

Santa Rosa Junior College

Program Resource Planning Process

Library Services 2023

1.1a Mission

The Santa Rosa Junior College Libraries cultivate dynamic student-centered learning environments designed to foster student success. We create access to quality resources and instruct students in research skills that extend learning, enhance critical thinking, and inspire intellectual discovery.

To fulfill their mission, the SRJC Libraries:

1. Support SRJC's curriculum by selecting, organizing and maintaining resources necessary for current and emerging instructional programs
2. Collaborate with faculty to embed the library into the classroom
3. Create virtual gateways to diverse sources of knowledge
4. Ensure equal access to library programs and resources for learners across the spectrum of educational level, physical ability and location
5. Provide an engaging environment that promotes individual and collaborative learning
6. Evaluate resources and services to ensure future readiness vital to student success
7. Inspire learners with imaginative uses of technology, spaces and resources that support participation and community engagement

1.1b Mission Alignment

The library mission is strongly aligned with the mission of Santa Rosa Junior College. The SRJC Libraries foster learning and academic excellence by providing critical resources, services, and instruction in direct support of the curriculum across all disciplines at the College. The Libraries contribute to student equity and student retention by providing access to high-cost materials with convenient and responsive facilities and services. As a leader in innovative and emerging instructional programs, the Libraries work collaboratively with faculty in all disciplines to provide highly effective instructional services that directly impact student achievement and foster student success.

1.1c Description

The SRJC Libraries support student success and foster academic excellence by providing a complete learning infrastructure that is designed to fully develop student potential and promote academic success. Students obtain what they need to learn and succeed by accessing varied instructional environments, curriculum-based resources and collections, technology, and state-of-the-art learning facilities.

The Libraries are the most heavily used instructional spaces at the SRJC. To support the success of students at SRJC and beyond, Libraries provide intentionally selected collections in various formats and excellent services. These innovative resources are designed to extend learning beyond the Libraries' walls. At the SRJC Libraries knowledge exploration is central to student learning. Students use current and relevant research tools and a wide array of learning resources to find information to support completion of their class assignments. An innovative and varied information literacy instruction program supports critical thinking, academic integrity, and academic achievement.

1.1d Hours of Office Operation and Service by Location

The SRJC Libraries provide the only service consistently available to students throughout the day, into the night and over weekends. The following hours are set for the 2023-2024 Academic Year.

Doyle Library | Santa Rosa Campus

M-Th 7:45 AM -9:00 PM (2 Library Technicians, 1 Librarian, x 6 student employees)

Fri 9:00 AM - 5:00 PM (2 Library Technicians, 1 Librarian, x 4 student employees)

Sat 9:00 AM - 3:00 PM (1 Library Technician, 1 Librarian, x 3 student employees)

Doyle Summer – 8-week session:

M-Th: 10:00 AM -4:00 PM (2 Library Technicians, 1 Librarian, x 5 student employees)

Mahoney Library | Petaluma Campus

M-Th 7:45 AM -7:00 PM (1-2 Library Technicians, 1 Librarian, x 1 student employees)

Fri 10:00 AM - 2:00 PM (2 Library Technicians, 1 Librarian, x 1 student employees)

Sat 10:00 AM - 2:00 PM (1 Librarian, x 2 student employees)

Mahoney Summer – 6-week session:

M-T: 10:00 AM -2:00 PM (1-2 Library Technicians, 1 Librarian, x 1 student employees)

1.2 Program/Unit Context and Environmental Scan

The following changes in the social, business, cultural, educational, technological or regulatory environment that could impact our program/unit over the next three years:

- The rapid acceleration of AI (i.e. ChatGPT, etc.) and its impact on education
- Supporting students' mental health continues to be a needed area of growth for all area of campus, including libraries

- The establishment of a campus residency in Santa Rosa will bring students to campus year around. This could increase the need for library services or change the hours/services needed from the Doyle Library (Santa Rosa Campus).
- Fallout from the pandemic will continue to affect the educational sphere in a variety of ways

2.1a Budget Needs

Continuous Hotspot Funding: As a response to the move instruction online in 2020 as a response to the COVID 19 Pandemic, the library began circulating hotspots to provide crucial mobile internet access to students. Data and use have proven that this program is needed ongoing beyond the crisis response of COVID 19. The number of hotspots has reduced over time due to funding constraints and we are asking to maintain this program at the 23/24 level. We will continue to maintain a request process that allows us to prioritize the highest need students and constantly monitor a waitlist.

Budget for Library loaned hotspots over the last 3 years:

2021-2022 (HEERF) \$66,000 allocated, additional \$14,000 provided to cover overspending

2022-2023 (HEERF) \$40,000

2023-2024 (special one-time funding) \$25,000

2024-2025 (General Fund requested) \$25,000

As part of a reduction strategy, we are working with Student Services to bring awareness to affordable internet options, including a new program launched by the Biden Administration. The Basic Needs team has updated the information on this page: <https://onlinestudentservices.santarosa.edu/free-or-affordable-technology>. Request: **\$25,000**.

Funding for Library Collections from General Fund: The libraries circulate items to students from a robust collection of books, e-books, textbooks, streaming videos and technology equipment. The libraries provide academic offerings across print and digital formats and serve all disciplines and academic clusters, with increasing demand for streaming videos and technology equipment. The library is seeing an increase in requests as faculty incorporate electronic library resources and streaming media into their online lecture content. This library materials request is to meet instructional needs and provide curriculum support across the district, through both libraries and online. The request includes the allocation in the general fund rather than solely within IELM so that the libraries have collections budget dollars that can be spent throughout the year rather than only when IELM funding is available. Request: **\$100,000**.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	02	06	\$100,000.00	The request includes the allocation in the general fund rather than solely within IELM so that the libraries have collections budget dollars that can be spent throughout the year rather than only when IELM funding is available
0002	ALL	01	04	\$25,000.00	Student Hotspots: Maintain a program to circulate mobile hotspots to students to provide crucial internet access to students.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Lib Tech II	40.00	12.00	Supports Access services. Part of course reserves team for both libraries. Serves as closing/evening building supervisor.
Lib Tech III	40.00	12.00	Oversees interlibrary loan and electronic resource purchasing for technical services. Cross-trained to assist at public services desks.
Lib Tech III	40.00	12.00	Oversees access services at Mahoney Library. Leads course reserves team for both libraries. Is accountable for the oversight and allocation of student budgets; provides direction to student assistance and other classified access services staff.
LRET AAIII	40.00	12.00	Assists entire LRET Cluster in addition to supporting IELM and Sabbatical processes. This position is also responsible for limited Distance Education administrative support.
Lib Tech III	40.00	12.00	Oversees access services at Doyle Library: Is accountable for the oversight and allocation of student budgets; provides direction to student assistants and other access services staff.
Lib Tech III	40.00	12.00	Oversees acquisitions, purchasing and print periodicals for library technical services. Cross-trained to assist at public services desks.
Lib Tech III	40.00	12.00	Oversees archives, receiving, invoicing and systems processes for technical services.
Lib Tech II	40.00	12.00	Assists at public service desks and other areas of library. Part of course reserves team for both libraries.
Lib Tech II	40.00	12.00	Supports Access Services, oversees tech gear & printing systems, serves as opening/daytime building supervisor
Lib Tech III	40.00	12.00	Oversees cataloging, other technical services area of library. Cross-trained to assist at public services desks.
Lib Tech II	40.00	12.00	Supports Access Services, Circulation, serves as Saturday building and student employee supervisor. (requested, Req in progress, reduction to full-time position)

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Learning Resources & Ed Technology	40.00	12.00	Provides administrative leadership for all aspects of learning resources program including Library Services, Media Services, and District Technology Planning.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Mahoney - Petaluma Student Assistants	56.00	12.00	Assist at all service desks. Overall hours vary.
Doyle - SR Student Assistants	216.00	12.00	Assist at all service desks. Overall hours vary.

2.2d Adequacy and Effectiveness of Staffing

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	02	01	Library Technician II 100%	Library Technician II 60%	Classified

2.3a Current Contract Faculty Positions

Position	Description
Mahoney Public Services Librarians (3)	Provides 15 hours per week of student contact through reference research desk service, research appointments, and Information Literacy credit courses; offers course-integrated instruction sessions and workshops. Provides instruction through a variety of modalities, including face-to-face, reference and research, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources courses, videocall, chat, and phone. Develops instructional materials in support of discipline-based faculty classroom research assignments. Prepares and arranges student contact activities including consultation Collaborates with instructional faculty, to development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Participates in targeted efforts to reach all student populations, including underserved and at-risk students. Participates in learning activities in collaboration with other discipline faculty; conducts outreach and public relations activities, including program-related community outreach events and development and implementation of program related gallery exhibits.
Doyle Public Services Librarians (4)	Provides 15 hours per week of student contact through reference research desk service, research appointments, and Information Literacy credit courses; offers course-integrated instruction sessions and workshops. Provides instruction through a variety of modalities, including face-to-face, reference and research, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources courses, videocall, chat, and phone. Develops instructional materials in support of discipline-based faculty classroom research assignments. Prepares and arranges student contact activities including consultation Collaborates with instructional faculty, to development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Participates in targeted efforts to reach all student populations, including underserved and at-risk students. Participates in learning activities in collaboration with other discipline faculty; conducts outreach and public relations activities, including program-related community outreach events and development and implementation of program related gallery exhibits.
Tech Services Librarian (1)	Responsible for all activities related to print and digital library material acquisition, bibliographic control, integration in and access through academic research systems. Responsible for maintenance and quality control of the library online catalog; administers the library materials budgets and directs the work of classified staff in Cataloging, Acquisitions, Periodicals, and Interlibrary loan; serves as liaison with the library system vendors; directs the work of Technical Services support staff; manages District archives. Performs the functions of the Systems Librarian by managing the enterprise library software that runs all operations for both campus libraries. Responsible for the integration of multiple formats of digital and print resources for student access in research interfaces. Supervises 6 Technical Services staff.
Electronic Svcs Librarian (2)	Develops and maintains the library web services, including the library website. Responsible for integration of database, e-book, and web systems with SIS to ensure student authentication and access to all library resources. Troubleshoots student and instructor problems in accessing database, e-book and other electronic instructional resources. Develops digital and interactive library instruction materials. Lead digital integrations to enhance delivery of digital resources and services. Support integration of library resources with other library and campus-wide systems. Analyze, troubleshoot, document, and resolve digital access problems. Provide leadership on security and privacy of library-based electronic resources, and services. Act as liaison to the library's media collection.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Library Instruction - Doyle Reference	3.2000	56.0000	9.8000	44.0000	Four full time regular faculty librarians provided 58% of reference service at Doyle Library per week; a pool of 9 adjunct faculty librarians provided 42% of reference service per week.
Library Instruction - Mahoney Reference	3.0000	37.0000	11.0000	63.0000	Two full time regular faculty librarians provided 60.6% of reference service at Mahoney Library per week; a pool of 11 adjunct faculty librarians provided 39.4% of reference service per week.

2.3c Faculty Within Retirement Range

We have two faculty within retirement range.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

No faculty staffing request for 2023.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

Instructional Collections for district libraries (Contingent on no general fund allocation for collections, as submitted in 2.1a-b)

The libraries circulate items to students from a robust collection of books, e-books, textbooks, streaming videos and technology equipment. The libraries provide academic offerings across print and digital formats and serve all disciplines and academic clusters, with increasing demand for streaming videos and technology equipment. The library is seeing an increase in requests as faculty incorporate electronic library resources and streaming media into their online lecture content. This library materials request is to meet instructional needs and provide curriculum support across the district, through both libraries and online. **Request: \$100,000.**

Mahoney Library Teaching Lab Furniture Update

Update the student workstations/furniture in the Mahoney Teaching Lab (718) with system/configuration that supports a flexible and collaborative student learning environment, enhances engagement and the exchange of ideas, removes barriers to support, and is adaptable for both dual and traditional delivery modes, with accommodations for ADA student needs. **Request: \$****

Patio Furniture for Doyle Library

Current furniture is non-existent or completely rusted out. Th new furniture being requested will provide shaded, outdoor study solar-powered study space in the outdoors. **Request: \$36,400**

Exterior Digital Signage for Mahoney Library Building

Exterior Digital Signage was identified as a need during a larger building project to permanently relocate Tutorial Services to the Mahoney Library Building. This signage would be added to the exterior to help share crucial information with students regarding Library and Tutorial services. By

installing digital signage that is supported by district structures, this is a sustainable way to ensure we are able to communicate with our students. The quote was verified by Media Services. **Request: \$15,000**

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	02	01	Instructional collections for district libraries. Libraries have no general fund collection budget.	1	\$100,000.00	\$100,000.00	Erin Daniels	Mahoney & Doyle Libraries	Mary-Catherine Oxford
0002	ALL	01	02	Update the student workstations/furniture in the Mahoney Teaching Lab (718) with system/configuratio	2	\$0.00	\$0.00	Sheila Cunningham	Pet Rm 718	Mary-Catherine
0003	ALL	00	03	Patio furniture for Doyle Balcony (3rd floor)	4	\$9,100.00	\$36,400.00	Eve Miller	Doyle Library - 3rd Floor Patio	Mary-Catherine

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	04	Exterior Digital Signage for Mahoney Library	1	\$15,000.00	\$15,000.00	Mary-Catherine Oxford & Matthew Long	Mahoney Library Exterior Entrance	Mary-Catherine Oxford

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	00	00	1 Year	Doyle	Exterior	\$20,000.00	Address failed windows in Doyle (the ones that are starting to look foggy)

2.5b Analysis of Existing Facilities

None.

3.1 Academic Quality

Goal 1.1.1

Academic Quality > Ensure quality of courses and andragogy across disciplines and modalities > *Promote robust professional development and maintain professional development resources on culturally responsive andragogy and practices that are annually reviewed and updated.*

- Established Professional Development workgroup for libraries to address professional development needs of libraries, as well as how the libraries can contribute to campus professional development
- Librarians led a variety of PDA sessions to support instruction and IDEAA principles in multiple modalities

Goal 1.2.1

Academic Quality > Inspire and prepare students for transfer, degree or certificate completion, and lifelong learning through critical thinking and civic engagement > *Implement institutional learning outcomes that track how SRJC inspires and prepares students in support of equitable outcomes.*

- Improved libraries' collections across all disciplines, in a variety of formats
- Implemented RapidILL resource borrowing service, which expanded student access to robust information sources, as well as providing opportunities for students to engage in research processes they will encounter after transferring to four-year schools.

3.2 Student Success and Support

Goal 2.1.1

Student Success and Support > Build a culture and ecosystem that creates a sense of belonging and purpose for all students > *Prioritize student services events and activities which sustain a community committed to student learning and development*

- Established Welcome Workgroup for libraries to lead the prioritization of and participation in campus events where the libraries' presence would be impactful
- Offered drop-in learning sessions on a variety of topics including fake news and research techniques.
- Participated in campus-wide welcome and tabling events throughout the year

Goal 2.1.2

Student Success and Support > Leverage basic needs services in support of student success while at the college and in the community > *Provide all students with comprehensive learning opportunities on accessing basic needs in support of wellness*

- Collaborated with campus basic needs services to provide free snacks for all students at the libraries' circulation desks

- Provided weekly student wellness events with therapy dogs at both libraries

3.3 Responsiveness to Our Community

Goal 3.1.1

Responsiveness to our Community > Offer SRJC programming that impacts all members of our community > *SRJC programs regularly assess their purpose in relation to diverse needs in education, community, and economics*

- Developed and offered a robust set of student workshops focusing on current trends in information usage, reflect changes in society
- In collaboration with several departments, prepared implementation of Alma D, library-driven ZTC initiative that seeks to provide digital access to textbooks

Goal 3.1.2

Responsiveness to our Community > Provide equitable access to District opportunities in recognition of diversification in county population > *All new and updated policies, procedures, and practices will be reviewed to ensure equitable access to District opportunities (i.e., programs, enrollment, and employment).*

- Robust adoption of analytics from library services platforms to ensure libraries' procedures and practices align with libraries' goals

3.4 Campus Climate and Culture

Goal 4.1.1

Campus Climate and Culture > Formalize a campus climate that is culturally aware and prioritizes efforts in support of inclusion, diversity, equity, antiracism, and accessibility (IDEAA) > *Establish and regularly assess an identifiable campus climate and culture for everyone who interacts with SRJC*

- Procured and implemented several IDEAA-focused digital collections
- Improved libraries' collections to ensure that underrepresented areas are equally covered
- Continually assessed gaps in collections in IDEAA areas
- Staff participation in leadership opportunities supporting IDEAA initiatives

Goal 4.1.2

Campus Climate and Culture > Promote a community culture of sustainability > *Identify annual goals for sustainability, including the creation and regular assessment of a District Sustainability Plan that achieves the Presidential Climate Commitment.*

- Staff participation on sustainability committee
- Collaboration with campus sustainability issues in libraries' spaces

4.1a Course Student Learning Outcomes Assessment

The Learning Resources Department actively fosters a positive culture of assessment. Time is formally scheduled in department meetings for faculty to share their assessment projects, outcomes, and instructional changes made as a result of their efforts.

Learning Resources offers a single one-unit course which is taught by regular and adjunct faculty (LIR 10). Because only one course is taught, LIR 10 is under a constant cycle of evaluation each semester. The department's assessment schedule is presented below:

Course	SLO #s	Participating Faculty	Academic Year	Semester Completed	Comments
LIR 10	2	Volunteer(s) TBD at faculty meeting	2019-2020	Fall 2019	Not completed
LIR 10	3	Volunteer(s) TBD at faculty meeting	2019-2020	Spring 2020	Not completed
LIR 10	4	Volunteer(s) TBD at faculty meeting	2020-2021	Fall 2020	Not completed
LIR 10	5	Volunteer(s) TBD at faculty meeting	2020-2021	Spring 2021	Not completed
LIR 10	1	Katrina Smith, Boutsaba Janetvillay, Kathy Thornley, and Jessica Harris	2021-2022	Fall 2021	All SLO Assessments were submitted through the online ACCJC portal.
LIR 10	2	Volunteer(s) TBD at faculty meeting	2021-2022	Spring 2022	All SLO Assessments were submitted through the online ACCJC portal.
LIR 10	1,2	Sheila Cunningham, Canon Crawford, Loretta Esparza	2022-2023	Fall 2020	Assessments were submitted online

4.1b Program Student Learning Outcomes Assessment

N/A

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2008	Spring 2009	Spring 2009
Course	LIR 30	Fall 2007	Spring 2008	Spring 2009
Course	LIR 30	Fall 2008	Spring 2009	Spring 2009
Course	LIR 10	Spring 2010	Spring 2010	N/A
Course	LIR 30	Spring 2010	Spring 2010	N/A
Course	LIR 310	N/A	N/A	N/A
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013
Course	LIR 10	Fall 2012	Fall 2012	Fall 2012
Course	LIR 10	Fall 2012	Fall 2012	Fall 2012
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Fall 2014	Fall 2014	Fall 2014
Course	LIR10	Fall 2015	Spring 2016	Fall 2016
Course	LIR 10	Spring 2016	Spring 2016	Fall 2016
Service/Program	Course Integrated Instruction	Fall 2014	Fall 2014	Spring 2015
Service/Program	Course Integrated Instruction	Spring 2015	Spring 2015	Fall 2015
Service/Program	Library Instructional Svcs	Spring 2011	N/A	N/A

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Acq and Deliv of Resources	Spring 2011	N/A	N/A
Service/Program	Technology Infrastructure	Fall 2011	N/A	N/A
Service/Program	Learning Environment	Fall 2010	N/A	N/A
Service/Program	Interlibrary Loans	Spring 2013	Spring 2013	N/A
Service/Program	Public Service Desk Assessment	Spring 2014	Spring 2014	N/A
Service/Program	Research Assistance Assessment	Spring 2014	Spring 2014	N/A
Service/Program	Print/Copy Services	Fall 2014	Fall 2014	Fall 2014
Service/Program	Group Study Facility Assessmen	Spring 2015	Spring 2015	Summer 2015

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Course Integrated Instruction		X					X	X	X	X	X	X	X	X	X	X
LIR 10: Intro to Information Literacy		X					X	X	X	X	X	X	X	X	X	X
Reference & Research Support		X					X	X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

None.

5.0 Performance Measures

On an annual basis, we gather data that reflects our work activities including research and instructional interactions and sessions provided by Public Services librarians, circulation transactions conducted by Access Services staff, and the discovery and usage of both physical and web resources, which is supported by the work of Technical Services and Electronic Services. Data is reported as required to the California Community College State Chancellor's Office Academic Library Data Survey and IPEDS. In

addition, the library voluntarily reports to the Association of College and Research Libraries annual survey.

In addition, Electronic and Technical Services teams use system reporting functionality to identify challenges and trends as needed. There are currently several trend reports sent out on a subscription basis to public services librarians including:

- Ebook Usage
- Popular Searches
- Zero Results Searches

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The department offers LIR10: Introduction to Information Literacy, in various formats and at a variety of times in order to allow students maximum accessibility. LIR 10 is offered at both Santa Rosa and Petaluma every semester and summer session. In response to student demand, additional sections are added.

5.2a Enrollment Efficiency

In 8 out of the 9 past semesters we've reached the district goals for enrollment efficiency.

Enrollment Efficiency Summary by Session (All locations and modalities are combined)

Fall 2022:	96.5%
Summer 2022:	92.3%
Spring 2022:	91.4%
Fall 2021:	95.7%
Summer 2021:	92.3%
Spring 2021:	95.8%
Fall 2020:	100.2%
Summer 2020:	102.1%
Spring 2020:	96.3%

5.2b Average Class Size

Average class sizes have remained steady. Average class sizes for all locations and courses during recent semesters are as follows:

Fall 2022:	28.9
Summer 2022:	27.7
Spring 2022:	27.3
Fall 2021:	28.6
Summer 2021:	27.7

Spring 2021:	28.7
Fall 2020:	30
Summer 2020:	30.6
Spring 2020:	28.8

5.3 Instructional Productivity

Our instructional productivity is lower than the district goal of 17.5.

Fall 2022:	12.75
Summer 2022:	13.47
Spring 2022:	12.13
Fall 2021:	13.91
Summer 2021:	13.47
Spring 2021:	13.97
Fall 2020:	14.56
Summer 2020:	14.90
Spring 2020:	14.05

5.4 Curriculum Currency

LIR 10 is actively taught year round. The course outline of record (COR) was updated by the Department approved by the Curriculum Committee in Fall 2017 to keep in alignment with information literacy instruction and reflects the changing nature of information research. It will need to be updated and reviewed by the Curriculum Committee in 2024.

5.5 Successful Program Completion

N/A

5.6 Student Success

5.6.a The percentage of students demonstrating success in terms of course retention is as follows:

Fall 2022: 80.5%
 Summer 2022: 89.6%
 Spring 2022: 87.9%
 Fall 2021: 83.6%
 Summer 2021: Data Unavailable
 Spring 2021: 86.4%
 Fall 2020: 79.7%
 Summer 2020: 83.1%
 Spring 2020: 76.5%

5.6.b The percentage of students that successfully completed courses for the same periods of time are as follows:

Fall 2022: 78.1%
 Summer 2022: 88.9%
 Spring 2022: 85.7%
 Fall 2021: 81.1%
 Summer 2021: Data Unavailable
 Spring 2021: 85.2%
 Fall 2020: 78.4%
 Summer 2020: 82.4%
 Spring 2020: 74.9%

5.6.c Gradepoint averages for the same periods of time are as follows:

Fall 2022: 3.18
 Summer 2022: 3.52
 Spring 2022: 3.45
 Fall 2021: 3.26
 Summer 2021: Data Unavailable
 Spring 2021: 3.45
 Fall 2020: 3.17
 Summer 2020: 3.45
 Spring 2020: 3.19

5.7 Student Access

LIR 10 class enrollment

Students served by ethnicity during the 2021-2022 academic year, as provided by the District are as follows:

White	36.6%
Asian	3.6%
Black	2.6%
Hispanic	44.6%
Native American	0.7%
Pacific Islander	0.4%
Filipino	1.5%
Other Non-White	5.7%
Decline to state	4.2%

Gender breakdown of students during the 2021-22 academic year, as provided by the District are as follows:

Male	39.3%
Female	58.6%
Unknown	2.1%

5.8 Curriculum Offered Within Reasonable Time Frame

The department offers LIR10: Introduction to Information Literacy, in various formats and at a variety of times in order to allow students maximum accessibility. LIR 10 is offered at both Santa Rosa and Petaluma every semester and summer session. In response to student demand, additional sections are added.

5.9a Curriculum Responsiveness

LIR 10 curriculum proactively integrates new instructional elements that reflect the rapidly changing technological interfaces students encounter in an academic library.

5.9b Alignment with High Schools (Tech-Prep ONLY)

N/A

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

LIR 10 is transferable to the CSU and UC systems.

5.11a Labor Market Demand (Occupational Programs ONLY)

N/A

5.11b Academic Standards

The department actively monitors and adheres to the educational information literacy standards that have been agreed upon and codified by the Association of College and Research Libraries and the American Library Association. This is an active component of the instructional aim of the Learning Resources department as well as for general Library operations. Our instructional SLOs measure student success and we use results from these assessments to generate conversation about new ways to teach concepts.

The department regularly engages in dialogue with regard to the information literacy standards because of their central nature to successful academic instruction. Instructors and library faculty regularly share information regarding new challenges to information literacy and design curriculum and learning strategies to meet the challenges of a dynamic information-rich environment.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	02	01	Maintain library quality through effective faculty/staff job recruitments	Revise current faculty assignments to adapt services and instruction to changing student need and pedagogical practices, with focus on underserved populations, basic skills, and English language learners.	2020-2021	Complete. Librarian liaisons are established for all academic programs.
0001	ALL	02	01	Assess effectiveness of the Learning Commons space revitalization project.	In 2017-2018 library spaces were updated in order to fully meet changing instructional patterns and student needs. Assessment effectiveness of integrated learning technologies and collaborative spaces for support of student research and student knowledge creation.	2020-2021	Complete. Library workgroups established at both Doyle and Mahoney to continue to monitor use of furniture in space and to make recommendations.
0002	ALL	02	01	Procure an instructional materials budget to support all District instruction activity and programs	Continue to adequately provide instructional materials collections to support student access and success. Provide information resources for appropriate materials to support student learning and instruction	2020-2021	General fund request in this PRPP. Libraries utilized IELM State Annual funding for collections. There is no established district general fund for library collection development.
0003	ALL	02	01	Continue the development, evaluation and assessment of student learning outcomes and program learning outcomes	Improve instruction and services through continual assessment	2020-2021	SLOs for LIR10 were assessed in Fall 22 and Spring 23 semester.
0004	ALL	02	01	Conduct annual review of electronic resources collections and services; increase capacity to conduct data curation to manage an increasing array of information resources.	Assess and transform library technical service processes to meet changing service demands for expanded access to electronic resources across a variety of platforms and services.	2020-2021	Structure established. Automated harvesting for all usage data was implemented.
0005	ALL	02	01	Provide professional development and training of library faculty and staff to take advantage of emerging technologies.	Ensure workforce competence as libraries continue to transform services and digital access to resources in increasingly complex delivery systems.	2020-2021	Structure established. Library workgroup established to address professional development
0005	ALL	04	06	Continue to evaluate and implement hardware, software and cloud-based resources to offer access to library resources while minimizing security risks and downtime	Identify and develop a strategic plan for replacement of rapidly obsolete Integrated Library System that runs campus library operations	2020-2021	Complete. Alma/Primo was implemented. Technical team has regular process for reviewing new updates and software/cloud opportunities.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0005	ALL	02	01	Address ongoing demand for access to more costly electronic resources, including streaming video, brought about by growth in online instruction and changing instructor requests for digital resources.	Reallocate budgets where possible to purchase streaming video and other digital resources as requested.	2020-2021	The budget for e-resources stability is continually reviewed.

6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	03	Stabilize and improve libraries' processes with current staffing levels	<p>Continue to implement and improve libraries' Workgroups Model across strategic areas and libraries' teams, and towards common goals</p> <p>Continue to assess and improve workflows across the libraries' teams.</p>	23-34	None.
0002	ALL	01	01	Prepare LIR10 for required curriculum review in 24-25.	Update SLOs and COR for LIR10	23-24	None.
0003	ALL	03	05	Regularly assess libraries' programs in relation to diverse needs in education, community, and economics	<p>Create an assessment plan for libraries' service area outcomes with DEIAA as a primary consideration in those outcomes.</p> <p>Complete process for regular review and improvement of libraries' hours in relation to campus needs.</p>	23-24	None.
0004	ALL	02	05	Contribute to Strategic Enrollment Plan	Finalize exploration, and implementation, if feasible, of 770 for libraries' programs.	23-24	None.