



# Welcome to Program Review

Merritt College - 2019

LIS - Service Area with Instruction - Library

Annual Program Update

## Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports the mission statement.**

The mission of the Merritt College Library is to support the institutional goals and objectives of the College by providing access to relevant information resources and services to the college community.

### Program Total Faculty and/or Staff

#### Full Time

Christana Forlastro  
Jim Gordon  
Tim Hackett  
Esperiza (Carmela) Kimble  
Nghiem Thai

#### Part Time

Julie Griffith  
Francis Howard  
Marty McGinn  
Marianne Morgan  
Karen Sasamoto  
Adoria Williams  
Jordan Yee

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate how your program goal aligns to the college goal. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

Hire a permanent, full-time librarian to fill a vacancy from retirement by August 2019.

#### Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

#### College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

#### District Goal

Advance Student Access, Equity, and Success

Hire a permanent, part-time Library Technician II to maintain evening and Saturday operating hours by August 2019.

#### Status

Completed

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

Permanent, part-time Library Technician II position starts 11/18/19.

#### College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

#### District Goal

Advance Student Access, Equity, and Success

Implement a new statewide library services platform (LSP) called Alma/Primo from Ex Libris to integrate and manage library activities and functions by January 2020.

Status  
In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Develop and Manage Resources to Advance Our Mission

**Describe your current utilization of facilities, including labs and other space**

The Library consists of approximately 17,000 square feet of space on the second and third floors of the L Building. The second-floor lobby of the main entrance includes a bulletin board, information display monitor, and brochure rack; and a two-corridor electromagnetic security gate. The second floor contains the circulation/periodicals stacks, open reference book stacks, and new book display shelves; 24 computer workstations and 12 study tables; copying/printing room; browsing room; three group study rooms; over 50 individual study carrels; three faculty/staff offices; a storage room; and employee restrooms. In total, the library provides a variety of study and work spaces.

The Learning Center, which occupies the first floor of the L Building, is a separate department and service area from the Library, with its own operating hours. Along with the Library, the different operating hours make it extremely difficult to control and monitor building access and security.

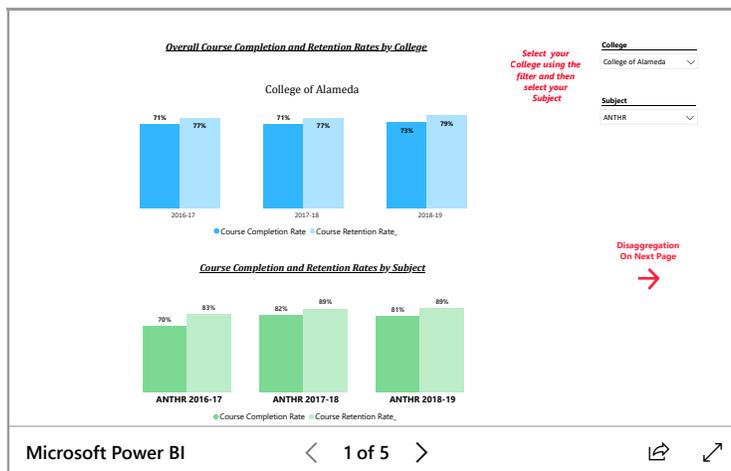
It should be noted that the main office on the third floor has been used by the administration to accommodate staff from the President's Office, the Office of Institutional Effectiveness, and the Office of Library Services. Library hire additional librarians or library technicians, workstations assigned to non-library staff may need to be vacated.

The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. A room on the second floor (L-231) could be remodeled to accommodate a small computer lab. Potential funding could come from the recently approved Measure G, Peralta's \$800 million technology, science labs.

## Program Update

### Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



**Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points that show any disproportionality impacted students.**

The Library currently offers only one Library Information Studies (LIS) course, LIS 085: Introduction to Information Resources. LIS 085 has been taught as an eight-week course. Enrollment has declined from a high of 6.27 FTEs or 94 students in 2016-17 to 4.13 FTEs or 62 students in 2018-19. Despite attempts to collaborate with faculty, increasing enrollment has remained a challenge. Given this declining enrollment pattern, there does not appear to be significant student demand for LIS 085, so it will not be offered in the 2019-2020 academic year. The Library is currently offering noncredit courses leading to a Certificate of Competency in Research Skills. These courses are a series of three two-hour workshops on basic information literacy concepts.

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review, and the department's progress on Program Learning Outcomes (PLOs).**

All four SLOs for LIS 085 have been continuously assessed over the past three years.

Fall 2017: SLOs # 2 and 4  
 Fall 2018: SLOs # 1 and 3  
 Fall 2019: SLOs # 2 and 4

The new Research Skills Certificate of Competency shall be assessed after the component courses are offered in spring 2020.

**Describe the outcomes and accomplishments from previous year's funded resource allocation request.**

Brief description of funded request Outcome/Accomplishment	Source (any additional award outside your base allocation)	Total
1.0 FTE Library Technician II (evening/Saturday)	Measure B	43%

Although a permanent, full-time Library Technician was requested, the library was only funded for a part-time (24 hours) position. The hiring process is in its final stages.

1.0 FTE Librarian (vacancy from retirement)		75%
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The hiring process for a permanent, full-time librarian to fill the vacancy from Eva Ng-Chin's retirement is in its final stages.

0.2 FTE Library department chair extra service/reassigned time	Fund 1
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Although 0.2 FTE reassigned time was requested for department chair, only 0.15 FTE was allocated to be divided between the two co-chairs. The co-chairs have overseen the budget, facilities, materials, and operations for the library for the past three years.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there is no action or request, leave the box blank.**

Improvement Actions	Improvement Action	Total
<b>Improvement Action</b>		
Action Item	Description	Total
Library Computer Lab	Provide in-house, hands-on information literacy and research instruction to support student learning and success	8/1
Responsible Person		
Nghiem Thai		

**Resource Request**

Facilities	Labs
Description/Justification	Estimated Cost
The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. Instead, librarians must reserve the Learning Center computer lab in L-132 in order to provide students with hands-on instruction in accessing and searching online library resources. As print journals, magazines, and newspapers have increasingly been supplanted by electronic databases, the periodicals area (L-231) could be remodeled to accommodate a small computer lab.	145000

**Improvement Action**

Action Item	Description	To t
Library Access and Security	Provide safe, ADA-compliant access to the library and security for library staff and facilities.	1/1

Responsible Person  
Victoria Menzies

**Resource Request**

Facilities	Other
Description/Justification	Estimated Cost
The automatic front doors leading to the Library on the second floor of Building L have not worked properly for years and have been out-of-order since July 2019. They need to be replaced.	14000

In addition, an additional lock needs to be installed inside the roll-down security gate to allow library staff to secure the facilities when the library is closed, but they are still working inside.

**Improvement Action**

Action Item	Description	To t
Computer and Printer Refresh	Replace staff and student computers and printers	8/1

Responsible Person  
Patricia Rom

**Resource Request**

Technology and Equipment	Replacement
Description/Justification	Estimated Cost
Library staff and student computers, which were last refreshed in 2014, are starting to malfunction from age. They need to be replaced. In addition, the implementation of a statewide library services platform requires the purchase of email-enabled receipt printers.	50000

**Improvement Action**

Action Item	Description	To t
Books and Library Materials	Ongoing acquisition of print and electronic books and other materials and resources for the library collections	

Responsible Person  
Nghiem Thai

**Resource Request**

Library	Library materials
Description/Justification	Estimated Cost
The Measure G \$800 million bond proposal project list includes furniture and equipment and library materials, including, but not limited to, library digital resources (see ballot measure, p. 13). Merritt College Library has requested \$200,000 annually for the ten-year life of the bond to purchase library materials.	200000

**Improvement Action**

Action Item	Description	Total
Hire Replacement Librarian	Timothy Hackett has announced his intention to retire effective December 13, 2019.	8/2

Responsible Person  
Division I Dean

### Resource Request

Personnel	Full-time Faculty	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs	Description/Justification	Estimated Annual Salary Costs
% Time						
100		65000	40343	105343	With the planned retirement of Timothy Hackett, effective December 13, 2019, the Library will only have one full-time, permanent librarian (with 0.5 FTEF reassigned time for non-library assignments). The hiring process for Eva Ng-Chin's replacement is still in progress, with an anticipated start at the beginning of spring 2020.	65000

Estimated Annual Benefits Costs  
40343

Total Costs  
105343

## Resource Request Summary

Total Cost: \$514343  
Total Resource Request: 5

### Program Update Personnel

Type	% Time	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs	Description/Justification	Estimated Annual Salary Costs
Full-time Faculty	100	65000	40343	105343		65000
				<b>Sub-Total: \$105343</b>		

Professional Development  
No Resources found for this category

### Technology and Equipment Type Replacement

Description/Justification	Estimated Annual Salary Costs
Library staff and student computers, which were last refreshed in 2014, are starting to malfunction from age. They need to be replaced. In addition, the implementation of a statewide library services platform requires the purchase of email-enabled receipt printers.	50000
<b>Sub-Total: \$50000</b>	

Supplies  
No Resources found for this category

### Facilities Type Labs

Description/Justification	Estimated Annual Salary Costs
The Library lacks a dedicated computer lab/smart classroom that would allow librarians to conduct face-to-face classes, orientations, and workshops on the premises. Instead, librarians must reserve the Learning Center computer lab in L-132 in order to provide students with hands-on instruction in accessing and searching online library resources. As print journals, magazines, and newspapers have increasingly been supplanted by electronic databases, the periodicals area (L-231) could be remodeled to accommodate a small computer lab.	14000

Other	The automatic front doors leading to the Library on the second floor of Building L have not worked properly for years and have been out-of-order since July 2019. They need to be replaced. In addition, an additional lock needs to be installed inside the roll-down security gate to allow library staff to secure the facilities when the library is closed, but they are still working inside, <b>Sub-Total: \$159000</b>	140
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Library Type Library materials	Description/Justification The Measure G \$800 million bond proposal project list includes "furniture and equipment and library materials, including, but not limited to, library digital resources" (see ballot measure, p. 13). Merritt College Library has requested \$200,000 annually for the ten-year life of the bond to purchase library materials. <b>Sub-Total: \$200000</b>	Est 200
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Other  
No Resources found for this category

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Nghiem Thai

**Please enter the name of the person submitting this program review.**

Nghiem Thai