G120 courses

2. Upcoming curriculum changes for Library G110 from pass/no pass to a letter grade and Library G110 course renaming to be more explanatory for students.

3. Students gain access to online evening librarian reference services, which has expanded library hours for students Mondays -Thursdays from 5-8pm.

4. Librarians offer online and in-person librarian reference appointments to teach research skills based on students' individualized research needs.

What are your program's strengths? (Answers could include but not limited to KPI data)

1. Students receive exceptional librarian reference service online and in-person.
At the reference desk and online chat/text/and Zoom, librarians provide student assistance and informal research instruction. All librarians are scheduled for online and/or in-person weekly reference hours to help students with research, using both print and online library resources. The librarians also prepare web-based resource guides, online tutorials, and instruction videos to guide student research. Since the last program review, the librarians taught 4,420 students during reference services.

2. Students receive specialized library instruction for class research projects via online or in-person information competency sessions and online or in-person student/librarian research appointments. Since the last PR, librarians taught 2,614 students during these sessions.

3. Students benefit from the Zero Textbook Cost (ZTC) option in both library courses. A large percentage of our students cannot afford textbooks; therefore, the librarians prioritized the ZTC option for students.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)

1. The library would like to improve its library course offerings to students. The librarians teach two, 1 unit, CSU/UC transferable courses: Library G110: Introduction to Library Research and Library G120: Libraries and the Internet. The library would like to offer library courses as a dual enrollment for high school students since high school enrollment increased in library courses. Current library funding does not allocate funds to offer library courses. The library would like to request an annual budget to fund:

Intersession- 1 section of Library G110

Spring- 1 section of Library G120

Summer -1 Section of Library G110

Fall- 1 Section of Library G120

2. The library would like to improve library circulation services and library instruction for students. Several years ago, the library lost its Circulation Librarian, a position that provides library instruction and provides circulation services to students. Currently none of the existing librarians have circulation expertise. To improve the library for students, the library would like to hire a full-time, tenure-track librarian to fill this vacancy.

All GWC librarian positions are twofold. Each librarian has instructional duties as well as an assigned library service area. Librarian Instruction: Each librarian teaches students research methods via student reference services, student research appointments, library orientations, and library courses. Librarian service area: In addition to library instruction, each librarian is assigned an essential library service area to guide and oversee classified library work.

A circulation librarian would improve library instruction services for students. The library would like to keep up with campus faculty and student need for library instruction. Several years ago, the library lost six adjunct librarians due to funding issues. Adjunct librarians once provided essential reference instruction to students, taught library orientation sessions, and taught library classes. Currently, the library employs 4 full-time, tenured librarians, 1 adjunct librarian for 13.5 hours per week for reference instruction; and, on occasion, employs 1 adjunct librarian to teach a library course. The much-needed circulation librarian would help the current librarians provide the essential library instructional support for students.

In addition, the circulation librarian would improve circulation services for students. The circulation area is understaffed with no librarian to lead the three remaining classified employees in circulation duties. This area provides several student user services such as resource lending, renewals, library accounts, fines and fees, library reserve and textbook access, and maintaining the library's computer management system (ALMA), which is the back-end software that manages all student circulation transactions and several library services. Setting up and maintaining the circulation module in ALMA is a huge undertaking that can take a year or more to complete with an experienced circulation librarian to lead the project. A circulation librarian is needed to improve instruction, and lead and complete circulation projects to increase students' access to library instruction and library materials to successfully complete assignments.

Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.

The most significant factor related to enrollment, retention, and success is increased enrollment of high school students in library courses, leading to increased enrollment and higher student success and retention rates.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

The library's instructional program supports the goals of diversity, equity, inclusion, and accessibility in the following ways:

1. Librarians incorporate diversity/inclusion teaching strategies:
a. Create classroom environments where everyone is respected.
b. Use language patterns or case examples that are inclusive of student populations.
c. Create curriculum and library collections that reflect the perspectives and experiences of a pluralistic society.

2. Librarians ensure all disabled GWC students have equal access to library instruction by collaborating with DSPS on services and accommodations.

3. Librarians provided options to assist economic disadvantaged students such as:
a. providing students with ZTC option in all library courses
b. providing students with accessible course materials via canvas
c. purchasing textbooks for its Student Textbook Access Collection (STAR)
d. requesting funds to begin a library ZTC collection

4. Offering courses, reference instruction, research appointments, and orientation instruction in-person/online/chat/text/zoom to support student needs.

How does your department/program collaborate with other areas on campus to advance student success?

1. Librarians are engaged in department and campus committee work and assume leadership roles.
A. Acquisitions/Cataloging Librarian:
-Academic Senate
-Council of Chairs and Deans
-Credit for Prior Learning
-Library Chair
-Coast Federation of Educators Vice President

B. Instruction Librarian:

-Counsel for Curriculum and Instruction (CCI)

-Guided Pathways Committee

-Safety Committee

C. Online Distance Education Librarian:

-Distance Education Advisory Committee (DEAC)

-Institute on Professional Development (IPD)

-Library Emergency Preparedness Plan (LEPP)

D. Systems Librarian:

-College Technology Committee (CTC)

-Library Service Platform Committee (LSP)

2. Librarians participate in library professional organizations such as the American Library Association (ALA), Association of College and Research Libraries (ACRL), and Community College League of California (CCLC), and College and Academic Research Libraries (CARL).

How does your department/program utilize technology to support student success?

The library utilizes technology to support student success in the following ways:

1. Library online resources:
Students have 24/7 access to online resources: e-books; e-encyclopedias; streaming films; scholarly and peer-reviewed journal, newspaper, and magazine articles; government documents; and primary sources.

2. Library instruction:
To meet student needs, students receive research instruction online and in-person:
A. Librarian reference: chat/Zoom/text/in-person
B. Library G110 and Library G120 courses: online
C. Student research appointments with a librarian: Zoom/in-person

3. Online meetings improve access to meeting information and faculty participation:
A. Librarian meetings
B. Library chair and dean meetings

4. The library's strong digital presence provides students with current library information and services.
A. Social Media: Facebook and Twitter
B. Library website

Do any of the courses in your program have a CTE TOP code?
No

AWARDS

What type of awards does your program offer?

☐ Certificates

☐ Associate Degree

☐ Associate Dress for Transfer

Please provide the information for the number of awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

	3 years ago	2 years ago	1 year ago
Certificates	NA	NA	NA
Associate Degrees	NA	NA	NA
Associate Degrees for Transfer	NA	NA	NA

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).
NA

FTES and FTEF

For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from three years ago, two years ago, and this past year.

Please note: *For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.*

	3 years ago	2 years ago	1 year ago (this past year)
FTES/FTEF Ratio:	18	12	19

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.

1. Participate in dual enrollment.
The library would like to improve its library course offerings for students. The librarians teach two 1 unit, CSU/UC transferable courses: Library G110: Introduction to Library Research and Library G120: Libraries and the Internet. High school student enrollment and success increased in library classes. Therefore, the library would like to offer library courses to more local high school students as dual enrollment.

CURRICULUM

After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.
If you do not currently have a representative on CCI, you may contact either:
Gary Kirby: gkirbyjr@gwc.cccd.edu
Monica Jovanovich: mjovanovich@gwc.cccd.edu

Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?
☐ Yes
☒ No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? Please note, classes that were cancelled, they were not successfully offered)
☐ Yes
☒ No

Do you have active courses that are not part of a degree or certificate?
☐ Yes
☒ No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.
NA

STUDENT LEARNING OUTCOMES

Do any of your SLOs use the exact wording as the course objectives?
(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).
☐ Yes
☒ No

How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program?
The library assessed SLOs in Library G110 and Library G120 courses. The library annually discusses and utilizes SLOs to improve library courses for students. Since the last PR, overall students met most SLOs. However, Covid changed the way students learn online and how instructors teach online; therefore, the following changes were incorporated into courses: additional instruction videos, and early introduced and later expansion of several library concepts. In addition, larger sample data was gathered to better assess SLOs. Last, librarians intened to incorporate course teaching on artificial intelligence and student research.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Facilities, Equipment, Technology & Other
- Classified Personnel

GWC Strategic Plan Goals Legend
1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Program Review Request

Instruction

Goal 1: The librarians would like to see a line item included in the library budget to purchase all the subscription databases in the collection. Currently, the funding of database subscriptions is from non-guaranteed sources: ASGWC, Restricted Lottery, and other one-time funds.

Goal 1 Outcome: No permanent general funds were allocated for the purchase of database subscriptions. Database subscriptions continue to be funded with one-time funding sources.

Goal 2: The library book and resources budget is $25,000 each fiscal year. The librarians ensure that the collection reflects the college curriculum, but the current allocation is not enough to support it. The library has not seen an increase in the collection development budget for more than seventeen years despite supporting forty-four programs and majors.

Goal 2 Outcome: Progress was made. HERF funds, ASGWC, Lottery, and other department funds were allocated to fund library resources. However, the library continues to need to make progress in this area.

Goal 3: Since the library was closed for an extended period during the COVID-19 pandemic, the number of students served with in-person library research instruction was zero for the 2020-2021 academic year. This closure had a significant impact on our in-person library instructional program. The library went from a 100% in-person instruction model to 100% online and synchronous instruction during the closure. The goal is to have a higher ratio of in-person instruction library orientations than online in the next two-year period.

Goal 3 Outcome: Post-Covid, students no longer wanted to solely receive library instruction in-person, they also wanted online instruction. Therefore, librarians continue to teach in both modalities to serve both online and in-person student preferences.

Goal 4: Due to the library closure from 2020-2021, zero faculty entered the physical building of the library. As the library gradually returns to in-person hours, the librarians will promote a vigorous outreach campaign to alert faculty of in-person service hours.

Goal 4 Outcome: Post-Covid , students enrolled in more online than on-campus courses. Thus, librarians provide and promote both in-person and online library services. As a result, the library serves more students than pre-pandemic when library services were primarily in-person.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:
Goal 1: The library would like to improve its library course offerings for students. Description of Goal 1: The librarians teach two, 1 unit, CSU/UC transferable courses: Library G110: Introduction to Library Research and Library G120: Libraries and the Internet. High school student enrollment increased in library courses. Therefore, the library would like to offer Library G110 and Library G120 to more local high school students as dual enrollment. However, the current library budget does not allocate funds to offer library courses. The library would like to request an annual budget to fund: Intersession- 1 section of Library G110 Spring- 1 section of Library G120 Summer -1 Section of Library G110 Fall- 1 Section of Library G120 Campus Goal 1: Enrollment

What actions will be taken to accomplish the goal?
Request for funding to offer students four library course sections

What metric will you use to measure your goal?
Improvements in student enrollment, fill rates, and retention
Evaluation and assessment of student learning outcomes
Participation in dual enrollment

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☐ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

GOAL 2 (Required)

Description of goal:
Goal 2: The library would like to improve library circulation services and library instruction for students. Description Goal 2: Several years ago, the library lost its Circulation Librarian, a position that provides library instruction and guides circulation services for students. Currently none of the existing

librarians have circulation expertise. In addition, the library lost all but one adjunct librarians due to funding. The library would like to hire a full-time, tenure-track librarian to fill this vacancy.

All GWC librarian positions are twofold. Each librarian has instructional duties as well as an assigned library service area. Librarian Instruction: Each librarian teaches students research methods via student reference services, student research appointments, library orientations, and library courses. Librarian service area: In addition to library instruction, each librarian is assigned an essential library service area to guide and oversee classified library work.

A circulation librarian would improve library instruction services for students. This librarian would support campus faculty and student need for library instruction. Several years ago, the library lost this full-time librarian and six adjunct librarians. Adjunct librarians once provided essential reference instruction to students, taught library orientation sessions, and taught library classes. Currently, the library employs 4 full-time tenured librarians, 1 adjunct librarian for 13.5 hours per week for reference instruction; and, on occasion, employs 1 adjunct librarian to teach a library course. The much-needed circulation librarian would provide essential library instructional support for students that was lost with the loss of librarian positions.

In addition, the circulation librarian would improve circulation services for students. The circulation area provides several student user services such as resource lending, renewals, library accounts, fines and fees, library reserve and textbook access, and maintaining the library's computer management system (ALMA), which is the back-end software that manages all student circulation transactions and several library services.

The circulation module in ALMA is a big project for the library that is outside the expertise of the current full-time librarians. The project would include adding the reserve materials, textbooks, and thousands of eBooks and online articles to ALMA to become searchable to students via the online library catalog. Currently, students and librarians must search several locations to locate resources, which is time consuming and not user friendly or easily accessible. A circulation librarian is needed to guide this and more library circulation services/projects and guide library classified workflow to increase students' access to materials and student borrowing.

Campus Goal 2: Equity and Success

What actions will be taken to accomplish the goal?
Request for full-time, tenure-track librarian position

What metric will you use to measure your goal?
Library instruction statistics: reference instruction, orientation instruction, and library course instruction
Circulation statistics and SAOs
Student and faculty satisfaction
Log of maintained and improved library instruction and circulation services for students

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☒ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

GOAL 3 (Required)

Description of goal:
Goal 3: The Librarians would like to stay current on professional literature to better assist, serve, and teach students. Description Goal 3: The Librarians would like to stay current on professional literature to better assist, serve, and teach students. Several years ago, the librarians created an in-house librarian collection of professional development resources. Due to funding issues, the librarians have not been able to add resources to this collection. The librarians would like to continue to improve library instruction and services for students. Therefore, the librarians would like to request funding to purchase professional reading material in librarianship, library science, library instruction, library reference, etc. to stay current on professional literature and changes in librarianship to better serve students. Campus Goal 3: Professional Development

What actions will be taken to accomplish the goal?
Request to purchase librarianship professional resources

What metric will you use to measure your goal?
Record notable changes and improvements to library instruction and services

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☐ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☒ Professional Development

☐ Communication

OTHER INFORMATION

What additional information would you like to share about your program?

1. Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for the number of library faculty based on student FTES.

https://govt.westlaw.com/calregs/Document/I6C46F7744C6911EC93A8000D3A7C4BC3?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2fi0ad720f20000018b1600be3c7bf1b886%3fppcid%3dfe6536aa188f4c368e1dad65d5003b34%26Nav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI6C46F7744C6911EC93A8000D3A7C4BC3%26startIndex%3d1%26transitionType%3dSearchItem%26contextData%3d%2528sc.Default%2529%26originationContext%3dSearch%2520Result&list=REGULATION_PUBLICVIEW&rank=3&t_querytext=%e2%80%9cLibrary+and+media+center%e2%80%9d

Currently, the library employs 4 full-time, tenured librarians and library 1 adjunct librarian for 13.5 hours per week for reference instruction; and, on occasion, employs 1 adjunct librarian to teach a library course.

2. The Library engages in the institution-wide steps to self-evaluate. These steps address the requirements of accrediting bodies, such as the Accrediting Commission for Community and Junior Colleges (ACCJC).The library assesses its achievements towards student learning, goals, and endeavors to accomplish outcomes under Standard II: Library and Learning Support Services.

3. On an annual basis the Library reports information to the State of California Library Annual Data Survey and to IPEDS.

4. Coast Community College District: Board Policy Chapter 4 Academic Affairs (BP 4040)
https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_4040_Library_Services.pdf

Submitter's Signature: *Julie Terrazas*

Date: 11/1/2023

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Program Review Request- Faculty
Golden West College

FACULTY REQUEST

Submitter's First Name:	Julie
Submitter's Last Name:	Terrazas
Submitter's Email:	Jterrazas3@gwc.cccd.edu
Submitter's Phone Number:	X55207
Who is your Dean/Supervisor?	Carla Martinez
Are you the Department Chair?	Yes
Who is your Vice President?	Kay Nguyen -- Library
Program/Department:	Click or tap here to enter text.

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

Faculty Hiring Criteria:

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

    All data is in the Golden West College Instructional Program Review 2023 dashboard provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)

Position title and area of specialization (if applicable).
Librarian: Instruction/Circulation

Please provide and describe the data demonstrating the need for the request.
Several years ago, the library lost its Circulation Librarian, a position that provides library instruction and guides circulation services for students. Currently none of the existing librarians have circulation expertise. In addition, the library lost all but one adjunct librarian due to funding. The library would like to hire a full-time, tenure-track librarian to fill this vacancy. All GWC librarian positions are twofold. Each librarian has instructional duties as well as an assigned library service area. Librarian Instruction: Each librarian teaches students research methods via student reference services, student

research appointments, library orientations, and library courses. Librarian service area: In addition to library instruction, each librarian is assigned an essential library service area to guide and oversee classified library work.

A circulation librarian would improve library instruction services for students. This librarian would support campus faculty and student need for library instruction. Several years ago, the library lost this full-time librarian and six adjunct librarians. Adjunct librarians once provided essential reference instruction to students, taught library orientation sessions, and taught library classes. Currently, the library employs 4 full-time, tenured librarians, 1 adjunct librarian for 13.5 hours per week for reference instruction; and, on occasion, employs 1 adjunct librarian to teach a library course. The much-needed circulation librarian would provide essential library instructional support for students that was lost with the loss of librarian positions.

In addition, the circulation librarian would improve circulation services for students. The circulation area provides several student user services such as resource lending, renewals, library accounts, fines and fees, library reserve and textbook access, and maintaining the library's computer management system (ALMA), which is the back-end software that manages all student circulation transactions and several library services.

The circulation module in ALMA is a big project for the library that is outside the expertise of the current full-time librarians. The project would include adding the reserve materials, textbooks, and thousands of eBooks and online articles to ALMA to become searchable to students via the online library catalog. Currently, students and librarians must search several locations to locate resources, which is time consuming and not user friendly or easily accessible. A circulation librarian is needed to guide this and more library circulation services/projects and guide library classified workflow to increase students' access to materials and student borrowing.

Please post job description (copy and paste description).

Position Description: LIBRARIAN (Circulation)
Contract (tenure track), full-time, two-semester, 175-day position.
Position availability subject to funding.
Location: Golden West College
Start Date:

Performance Responsibilities: Duties may include, but are not limited to, the following:
1. Duties will include reference, information competency library instruction, student learning outcomes, information competency curriculum, library outreach, collection development, and other related duties as assigned.

2. Demonstrated experience coordinating a library service area in leading a team, in a considerate manner and with a sense of responsibility toward shared facilities.

3. Responsible for planning, directing, and overseeing the following library circulation operations such as registering new patrons; processing of overdue notices, bills, book reserves, and interlibrary loans; checking in and out library materials; receiving and following-up on library user complaints and/or special requests; maintaining quality public relations; advising library users of library programs and policies and procedures; conducting library inventory; and

other duties as assigned.

4.   Ensure that library faculty and staff are conversant in library policies and procedures and coordinates the development and maintenance of library policies and procedures.

5. Working knowledge of how to carefully treat confidential information such as library patron records, employee matters, disruptive student reports, etc.

6. Hires, trains, schedules, and oversees the work of the Circulation library support staff and student workers, as directed by the Dean.

7. Demonstrated experience in providing library customer service, at the public service/circulation desk, to students, faculty, and community members.

8. Experience with using library automated systems and integrated library system (ALMA).

9. Teach library reference services, research assistance, and library instruction to faculty, college staff, and students.

10. Strengthen the Library's presence by establishing, building, and maintaining partnerships on campus and off campus via outreach with library programs and services.

11. Teach assigned Library and Information Science credit classes, workshops, and orientations, using current instructional technology.

12. Plan, develop, and participate in curriculum development, implementation, and evaluation.

13. Fulfill the professional responsibilities of a full-time, tenure-track faculty member including, but not limited to the following: participate in staff, faculty, and departmental meetings, college and/or district-wide activities, and campus committees as assigned and required; teach scheduled library classes and orientations following the department course outlines of record (COR); keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; submit all requested reports, including but not limited to posting course syllabi and student learning outcomes (SLOs) in a timely manner.

14. Keep abreast of current trends in library information literacy instruction, digital publishing, remote resource delivery, and automated library systems, and contribute to the field of librarianship through reading professional literature, attending professional development workshops and conferences, serving in professional organizations, and/or conducting research for publications.

15. Communicate and meet with library colleagues, classified staff, and the library chair.
16.   Collaborate in the development of grant projects and the identification of other library funding resources for collections within the Circulation department and library programs and events.

17. Create and assess library service outcomes SOAs.
18. Create and manage Zero Textbook Collection (ZTC) and e-reserve collection of library textbooks and materials.
19. Assignment may include day, evening, or weekend hours.

Minimum Qualifications:
1. Must meet one of the following qualifications under (a) through (c):
a. Possess the California Community College Credential for this subject area.
b. Possess a Master's degree from an accredited institution in Library Science or Library and Information Science.
c. A combination of education and experience that is at least the equivalent of the above. Candidates making application based on equivalency must submit an Application for Equivalency form in addition to all other required materials.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desired Qualifications:
1. Experience working as a librarian in a community college, preferable in circulation.
2. Knowledge of library policies and procedures, including automated circulation systems and information technology.
3. Thorough knowledge of circulation department operations.
4. Knowledge of information literacy concepts and trends, pedagogical skills, and assessment strategies.
5. Excellent customer service, interpersonal, communication skills.
6. Collection development experience, particularly in an academic library.
7. Library instruction teaching experience

Physical Demands:
-The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
-The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.
-Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
-A detailed list of physical demands and work environment is on file and will be provided upon request.

Application Requirements: To be considered for employment you must submit a complete application packet. A complete application packet includes:
-Certificated Application.
-Cover Letter highlighting your qualifications for the position that addresses the "Desirable Qualifications" of the position.
-Current Resume.
-Three current references.
-Answers to Supplemental Questions.

Program Review Request- Faculty

Golden West College

-Application for Equivalency (if applicable).

Be sure to complete all questions and sections of the application. For questions which may not apply, indicate "n/a" (not applicable). If you do not know an answer, please indicate so, but do not leave any space blank.

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community (reference Board Policy 050-1-1). Please note: Possession of the minimum qualifications does not ensure an interview.

Salary: For a full-time, two-semester position a maximum starting range of $66,109 to $ based on the 2023-2024 salary schedule of $66,109 to $157,799. In addition, an annual stipend of $ is offered for possession of an earned doctorate from an accredited institution.

Employee Benefits: The District provides a comprehensive benefit program effective the first calendar day of the month following the first day of regular employment. Dental and vision care plans for employees and dependents, and life insurance and income protection plans for employees are fully paid by the District. A variety of medical plans covering employees and their dependents are available, with the district paying the major portion of the cost.

APPLICATION PROCEDURES: Applications, whether paper or electronic must be received no later than the posted closing date. There are NO EXCEPTIONS.

Electronic applications may be completed by visiting www.cccdjobs.com. Once you have completed an electronic application, you may apply to open positions within the Coast Community College District by submitting the application and all other required materials. Required materials differ for each open position and must be complete when submitted for a specific posting. Instructions for completing applications and applying to posted positions are available online or by calling Applicant Processing at (714) 438-4715.

You may request a paper application, by calling (714) 438-4715. Paper applications must be received, and time stamped by 5:00pm at the Coast Community College District offices located at 1370 Adams Ave., Costa Mesa, CA 92626. There are NO EXCEPTIONS.

All application materials become the property of the Coast Community College District and will NOT be copied or returned. Information for TDD users is available by calling (714) 438-4755.

Program Classification (check all that apply)
- ☐ Instructor (transfer-level classes)
- ☐ Instructor (CTE classes)
- ☐ Instructor (ELL/ESL or non-credit)
- ☐ Counselor
- ☒ Librarian
- ☐ Other:

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Program Review Request- Faculty

Golden West College

Does this faculty request meet the criteria for extenuating circumstances beyond the department/program's control since the last 2 program review cycles? *(check all that apply)*

☐ Untimely death or loss of faculty due to health conditions

☐ Sudden unexpected retirement or resignation

☐ Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)

☐ Loss of tenure-track faculty

☐ Legal/mandatory requirements

Describe what you checked above.
NA

Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.

Program/Department Needs (1-10 points)

- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

☐ Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.

☐ Programs/departments with no or few full-time faculty.

☒ Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.

☐ There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.

☐ The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.

☐ There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).

☐ There is difficulty in finding and keeping qualified part-time faculty.

☐ Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.

☐ New developments and/or trends in the service area that would influence a determination of need for the position.

☐Supervision is required to reduce health and safety hazards.

☐   Preparation for careers/employment in fields with strong current and future prospects.

Describe what you checked above.

1. The library would like to improve library instruction services for students to meet student needs. A few years ago, due to funding, the library lost adjunct librarian hours equivalent to 1 full-time librarian position. Currently, the library employs 4 full-time, tenured librarians, 1 adjunct librarian equivalent to ¼ of a full-time librarian position and on occasion employs 1 adjunct librarian to teach a 1-unit library course. Minimum staffing and increased library instruction duties to meet student online needs such as online reference, online instruction sessions, and online research appointments has made teaching students a challenge since librarians teach research to all students on campus.

2. Title V Chapter 1.5 Library Services 7803 indicates that academic personnel or a librarian must be present to open the library for student use. One core duty of this librarian is to oversee and guide the work of circulation classified library staff. With the loss of the circulation librarian and many classified library staff, opening the library has been challenging due to coverage issues.

3. A circulation librarian runs day to day circulation operations. This vacancy provides no inhouse circulation expertise to this important service area. Therefore, library classified employees receive no in-house training or guidance on any circulation functions or duties, including new circulation services since the inception of our new integrated library system, ALMA. Many classified employees seek outside training and assistance from other community college circulation librarians to perform essential circulation job duties. There is also no inhouse checking or following-up on library classified work.

4. Several years ago, the library received a new online management system (ALMA) from the state. ALMA is the computer back end of the library that manages student library services and accounts to name a few items. It is a system like Banner but made for libraries to manage library functions and services. Unfortunately, with this vacancy many of the circulation features to improve library services for students have not been set-up such as electronic book/textbook reserves, integrating a one search capability so students and librarians can search all print and electronic resources in one search; digitalization of highly utilized documents; remote user features such as placing holds on library materials, renewing library materials online; paying fines and fees online; to name a few.

5. Another important task of the circulation librarian would be to development, implementation, and assess library Service Area Outcomes (SAOs) for accreditation standards and two mandatory library state reports. The library currently does not have SAOs when a big part of the library is providing services to students.

6. Since the last PR, we saw a huge decline in FTES, due to covid, and now an uptick in annual FTES. According to the California Community College Chancellor's Datamart, there has been steady annual increases in GWC's FTES.
2019-2020 total: 10,315.81
2020-2021 total: 9,622.46
2021-2022 total: 7,806.44

2022-2023 total: 7,854.47

Like other departments that have had several faculty vacancies for years, the library is beginning to feel the impact of the librarian vacancy with increased student enrollment. In addition, the library has several outside areas to report to including:

A. Title 5 of the California Code of Regulations (§ 58724) that provides minimum standards for the number of library faculty based on student FTES. According to this standard, the library should employ 5 full-time librarians based on the annual FTES of 7.854.47. Currently, the library employs 4 full-time librarians and ¼ of a full-time librarian's load, which is why students are feeling the impact of not filling this position. Please see attached chart.

B. The Accrediting Commission for Community and Junior Colleges (ACCJC) under Standard II: Library and Leaming Support Services.

C. Annual library reports to the State of California Library Annual Data Survey and to IPEDS.

D. Coast Community College District: Board Policy Chapter 4 Academic Affairs (BP 4040)

What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?
The cutbacks of the adjunct librarians and the vacancy of this full-time librarian position have had a heavy impact on student's access to the library, library instructions, and circulation services. In addition, the library struggles to maintain in-person and the increase of online library resources, online services, and online instruction to meet student needs post Covid.

College-wide Needs (1-10 points)
- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?
Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

☐ Coursework required or recommended for several degree/certificate programs.
☐ Significant general education requirements.
☒ Serve substantial numbers of the student population.
☐ Serve a special population of students not served by other programs.
☐ Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
☐ New programs the college wants to develop and support through resources, facilities.

☒ Contributions to college and district goals including student equity.

☐ Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

Describe what you checked above.

1. The circulation librarian will serve substantial numbers of the student population.

The library supports the college's goal "to provide, maintain, assess, and strengthen both services and resources in the . . . library..." This position will assist the library to achieve this college goal as the librarian will support the institution's instructional, vocational, career, and community program research needs; and teach and promote information literacy, educational achievement, and life-long learning to all students.

2. This librarian will contribute to college and district goals of student equity in the following ways:

a. Implementing online circulation user functions and services in ALMA to make the library collections more accessible to students.

b. Maintain student access to Student Textbook Reserve Collection (STAR), implement an online reserve collection, and ZTC library collection.

Developing collections, programs, and services that are inclusive of the needs of all students.

c. Collaborating with students and faculty to understand and meet library user's research needs.

d. Teaching student library research online and in person via reference, instruction sessions, and student appointments.

If there are any license, certifications, or degrees required for this faculty position, please describe them here.

Master's in Library and Information Science

How does this position address long-term college goals and [Vision 2030 Goals](#)?

This librarian position would assist in achieving Vision 2030's college goal on equity and success by:

1.   College Goal: Enhance the array of library services that support student learning and success.

This librarian will implement much needed library circulation services and functions that will assist students in borrowing and accessing physical and online library materials.

2.   College Goal: Expand information literacy instruction using best practices both online and in-person. This librarian will provide much needed assistance to maintain the library's instruction program to meet student needs: online and in-person reference, research instruction sessions, and student research appointments. Library services support students in credit courses in 46 academic disciplines that lead to one of 46 associate degrees, 25 associate degrees for transfer, and/or 45 certificates. In addition, this librarian will support students in GWC's initiative to expand noncredit offerings in career development and college preparation noncredit instruction.

3.   College Goal: Enhance accessibility for all students using library resources.

The circulation librarian will improve access to library materials by integrating accessibility functions in the library's integrated system, ALMA, making library resources and services more accessible to students. In addition, this librarian will provide essential oversight and coverage of circulation functions.

Program Review Request- Faculty
Golden West College

If you have more than one faculty request, please rank this against your others.

For example, if you are requesting three (3) faculty for this discipline, you could put a "2" in this box, a "1" on the next request and "3" on the third. "1" being your first priority, "2'", your second priority, and "3" your last priority. This will assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

Rank: Click or tap here to enter text.

Submitter's Signature: *Julie Terrazas*   **Date:** Click or tap to enter a date.

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

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President's Recommendation:

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Julie**
Submitter's Last Name:	**Terrazas**
Submitter's Email:	**Jterrazas3@gwc.cccd.edu**
Submitter's Phone Number:	**X55207**
Who is your Dean/Supervisor?	**Carla Martinez**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Kay Ngyuen**
Program/Department:	**Library**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☒ Instruction
- ☐ Student Services
- ☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Goal 1: The library would like to improve its library course offerings for students.   Description of Goal 1:   The librarians teach two, 1 unit, CSU/UC transferable courses: Library G110: Introduction to Library Research and Library G120: Libraries and the Internet. High school student enrollment increased in library courses. Therefore, the library would like to offer library dual enrollment courses. However, the current library budget does not allocate funds to offer library courses. The library would like to request an annual budget to fund: Intersession- 1 section of Library G110   Spring- 1 section of Library G120   Summer -1 Section of Library G110   Fall- 1 Section of Library G120   Campus Goal 1: Enrollment

Data to support the Program's Goal (if necessary/desired)   **Data Dashboards**   **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
None

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

What actions will the program take to accomplish this goal?
Request for funding to offer students four library course sections

What metric will you use to measure this goal?
Improvements in student enrollment, fill rates, and retention Evaluation and assessment of student learning outcomes Increase participation in dual enrollment

Which of the College's missions and goals does this goal support? (Vision 2030)

- ☒ Enrollment
- ☐ Equity and Success
- ☐ Completion
- ☐ Workforce Preparation
- ☐ Facilities
- ☐ Professional Development
- ☐ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).
The library courses support the college enrollment goal. A variety of courses offerings is beneficial for undecided majors and students looking for their passion. The library courses are unique in that they teach students research skills that are applicable to all college coursework. In addition, research skills are lifelong learning skills that will assist students make better informed decisions in many aspects of their lives beyond their educational attainment. Many students enrolled in library courses are students who have returned to college after a long hiatus and high school students. The library courses not only teach students important skills but are also great segway courses for students who need to adapt to college and build student confidence. All students can benefit from these one-unit courses as many students approaching transfer and/or graduation fall short of a few units and there are not many one unit, UC and CSU transferable courses offered at GWC.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☐ Technology
- ☐ Equipment
- ☒ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee

3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Intersession & Summer 2024 (Library G110 2, 1 unit 1 section seach term = 2 sections)	$5,238
Spring & Fall 2024 (Library G120, 1 unit, 1 section each terms= 2 sections	$5,238
Intersession & Summer 2025 (Library G110 2, 1 unit 1 section seach term = 2 sections)	$5,410.08
Spring & Fall 2025 (Library G120, 1 unit, 1 section each terms= 2 sections	$5,410.08
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
None

Will there be an on-going cost for this request? What is the total cost of ownership?
Yes, annual budget to offer these 4 sections.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

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President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Julie
Submitter's Last Name:	Terrazas
Submitter's Email:	Jterrazas3@gwc.cccd.edu
Submitter's Phone Number:	X55207
Who is your Dean/Supervisor?	Carla Martinez
Are you the Department Chair?	Yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Library

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☒ Instruction
- ☐ Student Services
- ☐ Administrative

Directions:
- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
The Librarians would like to stay current on professional literature to better assist, serve, and teach students. Several years ago, the librarians created an in-house librarian collection of professional development resources. Due to funding issues, the librarians have not been able to add resources to this collection. The librarians would like to continue to improve library instruction and services for students. Therefore, the librarians would like to request funding to purchase professional reading material in librarianship, library science, library instruction, library reference, etc. to stay current on professional literature and changes in librarianship to better serve students.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
NA

What actions will the program take to accomplish this goal?
Request to purchase librarianship professional resources

What metric will you use to measure this goal?

Record notable changes and improvements to library instruction and services

Which of the College's missions and goals does this goal support? (Vision 2030)

☐ Enrollment

☐ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☒ Professional Development

☐ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).

Librarians staying current with professional improvements and changes in library instruction and services is essential to provide the best service to students. Librarian professional development resources would assist in achieving Vision 2030's college goal on equity and success by:
1.   College Goal: Enhance the array of library services that support student learning and success.
2.   College Goal: Expand information literacy instruction using best practices both online and in-person.
3.   College Goal: Enhance accessibility for all students using library resources.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)

☐ Technology

☐ Equipment

☒ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:
1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
2023-2024: Librarianship professional literature books and or ebooks	$1,500
2024-2025: Librarianship professional literature books and or ebooks	$1,500
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
No, the library budget cannot cover this expense.

Will there be an on-going cost for this request? What is the total cost of ownership?
Ideally, the library would receive on-going funding for these resources to continue to build upon this librarian professional development collection to improve teaching.

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns about this recommendation
☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Coast Community College District

1370 Adams Avenue, Costa Mesa, CA 92626

PROFESSIONAL OPPORTUNITY

Position No.
Opening Date
Closing Date

Position Description:	**LIBRARIAN (Circulation)**
	Contract (tenure track), full-time, two-semester, 175-day position.
	Position availability subject to funding.
Location:	**Golden West College**
Start Date:	**?**

Performance Responsibilities: Duties may include, but are not limited to, the following:

1. Duties will include reference, information competency library instruction, student learning outcomes, information competency curriculum, library outreach, collection development, and other related duties as assigned.
2. Demonstrated experience coordinating a library service area in leading a team, in a considerate manner and with a sense of responsibility toward shared facilities.
3. Responsible for planning, directing, and overseeing the following library circulation operations such as registering new patrons; processing of overdue notices, bills, book reserves, and interlibrary loans; checking in and out library materials; receiving and following-up on library user complaints and/or special requests; maintaining quality public relations; advising library users of library programs and policies and procedures; conducting library inventory; and other duties as assigned.
4. Ensure that library faculty and staff are conversant in library policies and procedures and coordinates the development and maintenance of library policies and procedures.
5. Working knowledge of how to carefully treat confidential information such as library patron records, employee matters, disruptive student reports, etc.
6. Hires, trains, schedules, and oversees the work of the Circulation library support staff and student workers, as directed by the Dean.
7. Demonstrated experience in providing library customer service, at the public service/circulation desk, to students, faculty, and community members.
8. Experience with using library automated systems and integrated library system (ALMA).
9. Teach library reference services, research assistance, and library instruction to faculty, college staff, and students.
10. Strengthen the Library's presence by establishing, building, and maintaining partnerships on campus and off campus via outreach with library programs and services.
11. Teach assigned Library and Information Science credit classes, workshops, and orientations, using current instructional technology.
12. Plan, develop, and participate in curriculum development, implementation, and evaluation.
13. Fulfill the professional responsibilities of a full-time, tenure-track faculty member including, but not limited to the following: participate in staff, faculty, and departmental meetings, college and/or district-wide activities, and campus committees as assigned and required; teach scheduled library classes and orientations following the department course outlines of record (COR); keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; submit all requested reports, including but not limited to posting course syllabi and student learning outcomes (SLOs) in a timely manner.
14. Keep abreast of current trends in library information literacy instruction, digital publishing, remote resource delivery, and automated library systems, and contribute to the field of librarianship through reading professional literature, attending professional development workshops and conferences, serving in professional organizations, and/or conducting research for publications.

15. Communicate and meet with library colleagues, classified staff, and the library chair.
16. Collaborate in the development of grant projects and the identification of other library funding resources for collections within the Circulation department and library programs and events.
17. Create and assess library service outcomes SOAs.
18. Create and manage Zero Textbook Collection (ZTC) and e-reserve collection of library textbooks and materials.
19. Assignment may include day, evening, or weekend hours.

Minimum Qualifications:
1. Must meet one of the following qualifications under (a) through (c):
    a. Possess the California Community College Credential for this subject area.
    b. Possess a Master's degree from an accredited institution in Library Science or Library and Information Science.
    c. A combination of education and experience that is at least the equivalent of the above. Candidates making application based on equivalency must submit an Application for Equivalency form in addition to all other required materials.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desired Qualifications:
1. Experience working as a librarian in a community college, preferable in Public Services/Circulation.
2. Knowledge of library policies and procedures, including automated circulation systems and information technology.
3. Thorough knowledge of circulation department operations.
4. Knowledge of information literacy concepts and trends, pedagogical skills, and assessment strategies.
5. Excellent customer service, interpersonal, communication skills.
6. Collection development experience, particularly in an academic library.

Physical Demands:
–   The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
–   The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.
–   Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
–   A detailed list of physical demands and work environment is on file and will be provided upon request.

Application Requirements: To be considered for employment you must submit a complete application packet. A complete application packet includes:
–   Certificated Application.
–   Cover Letter highlighting your qualifications for the position that addresses the "Desirable Qualifications" of the position.
–   Current Resume.
–   Three current references.
–   Answers to Supplemental Questions.
–   Application for Equivalency (if applicable).

Be sure to complete all questions and sections of the application. For questions which may not apply, indicate "n/a" (not applicable). If you do not know an answer, please indicate so, but do not leave any space blank.

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community (reference Board Policy 050-1-1). Please note: Possession of the minimum qualifications does not ensure an interview.

Salary: For a full-time, two-semester position a maximum starting range of $66,109 to $ based on the 2023-2024 salary schedule of $66,109 to $157,799. In addition, an annual stipend of $ is offered for possession of an earned doctorate from an accredited institution.

Employee Benefits: The District provides a comprehensive benefit program effective the first calendar day of the month following the first day of regular employment. Dental and vision care plans for employees and dependents, and life insurance and income protection plans for employees are fully paid by the District. A variety of medical plans covering employees and their dependents are available, with the district paying the major portion of the cost.

APPLICATION PROCEDURES: Applications, whether paper or electronic must be received no later than the posted closing date. There are **NO EXCEPTIONS**.

Electronic applications may be completed by visiting www.cccdjobs.com. Once you have completed an electronic application, you may apply to open positions within the Coast Community College District by submitting the application and all other required materials. Required materials differ for each open position and must be complete when submitted for a specific posting. Instructions for completing applications and applying to posted positions are available online or by calling Applicant Processing at (714) 438-4715.

You may request a paper application, by calling (714) 438-4715. Paper applications must be received, and time stamped by 5:00pm at the Coast Community College District offices located at 1370 Adams Ave., Costa Mesa, CA 92626. There are **NO EXCEPTIONS**.

All application materials become the property of the Coast Community College District and will **NOT** be copied or returned. Information for TDD users is available by calling (714) 438-4755.

5 CCR § 58724

§ 58724. Tables of Minimum Standards for Libraries and Media Centers.

(a) Table 1 consists of ALA/ACRL-AECT described minimum standards for libraries as follows:

TABLE 1
ALA/ACRL—AECT—Minimum Standards for Libraries (*Modified*)

| College Size | Type of Staff | | Materials | |
FTES	Faculty Librarian	Support	Periodicals (*No. Subscriptions*)	Volumes (*No. on Shelf*)
< 1,000	2.0	3.0	230	30,000
1,001–3,000	3.0	4.5	300	40,000
3,001–5,000	4.0	6.5	500	60,000
5,001–7,000	5.0	9.0	700	80,000
Each Additional 1K	0.5	1.0	50	7,500

Intersession 2024: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G110	1	1 unit (18hrs.)	$2,619.00	
Spring 2024: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G120	1	1 unit (18hrs.)	$2,619.00	
Summer 2024: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G110	1	1 unit (18hrs.)	$2,619.00	
Fall 2024: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G120	1	1 unit (18hrs.)	$2,619.00	
			Grand Total 2024:	$10,476.00
Intersession 2025: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G110	1	1 unit (18hrs.)	$2,705.04	
Spring 2025: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G120	1	1 unit (18hrs.)	$2,705.04	
Summer 2025: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G110	1	1 unit (18hrs.)	$2,705.04	
Fall 2025: Librarian Course(s)				
Course	# Sections	# Units	Cost:	
Library G120	1	1 unit (18hrs.)	$2,705.04	
			Grand Total 2025:	$10,820.16

Instruction
Vice President (D34)
Lois Miller

Learning Resources & New Media/Distance Learning
Dean (D32)
Douglas Larson

Learning Resources
Division/Area Office Coordinator (E49)
Ann Yarchin

Online Instruction
Director (G24)
Jorge Ascencio

New
Media
Senior
SystemA
nalyst
(E69)
*John
Hanna*

Staff Asst
(E52)
*Pam
Pacheco*

Web Programmer
(E59)
Jan Harmon

Online Instr Assoc
(E48)
Juli VanDorn

Online Course Asst
(E44)
David Vasquez

**LRC Tutoring Ctr
& College Success**
Asst Professor, Coordinator &
Scheduler
VP Senate
Gregg Carr

College Success
Professor (20%)
Dean Mancina

College Success
Professor
Maria Chovan

College Success
Professor
Joyce Bishop

College Success
Professor
vacant

Tutorial & Learning Center
Tutorial Services Coordinator
(E48)
Lauren Schlosser

Tutorial & Learning Center
Instructional Associate
(E40)
Chris Ohlendorf

Student Computer Center
Instructional Associate
Computer Lab (E48)
Connie Marten

Student Computer Center
Lab Instructional Asst 40%
vacant (E44)

Faculty (handwritten)

Library Science
Library Coord., & Professor
Susan Berman (2007-2009)
replaced by Alana (handwritten)

Library Science
Assoc. Professor
Treisa Cassens (2007-2009)
replaced by Cathy (handwritten)

Library Science
Professor
Roxana Ross
not replaced (handwritten)

Library Science
Instructor
Gonzalo Garcia

Library Science
Instructor
Julie Davis-Wolfe

Library Science
Instructor
vacant
not replaced (handwritten)

Classified (handwritten)

Library
Library Assistant (E44)
Adele Dick
not replaced (handwritten)

Library
Library Assistant (E44)
Liza Busser

Library
Library Clerk, Sr. (E40)
Vanessa Aguirre

Library
Library Assistant (E44)
Le Carter
not replaced (handwritten)

Library
Library Clerk, Sr. (E40)
Wei-Lun Lo