

# #1

INCOMPLETE

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Page 1: I. Program Overview and Update

## Q1

I.1 Department(s) Reviewed:

Library

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## Q2

1.2 Lead Author

Jeri Edelen

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## Q3

I.3 Collaborator(s) - List any person that participated in the preparation of this report

S. Saulter, R. Takasugi

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## Q4

I.4 Dean/Manager:

Kerry Kilber Rebman

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**Q5**

I.5 Program Update: Please summarize the changes, additions, and achievements that have occurred in your program since the last program review was submitted. To access your 2020 program review, visit the Program Review webpage.

CC Library provides timely and responsive academic support for students by teaching information literacy, providing equitable access to library collections, and promoting library study spaces.

Accomplishment: Library website refresh

The library's online catalog and subscription resources are accessible through the website. The tutorial, FAQ and "best websites" links help students with their research needs and familiarize themselves with the library.

Accomplishment: Library Services Platform (LSP) is our next generation library system.

In Fall 2019-Fall 2020, Cuyamaca Librarians and Technicians dedicated time and energy to the implementing a new Library Services Platform (LSP), a next-generation cloud-based library system. This was a statewide project which successfully transitioned a cohort of 110 participating California community college libraries. In this COVID time, the LSP has allowed Cuyamaca Library to keep the virtual lights on giving students 24/7 access to library reserves, collections and databases.

Accomplishment : Video Tutorials and Zoo sessions for courses

The librarian recently conducted zoom sessions and created video tutorials in CANVAS. During this COVID time, the Library is in need of a Librarian who will collaborate with faculty to create effective tutorials.

Challenges: Lack of librarians to maintain instruction and technology and collections.

As of July 2020 -December 2020, the Library has 0.8 full-time librarian and no adjunct librarians. Our 0.8 Librarian continues to do chair duties and absorb all regular duties such as providing online instruction sessions, acquiring resources for the library, updating the website, creating library policies, submitting reports, conducting zoom sessions, creating video tutorials, collaborating with faculty, managing all behind the scenes technology.

Having only 0.8 full-time librarians has forced us to cut back on services and as a result, the majority of instructors and students remain unaware of the value that librarians can add to their courses. We are in dire need of Librarians who can create new online learning tools, work with faculty to embed instruction into CANVAS courses, and manage all technology systems.

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Page 2: II. Assessment and Student Achievement

**Q6**

II.A.1 Is your program following the assessment plan on file with the SLO Coordinator (or Outcome Assessment Committee)?

**Yes, the assessment plan is on file and the program is following the plan**

**Q7**

OPTIONAL: You may upload a copy of your SLO assessment plan for SLOAC here. If you have an Excel sheet, please convert to one of the supported files listed below before submission.

**Respondent skipped this question**

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Page 3: II. Assessment and Student Achievement

**Q8**

Respondent skipped this question

You indicated either 1) the department assessment plan is on file, but work is needed to update the plan, or 2) the department has no assessment plan on file and/or the program is not currently following assessment plan II.A.1a. Please describe how your program is adjusting (or developing) its assessment plan to ensure all courses are assessed within the assessment 4-cycle:

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Page 4: II. Assessment and Student Achievement

**Q9**

II.A.2 Please provide an analysis of your Student Learning Outcomes (SLOs) findings over the past year and what changes, if any, were made as a result. This may include, for example, changes to departmental practices, program improvements, and/or professional development opportunities over the past year. \*If the department did not complete assessments during the COVID-19 public health crisis, please note that here and provide additional context.

**BACKGROUND**

Library assesses PLOs, not SLOs. Librarians investigate the best means of developing an Information Literacy Program. Information Literacy refers to the ability to recognize when information is needed and to locate, evaluate, and effectively use this information.

It is important to note that Cuyamaca College does not require students to receive information literacy instruction nor does the Library offer credit courses. Our Information Literacy Program is built, instead, on the relationships librarians have developed with faculty, as well as faculty recognition of their students' research limitations and the ability of the librarian to help to fill that gap. This demand for library instruction sessions at Cuyamaca is ad hoc, rather than systematic and integrated into curriculum

Library PLO assessment is the practice of evaluating library instruction sessions, services or spaces to determine:

- how to improve library instruction, services or spaces, and
- how to better align library instruction, services or resources with academic programs.

Library PLO methodology differs from SLO assessment because the library impact on student and faculty can't be measured directly. Instead we gather feedback from students, faculty, and librarians:

- analyze student usage of instruction, collections and services.
- solicit feedback from faculty for library instruction, collections, and services
- solicit feedback from librarians and technicians to improve library instruction, collection, and services.

**PLO assessed 2019-2020**

For S2018-S2019, the Library planned to assess PLO 4: The information literate student will be able to use library website, research guides, or tutorials to access library sources.

The Library chose to assess our online research guides. Our methodology was to get feedback from faculty for 2019-2020.

Unfortunately, the Librarian who was in charge of this assessment project resigned Spring 2020 and we will have had to postpone assessment.

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Page 5: II. Assessment and Student Achievement

**Q10**

II.B.1. What progress has been made in your program to address the institutional goals set around student success and equity? (2019 Equity Plan) If qualitative or quantitative data is available, please summarize any findings.

Due to ethical obligations related to privacy and freedom of information, the Library does not collect aggregated data.

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**Q11**

Respondent skipped this question

II.B.2 In light of the goals set in your program review, what are your plans to improve equitable student outcomes (success, retention, persistence, graduation, etc.) in the coming year?

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Page 6: II. Assessment and Student Achievement

**Q12**

No

Do you offer distance education (online) courses? (excluding emergency remote teaching in 2020)?

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Page 7: II. Assessment and Student Achievement

**Q13**

Respondent skipped this question

II.C.1 If there were differences in success rates for distance education (online) versus in-person sections of program courses in your last comprehensive program review, what has the department done to address these disparities? If online and in-person sections had comparable success rates, please describe what the program did to achieve that.

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**Q14**

Respondent skipped this question

II.C.2 What mechanisms are in place to ensure regular and effective contact? For resources, see Cuyamaca Guide to Best Practices in Online Teaching

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Page 8: III. Previous Goals: Update

**Q15**

Goal 1:

LIBRARY INSTRUCTION-

Integrate information literacy instruction and resources into acceleration programs and guided pathways initiatives

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**Q16**

**In Progress - will carry this goal forward into next year**

Goal Status

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Page 9: III. Previous Goals: Update continued

**Q17**

**Respondent skipped this question**

Please describe the results or explain the reason for deletion/completion of the goal:

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**Q18**

**Respondent skipped this question**

Do you have another goal to update?

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Page 10: III. Previous Goals: Update continued

**Q19**

Action steps for the next year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new laptop computers).

Action steps for 2020-2021. We are discussing methods on how best to reach online students during this COVID time F2020-S2021.

- Completed library sessions for face to face courses for 2019-2020 and will continue to develop methods on how best to reach online students during this COVID time F2021-S2022.
- Continue to offer embedded librarian in selected CANVAS embedded modules.
- Completed zoom sessions for specific courses and will continue to work with faculty to improve zoom sessions.
- Completed video tutorials and will continue to improve these tutorials.

Faculty Librarian request will be submitted. There will be no full-time Librarians this Spring 2021. We will be asking for new librarians.

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**Q20**

**Yes**

Do you have another goal to update?

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Page 11: III. Previous Goals: Update continued

**Q21**

Goal 2:

LIBRARY TECHNOLOGY-

Investigate and evaluate new emerging library technologies for effective discovery of information.

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**Q22**

**In Progress - will carry this goal forward into next year**

Goal Status

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Page 12: III. Previous Goals: Update continued

**Q23**

**Respondent skipped this question**

Please describe the results or explain the reason for deletion/completion of the goal:

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**Q24**

**Respondent skipped this question**

Do you have another goal to update?

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Page 13: III. Previous Goals: Update continued

**Q25**

Action steps for the next year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new laptop computers).

Action steps for 2020-2021

- Continue Library website refresh. Librarians still need training on Omni-Update to improve Library website usability
  - Continue to learn how to use our new LSP system (LSP), next-generation cloud-based library system. Librarians and Multi-media technicians need training on how to use the LSP system.
  - Continue databases evaluation to determine if content meets student research needs. Librarians will meet annually to make sure it meets students research needs weeding of reference collection.
  - Continue to learn how to use the new 24/7 chat system. Librarians have to be trained to operate new 24/7 chat system
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**Q26**

**Yes**

Do you have another goal to update?

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Page 14: III. Previous Goals: Update continued

**Q27**

Goal 3:

: LIBRARY COLLECTIONS-

Integrate library collections into academic programs and guided pathways initiatives.

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**Q28**

**In Progress-will carry this goal forward into next year**

Goal Status

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Page 15: III. Previous Goals: Update continued

**Q29**

**Respondent skipped this question**

Please describe the results or explain the reason for deletion/completion of the goal:

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**Q30**

**Respondent skipped this question**

Do you have another goal to update?

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Page 16: III. Previous Goals: Update continued

**Q31**

Action steps for the next year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new laptop computers).

Action steps for 2020-2021

- Continue to learn how to use our new LSP system to improve student access to print and e-collections.
  - Completed weeding of reference collection. Continue to weed circulating collection.
  - Completed annual maintenance of Paralegal Collection. Continue to update this collection because the ABA approval for Paralegal begins Fall 2020.
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**Q32**

**Yes**

Do you have another goal to update?

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Page 17: III. Previous Goals: Update continued

**Q33**

Goal 4:

LIBRARY SERVICES and SPACES -

Improve library circulation services and spaces that allow students to study and do research

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**Q34**

**In Progress-will carry this goal forward into next year**

Goal Status

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Page 18: III. Previous Goals: Update continued

**Q35**

**Respondent skipped this question**

Please describe the results or explain the reason for deletion/completion of the goal:

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Page 19: III. Previous Goals: Update continued

**Q36**

Action steps for the next year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new laptop computers).

Action steps below have been completed for 2019-2020 but we will continue these projects next year

- Completed OPACS have been re-imaging and configured for student usage once we return.
- Continue to reorganize library spaces.

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Page 20: IV. New Goals

**Q37**

**No**

Would you like to propose any new goal(s)?

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Page 21: IV. New Goals continued

**Q38**

**Respondent skipped this question**

New Goal 1:

**Q39**

**Respondent skipped this question**

Which College Strategic Goal does this department goal most directly support? (Check only one)

**Q40**

**Respondent skipped this question**

Please describe how this goal advances the college strategic goal identified above.

**Q41**

**Respondent skipped this question**

Please indicate how this goal was informed by SLO (student learning outcome) assessment results, PLO (program learning outcome) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

**Q42**

**Respondent skipped this question**

Action steps for this year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new computer hardware).

**Q43** Respondent skipped this question

How will this goal be evaluated?

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**Q44** Respondent skipped this question

Do you have another new goal?

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Page 22: IV. New Goals continued

**Q45** Respondent skipped this question

New Goal 2:

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**Q46** Respondent skipped this question

Which College Strategic Goal does this department goal most directly support?

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**Q47** Respondent skipped this question

Please describe how this goal advances the college strategic goal identified above.

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**Q48** Respondent skipped this question

Please indicate how this goal was informed by SLO (student learning outcome) assessment results, PLO (program learning outcome) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

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**Q49** Respondent skipped this question

Action steps for this year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new computer hardware).

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**Q50** Respondent skipped this question

How will this goal be evaluated?

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**Q51** Respondent skipped this question

Do you have another new goal?

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Page 23: IV. New Goals continued

**Q52**

Respondent skipped this question

New Goal 3:

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**Q53**

Respondent skipped this question

Which College Strategic Goal does this department goal most directly support?

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**Q54**

Respondent skipped this question

Please describe how this goal advances the college strategic goal identified above.

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**Q55**

Respondent skipped this question

Please indicate how this goal was informed by SLO (student learning outcome) assessment results, PLO (program learning outcome) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

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**Q56**

Respondent skipped this question

Action steps for this year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new computer hardware).

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**Q57**

Respondent skipped this question

How will this goal be evaluated?

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**Q58**

Respondent skipped this question

Do you have another new goal?

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Page 24: IV. New Goals continued

**Q59**

Respondent skipped this question

New Goal 4:

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**Q60**

Respondent skipped this question

Which College Strategic Goal does this department goal most directly support?

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**Q61**

Respondent skipped this question

Please describe how this goal advances the college strategic goal identified above.

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**Q62**

Respondent skipped this question

Please indicate how this goal was informed by SLO (student learning outcome) assessment results, PLO (program learning outcome) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

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**Q63**

Respondent skipped this question

Action steps for this year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g. submit technology request for new computer hardware).

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**Q64**

Respondent skipped this question

How will this goal be evaluated?

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Page 25: V. Resources Needed to Achieve Goal(s)

**Q65**

Faculty Resource Needs

What resources is your program requesting this year to achieve the program's goal(s)?

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Page 27: Final Check

**Q66**

Respondent skipped this question

Are you ready to submit your program review? If you would like to go back and review a section, select a section and click "Next."

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