Peralta Community College District
Annual Program Update Template 2014-2015
DISTRICT-WIDE DATA by Subject/Discipline Fall Semesters

I. Overview

BI Download:	10/24/2014	Dept. Chair:	Vacant
Subject/Discipline:	LIS (LIBRARY)	Dean:	A. Black
Campus:	MERR		
Mission Statement	The Merritt College Library strives to provide information sources and access to the human record in multiple formats, in direct support, of the current and lifelong learning needs of its students, faculty, and staff.		

II. Enrollment

	Alameda	Berkeley	Laney	Merritt	District
Census Enrollment F11	34	0	41	0	75
Census Enrollment F12	39	0	16	0	55
Census Enrollment F13	74	0	43	0	117
Sections F11	1	0	2	0	3
Sections F12	2	0	2	0	4
Sections F13	2	0	2	0	4
Total FTES F11	2.27	0.00	1.37	0.00	3.64
Total FTES F12	2.13	0.00	0.53	0.00	2.66
Total FTES F13	3.80	0.00	2.87	0.00	6.67
Total FTEF F11	0.13	0.00	0.13	0.00	0.26
Total FTEF F12	0.20	0.00	0.13	0.00	0.33
Total FTEF F13	0.19	0.00	0.27	0.00	0.46
FTES/FTEF F11	17.00	0.00	10.25	0.00	27.25
FTES/FTEF F12	10.67	0.00	4.00	0.00	14.67
FTES/FTEF F13	19.50	0.00	10.75	0.00	30.25

Note: Attendance Method "X" classes are excluded from the calculations.

III. Student Success

	Alameda	Berkeley	Laney	Merritt	District
Total Graded F11	32	0	40	0	72
Total Graded F12	39	0	16	0	55
Total Graded F13	71	0	34	0	105
Success F11	24	0	24	0	48
Success F12	17	0	7	0	24
Success F13	42	0	25	0	67
% Success F11	0.75	0.00	0.60	0.00	0.67
% Success F12	0.44	0.00	0.44	0.00	0.44
% Success F13	0.59	0.00	0.74	0.00	0.64
Withdraw F11	4	0	4	0	8
Withdraw F12	10	0	1	0	11
Withdraw F13	23	0	2	0	25
% Withdraw F11	0.13	0.00	0.10	0.00	0.11
% Withdraw F12	0.26	0.00	0.44	0.00	0.2
% Withdraw F13	0.32	0.00	0.06	0.00	0.24

IV. Faculty

	Alameda	Berkeley	Laney	Merritt	District
Contract FTEF F11	0.00	0.00	0.13	0.00	0.13
Contract FTEF F12	0.00	0.00	0.13	0.00	0.13
Contract FTEF F13	0.00	0.00	0.27	0.00	0.27
TEMP FTEF F11	0.00	0.00	0.00	0.00	0.0
TEMP FTEF F12	0.00	0.00	0.00	0.00	0.0
TEMP FTEF F13	0.13	0.00	0.00	0.00	0.13
Extra Service FTEF F11	0.13	0.00	0.00	0.00	0.13
Extra Service FTEF F12	0.20	0.00	0.00	0.00	0.2
Extra Service FTEF F13	0.06	0.00	0.00	0.00	0.06
Total FTEF F11	0.13	0.00	0.13	0.00	0.26
Total FTEF F12	0.20	0.00	0.13	0.00	0.33
Total FTEF F13	0.19	0.00	0.27	0.00	0.46
% Contract/Total F11	0.00	0.00	1.00	0.00	0.5
% Contract/Total F12	0.00	0.00	1.00	0.00	0.3939
% Contract/Total F13	0.00	0.00	1.00	0.00	0.587

V. Qualitative Assessments

CTE and Vocational: Community and labor market relevance. Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, licensure and job placement rates, etc.	
Transfer and Basic Skills: Describe how your course offerings address transfer, basic skills, and program completion.	

VI. Course SLOs and Assessment

	Fall 2014
Number of active courses in your discipline	NA
Number with SLOs	NA
% SLOs/Active Courses	NA
Number of courses with SLOs that have been assessed	NA
% Assessed/SLOs	NA

Describe types of assessment methods you are using
For library services, MC Library Competency Questionnaire
For bibliographic instruction, Perceived Teaching Effectiveness Assessment (PTEA)

For bibliographic instruction, Library Instructional Assessment (LIA)

A. Composite Student Profile
   1. Female, 20s, African-American, Full-time, Transfer
B. Top 5 Majors
   1. Nursing (13%), Child Development (11%), Other (11%), Administration of Justice (9%), Business (7%)
C. Top 5 Library Resources/Services
   1. Computers & Printers (88%), Reserve Textbooks (68%), Study Space (61%), Photocopiers (53%), Reference Books (39%)
D. Library Skills Findings
   1. Students most familiar with policies and procedures for services they use most frequently.
   2. Students scored poorly on questions about research methods and library search tools.
E. Library Staff Service
   1. Students overwhelmingly positive about interactions with staff and faculty.
      a. NT noted that results may be biased by proximity of staff while students filled out surveys.

Describe how assessment results and reflection on those results have led to improvements.
For bibliographic instruction, lectures being held in hands-on computer laboratory; introduced library competency questionnaire.
For library service areas, marketing, remote authentication (distance education students) supported.
For next cycle, recommendations were reprioritized to link with areas of greatest need to support student access and learning concerning use of library materials in all formats.

VII. Program Learning Outcomes and Assessment

	Fall 2014
Number of degrees and certificates in your discipline	NA
Number with Program Learning Outcomes	4
Number assessed	4
% Assessed	

Describe assessment methods you are using
MC Library Competency Questionnaire

Describe results of assessment. Describe how assessment of program-level student learning outcomes led to certificate/degree program improvements.

Library's outcomes linked to ILO of Computer and Information Literacy.
These include:
1) Student will demonstrate familiarity with library policies and procedures for checking out reserve course materials.
2) Student will identify, access, evaluate, and cite appropriate information sources in both print and electronic format for course assignments or research papers.
3) Student will differentiate, locate, and access periodical materials in the library.
4) Student will utilize applicable computer hardware and software to obtain, manipulate, and duplicate/store information.

Students were most successful with policies/procedures most frequently used services. Students overall were less successful concerning questions about research methods and library search tools. Assessment evidences increasing need for library instruction as students were overall weaker on information literacy questions.
In review of the data, it was suggested to revise the questionnaire to gather more information regarding service learning outcomes for the next cycle.

VIII. Strategic Planning Goals

Check all that apply.	Describe how goal applies to your program.
☐Advance Student Access, Success & Equity ☐Engage our Communities & Partners ☐Build Programs of Distinction Ⅹ Create a Culture of Innovation & Collaboration ☐Develop Resources to Advance & Sustain Mission	In order to establish and retain a culture of innovation and collaboration that will assist student learning and support student persistence and retention, this goal relates to the Library's areas of updated technology, development of print and digital collections, onsite and remote access to these collections, as well as assistance, instruction, and technical support pertaining to a variety of information sources in multiple formats.

IX. College Strategic Plan Relevance

Check all that apply

☐New program under development

Ⅹ Program that is integral to your college's overall strategy

☐Program that is essential for transfer

☐Program that serves a community niche

☐Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc.

☐Other

X. Action Plan

Please describe your plan for responding to the above data (quantitative, qualitative, and data specifically from course and program learning outcomes assessment). Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

Include overall plans/goals and specific action steps.

Obtain 1.0 FTE Evening Library Technician to support parity of service for evening students

Obtain 1.0 FTEF Instruction Librarian position

Continue library information flyer, particularly with reserve texts information and resource information beyond textbooks.

Plan for TCO model for computer/software/network upgrade(s).

Revise current assessment tool to gather missing data to improve service learning outcomes.

Advocate for hands-on classroom in newly remodeled L Building

Circulating print collection updating project (multi-year)

Reference print collection updating project

Library instruction/basic skills

Augment staffing to support student services, instruction, and success

XI. Needs

Please describe and prioritize any **faculty, classified, and student assistant** needs.

Part-time (reference) librarians (Academic Year) SLO assessment reveals increasing need for instruction as students performed marginally on information literacy questions.

Evening Library Technician (1.0) Support parity of service for evening students.

Instruction Librarian (1.0 FTEF) SLO Assessment reveals increasing need for instruction as students performed marginally on information literacy questions.

Student Assistants (.5 FTE/20 hours) Backfill permanent classified when on committee assignments; provide support for reserve textbooks, computers, and photocopying.

Library Network Coordinator/Processing Technician (1.0) 88% of students indicated computer usage as most common library service; provide support for library computers, GoPrint, and wireless networking.

Chair release time. Parity with other instructional departments; no release time allocated in last decade.

Please describe and prioritize any **equipment, material, and supply** needs.

Periodicals (Print) $8K (Survey suggests that students need greater access to scholarly materials to support research)

Office supplies; $3K (Support in-house, instructional, and student library supply needs).

Books (Print/ Circulation,reserves, and reference) $50K line item.

Please describe and prioritize any **facilities** needs.

Complete key switch installation for original freight/staff elevator (ThyssenKrupp vendor $2.1K estimate)

Completion of current L Building (Library/LRC) phase projects that were not completed during general remodel.

Projector and ceiling mounting for instructional area $TBD (Support in-house instruction)