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LOS ANGELES HARBOR COLLEGE

College Mission:

Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.


Library

Unit Plan

2015-2016

Jonathon Lee
Division Chair

Contact: **310-233-4475**

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Unit Plan “Part A”

1. Assessment of Program Review:

Method of assessing non-credit library workshops is improving. Pre-tests/post-tests are continually administered Fall semester, and a deeper analysis of research assignments is taking place in English and History.

Staffing levels are sufficient, with the approved hire of a third librarian (replacement), and as long as college fills the library technician position after a projected retirement, Summer 2015. Credit courses (Library Science 101 and 102) remain viable. They are taught online, enrollment is high, and retention and course completion rates are above average.

Realignment of librarian duties – one librarian to manage acquisitions (print materials, books, periodical subscriptions, online resources); one librarian to manage cataloging; one librarian to coordinate the non-credit instruction program. Chair duties are assumed by a librarian on a .2 assignment. All librarians work at the reference desk and teach non-credit workshops.

Budget has been sufficient for library resources but too reliant on unpredictable funding. Budget for materials is still zero at start of year, thwarting the ability to purchase materials in a timely and strategic manner.

2. Activities to address program needs:

Hire of replacement librarian.

Hire of replacement library technician upon expected retirement.

Sufficient budget to replace outdated library books and materials.

Sufficient budget to maintain digital subscriptions.

3. How are your program improvements associated with your SLOs:

SLO assessment results are reviewed annually after Fall assessment cycle.


Generally, as a results of SLO assessment analysis, workshops are taught to a specific assignment with a focus on the particular tools, databases, catalog searches, and search strategies designed towards sources required for the research assignment. Less attention is given to details of citations, lesser-used finding aids, etc.

4. Staffing requirements:

1 replacement librarian, Fall 2015 hire anticipated.

1 replacement library technician.

1 new hire of Instructional Assistant, Information Technology to work in computer commons with students; hardware, software, networking problems abound. Student workers and permanent library staff do not have the technical training nor authorization to solve many of these ongoing persistent problems.

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5. Technological requirements:

Library classroom, dedicated to library workshops.

Computer commons.

Reliable network.


In accordance with the district technology master plan, there should be a 3-year rotation of computers.

6. Facilities requirements:

Most of our previous requirements have been met. The new LLRC facility has sufficient shelving space. The 9-fold increase in study rooms has been a boon. Study rooms must function as study rooms for peer groups to study collaboratively on shared assignments.

7. Implementation plan:

Purchase of books and electronic databases must be from the general fund, except in cases where these materials support a specific SFP or CTE area, such as is the case with materials purchased with Perkins money. Therefore, the bulk of our materials funding must be from the general fund, in order to remain in compliance. This is a concern which has resulted in accreditation recommendations at other district libraries.

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Unit Plan “Part B”

		Approx. Yearly Cost (2015-16)
Divisions Core Personnel/Permanent Staff	7	\$481,667
Resulting # of sections to be assigned permanent staff per semester*	4	\$17,200(?)
Hourly librarian assignments to staff library 60 hours per week	.5	\$54,804

Discipline	Course #	Course	Units	Fall 14 sections offered:	Fall sections assigned to permanent staff:	Remaining fall sections for listing in “C” & “D”:	Spring 2015 sections offered	Spring sections assigned to permanent staff:	Remaining spring sections for listing in “C” & “D”:	Approx. Yearly Cost (2015-16)
Library Science	101	Library Research Methods	1	2	0	2	2	0	2	\$8,600
Library Science	102	Internet Research Methods	1	2	0	2	2	0	2	\$8,600


Description of activity	Estimated Cost	Justification	Code
Hire one FT librarian. One librarian retired.	\$74,000	Cal. Admin. Code Title 5, § 58722 FT/PT ratio FTEF/FTES ratio	Goal 1.4, SLO 3
60 weekly hours of library service	Salaries plus \$36,580 annually for adjunct librarians on reference desk	Ed Code (daytime); accreditation; matching student needs to schedule of classes; 6000 FTES	HAAA1b, HCAA4a1
Online databases	\$60,000	Table of minimum standards (Cal. Admin. Code tit. 5, § 58722). See above.	HCAA13a16, HCAA13a17, HCAA13a18

Books	\$60,000 87,000 volumes x 3% = 2610. 2610 x \$40.00 (low cost, not adjusted for inflation) = \$104,400. We will always be far below the standard, but currently there is no plan of which we are aware to fund materials out of the general fund.	3% replacement annually (#3 above)	HCAA13a16, HCAA13a17, HCAA13a18
QuestionPoint	\$3,500	To provide 24/7 access to a professional librarian chat service to address mandate that equal services are offered to students regardless of	HCAA14b1, HCAA14, HCAA4a1

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EZ Proxy	\$700	mode of instruction. Authentication to databases from off- campus	HCAA14b1, HCAA14, HCAA4a1
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New facilities funded from Program 100 essential for the operation of the division and provision of services to students	\$0
None listed	
New equipment funded from Program 100 essential for the operation of the division and provision of services to students	\$0
None listed	
Supplies funded from Program 100 essential for the operation of the division and provision of services to students	\$2,500
None listed	

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Unit Plan “Part C”

1. *Required by board / State/ Federal/ Accreditation standards(list the minimum requirements here)*
 Legal: **EDUCATION CODE**
SECTION 78100-78103
 ACCJC Accreditation Standards (http://www.accjc.org/wp-content/uploads/2012/09/Accreditation-Reference-Handbook_2012.pdf)
2. 5 CCR § 58722
 Cal. Admin. Code tit. 5, § 58722
 Barclays Official California Code of Regulations [Currentness](#)
 Title 5. Education
 Division 6. California Community Colleges
 Chapter 9. Fiscal Support
 Subchapter 8. Community College General Apportionment Funding
 Article 3. Credit Instructional Services
 ➔ **§ 58722. Credit Instructional Services Standards.**
 (a) The credit instructional services standards per college in 1990-91 dollars shall be as follows:
3. (C) The number of periodicals identified in Table 1 of section 58724 times \$73.50;
 (D) 3% of the number of volumes identified in Table 1 of section 58724 times \$40.32.

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


College Size FTES	Type of Staff		Materials	
	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

Unit Plan “Part D”

Offerings denoted as 'D' in Part B along with essential non-instructional assignments and new equipment or supplies not provided for above, prioritized by the division as provided for here offerings denoted as 'D' in Part B.


Prioritized list of unit needs required for program continuance or improvement

1	RFID & security maintenance agreement.	\$6,000	Prog. 100	Inventory and theft detection system requires annual
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				licensing and maintenance.
2	IAIT	\$45,000 (est.)	Prog. 100	Provide adequate supervision and assistance to students in the use of lab computers and software, and use of wireless online access. Joint IAIT position shared and funded equally by LAC and Library is being proposed.
3	Supplies	\$2,500	Prog. 100	Spine labels, RFID tags, due date slips, class reserve stickers, and other book processing items, for circulation and theft detection.
4	Student workers	\$7,000		Shelving, lab help, monitor study rooms, provide directional and information assistance in new building

Activity/Item Listings include all "Other Essential Activities" from each unit plan, along with currently unfunded 'Core' activities/items	Approx. Yearly Cost (2015-16)	Division priority	Rationale/ Supporting Information	2012 – 13 Educational Master Plan Master	Supported by Data/SLOs
Continue to develop an online library workshop module to be fit into any existing online course. (Completed)	\$0 - ongoing	1	Distance Learning	HCA A2a, HCA A14 b1, HCA A4a 1	Contains embedded assessment

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Continue to measure the success of library workshops by consistently administering pre-and post-session surveys and questionnaires and analysis of research assignment bibliographies.	\$0 - ongoing	2	SLOs	HCA A12 a2	Integral to SLO assessment
Offer office hours for lengthier and more in-depth consultations with students involved in directed study and other non-traditional coursework.	\$0 – ongoing	3	Flexibility and availability to students	HCA A2	Need for one-on-one consultation