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**College of Alameda**

2023-24 Annual Program Update – Library and LIS

**Program Overview**

Provide your program’s mission statement and program learning outcomes.

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| Mission:  The College of Alameda Library is a teaching and learning-centered  library for a diverse community. The Library provides physical and online access  to quality print, electronic, and multi-media resources, services, and  instruction. The library faculty and staff promote academic excellence.  and student success by emphasizing skills in library research,  information literacy, and critical thinking. |

List your program f/t faculty and staff

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| **Full Time:**  Ann Buchalter (faculty)  Jane McKenna (faculty)  Josh Rose (faculty)  Caitlin Gilbert (staff)  Hannah Lamb-Vines (staff)  Joan Bewley (staff)  Senior Library Tech (vacant) |

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

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| The COA Library has approximately 20,748 gross square feet as assignable  space on the first floor of the L Building and an additional 2,521  square feet of study space on the 2nd floor of the L Building. The  space on the first floor includes seating for more than 200 students,  book stacks, four group study rooms, a quiet study room, book displays,  Chromebooks, Circulation Desk, Reserve Desk, Reference Desk, periodical  display/browsing area, study tables and carrels, copiers/scanner, printing, an  archive, computers for researching (14 workstations), 2 print stations  cataloging/processing service areas, library staff/faculty  offices, and an open classroom for instruction. |

List your program goals from your most recent Program Review or APU. Then, provide an update on the status of the goal. Has your program achieved the goal? Have any of your goals been revised or any still in progress? Lastly, make sure to discuss which College or District goal your program goal aligns to.

If no program goals exist or if this is your first program review, work to create 2-3 goals and align them with a College or District goal.

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| **Program Goal 1** | That at least 30% of the Library collection has a publication date  Post 2010.  Justification: Accreditation requires we have a current and high quality collection. There is a connection between library materials and student success rates. Campus data shows that students checking out print books have higher GPA and success rates than the college average ... this is also seen when broken out by at risk groups and equity challenged groups. Full data on this is located on the Library website under Planning Documents. |
| Status: In-Progress or Complete? | In-Progress.  The Library’s age of collection data for 2022 indicates that 29% of the collection was published post 2010. This represents a 6% improvement in currency of the collection based on the 2022 Age of Collection when only 23% of the collection was published post 2010. Due to unstable funds for library materials, the Library has not been able to acquire funds to purchase books in the numbers necessary to update the collection significantly and so has engaged in an aggressive weeding project to increase currency of the collection in years when budget limits purchasing. The Library continues to advocate for a stable budget to provide current books for student’s information needs. |
| Which college or district goal is aligned with your program goal? | Aligns to the following College Goal:  Increase retention and persistence rates  Aligns to the following District Goal:  Advance Student Access, Equity, and Success |

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| **Program Goal 2** | Provide library orientations for 60% of all English 1A and 100% of all English1AS sections. |
| Status: In-Progress or Complete? | In progress.  In 2022-2023, there were a total of 18 ENGL 1A classes (11 in Fall 2022; 7 in Spring 2023). There were also 7 ENGL 1AS classes (4 in Fall 2022; 3 in Spring 2023), according to Campus Solutions.  Below are the percentage of ENGL courses that had at least one library session in Fall 2021 and Spring 2022:  ENGL 1A - Fall 2022: 18% (2/11)  ENGL 1AS - Fall 2022: 25% (1/4)  ENGL 1A - Spring 2023: 14% (1/7)  ENGL 1AS - Spring 2023: 33% (1/3) |
| Which college or district goal is aligned with your program goal? | Justification: Campus data shows that students receiving library orientations have a higher success rate than other sections of the course not receiving orientations (see the Library Planning webpage for this study).  Aligns to the following College Goal:  Increase retention and persistence rates.  Aligns to the following District Goal:  Advance Student Access, Equity, and Success |

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| **Program Goal 3** | Implement and Train on all modules of the new Library Integrated System called Alma/Primo from ExLibris. |
| Status: In-Progress or Complete? | In-Progress.  The Library has migrated to the new system but we continue to train and trouble-shoot. We need to resolve student load/sign-in issues that require District IT coordination and support. We also still need to implement the Discovery feature for the system with support from District IT. We are in the process of implementing a new module for Alma called Alma –Digital to be used for online reserves. COA is participating in a District-wide Library workgroup on this topic to work out the process and procedures. |
| Which college or district goal is aligned with your program goal? | Aligns to Following College Goal:  Increase community and educational partnerships.  Aligns to Following District Goal:  Advance Student Access, Equity, and Success |

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| **Program Goal 4** | Hire a full-time Senior Library Technician (Circulation) to replace a recent vacancy. |
| Status: In-Progress or Complete? | In-Progress.  The position was posted in July 2023 but has not yet been filled.  The Library continues to advocate for the replacement of this critical position that is instrumental in meeting our Library Service Outcomes. |
| Which college or district goal is aligned with your program goal? | Justification: It is critical that the Library hire a Senior Library Tech as soon as possible. This need is urgent. This position is critical to provide adequate staffing to reopen the building in the evenings.  Aligns to the following College Goal:  Increase retention and persistence rates  Aligns to following District Goal:  Advance Student Access, Equity, and Success |

**Program Update**

Using the dashboards, review and reflect upon the data for your program.

[**Course Completion and Retention Rates – Instructional Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiNjc2MDhiNTEtNTJhZi00MDM0LTk5NDItNTRiY2EzMGI1NTZiIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)

[**Course Completion and Retention Rates – Student Services Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiNjk3NDJjOTItNzI5MS00MDhjLWJhN2EtZjcxNzU4OTBiZDBjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)

[**Enrollment Trends and Productivity Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiNWJlOWZmYTEtNTY0MC00MDhkLWE5OTAtYmJjZjIxNzJiNWViIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)

[**Degrees and Certificates Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiZjU2M2M5MzItOTcwZi00Y2U1LWJmODUtYTc0YjlhZGI2ZDhjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSectionde32556e136b0a8caccd)

Course Completion and Retention Rates

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| The completion rate is average for the LIS students with an average completion rate of 70%. The numbers are consistent across most categories and population groups.  The retention rate is strong for the LIS students with an average retention rate of 83%. This rate is in line with the college average for retention. |

Enrollment Trends

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| Enrollment decline in LIS is due to a cut in the sections offered. In the past, the LIS program offered one section for every session run at the College (Fall, Winter Intersession, Spring, Spring Intersession, and Summer). As cuts were made across all departments to discipline allocations, the LIS program reduced their offering to only one section in the Fall and one section in the Spring. This accounts for the large drop in enrollment for LIS that is evident when comparing pre 2019-2020 and post 2019-2022 enrollment. The Library hopes to return to previous levels of discipline allocation when the budget allows. |

Degrees and Certificates

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| LIS does not have any degrees or certificates. |

Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students by using filters to disaggregate the data. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points to support your reflection.

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| The success and completion rate for LIS is in line with the college average success rate and completion rate. The numbers are consistent across most categories and population groups. |

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Service Area Outcomes (SAOs) since the last Program Review/APU.

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| All the SLOs for all of the LIS courses (that have been offered) have been assessed within the last 3 years and entered within Meta. For the LIS course assessment results indicate that students are 90% or above in meeting the outcomes for the courses.  In addition, all of the Library service outcomes have been assessed within the last 3 years and entered within Meta. The service-learning outcomes data for library services is also analyzed at the Dept. level and utilized when developing budget priorities for the area. Service area data compiled and analyzed includes library orientation assessment results, library student surveys, faculty surveys, library usage statistics, as well as studies that analyze the demographic data, GPA / success rates of Library users. Many of these assessment results are also posted on the Library webpage under For Librarians -> Planning Documents.  In addition, a detailed description of the Library’s internal assessment process can be found on the Library Webpage under For Librarians -> Planning Documents. |

Describe the outcomes and accomplishments from previous year’s funded resource allocation request. If your program did not receive any allocations, leave the boxes blank.

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| **Brief description of funded request** | **Source (any additional award outside your base allocation)** | **Total Award Amount** | **Outcome/Accomplishment** |
| The Library has a large number of regular bills that are required to maintain a basic level of library services and resources. The Library does not receive these funds as a base allocation (even though they are annual subscriptions) and instead must advocate / help identify funds for these even though these funding requests/expenditures are stable annual needs that we are contractually required to pay. These bills include annual service/subscription agreements for article databases, library systems, periodical subscriptions, security gates contract, reference chat software subscription, reserve textbooks, and circulating collection books (only funding expenditure that has some flexibility in terms of whether we order). The Library continues to advocate for a baseline budget from the general fund for annual baseline Library expenses that do not change from year to year. |  | $131,237 | See the Library Planning Documents webpage for in-depth usage and collection statistics including: circulation numbers, textbook usage, database usage, orientation sessions, material cataloged, study room usage, withdrawn materials, etc. Recent data shows that article database usage has gone up significantly **(60% increase in searches from the previous year).** Over 300 Chromebooks were checked with an additional 180 renewals of Chromebooks. Books for the Latinx Collection were purchased using HSI grant funds. Age of the collection improved currency by 6% from previous year. Group study room bookings served 846 students. Reference questions increased by 60% from the previous year. Circulation transactions doubled compared to the previous year. |

**Prioritized Resource Requests Summary**

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

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| **Resource Category** | **Description/Justification** | **Total Estimated Cost** |
| Personnel: Classified Staff | Full-time Senior Library Technician (Circulation) – need to fill this vacancy due to retirement in order to provide regular evening hours for the Library. | TBD |
| Personnel: Student Worker |  |  |
| Personnel: Part Time Faculty | Continue to fund adjunct librarian hours at previous year levels in order to give the F/T Reference Librarian time off-desk and to cover evening hours. | See parcel plan for current levels of adjunct librarian support that we request continue annually. |
| Personnel: Full Time Faculty |  |  |

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| **Resource Category** | **Description/Justification** | **Total Estimated Cost** |
| Professional Development: Department wide PD needed |  |  |
| Professional Development: Personal/Individual PD needed |  |  |
| Supplies: Software | Public Web Browser (annual subscription) - **$250**  Alma –Digital – a add-on for ExLibris that facilitates checking out digital copies of reserve materials - **$1500** | $1,750 |
| Supplies: Books, Magazines, and/or Periodicals | Reserve Textbooks - **$2,000**  Reference Books – **$2,000**  Periodicals – **$2,000** (print subscriptions)  Flipster Periodical database - **$4,000**  Articles/ebooks/videos databases - **($36,275)** (annual subscriptions)  Circulating Books - **$55,000** (number based on estimate of what it takes to update the age of collection over the course of 10 years) | $101,275 |
| Supplies: Instructional Supplies | Instruction supplies, student printer supplies and cataloging supplies – **$3,600** | $3,600 |
| Supplies: Non-Instructional Supplies | Office supplies for Library staff – **$1,000** | $1,000 |
| Supplies: Library Collections | See sections above called *Supplies: Books, Magazines*, *and/or Periodicals* and *Supplies: Instructional Supplies* |  |
| Technology & Equipment | GoPrint Wireless Print Stations - tbd  Updated Circulation Shelving – tbd  Library Lounge Seating (upholstered chairs are cracking/tearing) – tbd  Refresh staff computers – tbd  Refresh student computers – tbd  Emergency Phones and panic buttons – tbd  Building Announcement System – tbd  New whiteboards for study rooms - tbd  Presentation equip for study rooms – tbd  Chess table for student use -tbd  Redesign of Ref area -tbd | TBD |
| Library: Library materials/collections | See section above called *Supplies: Books, Magazines, and/or Periodicals* |  |
| Facilities: Classrooms/Labs | Library - Lighting upgrade  Library - New roof  Library - Electrical upgrade  Library - HVAC upgrade | tbd |
| Facilities: Offices |  |  |
| Other | CCLC Dues and Membership - **$150** (annual, provides discount pricing for databases)  Biliotheca Security Gates (service contract - annual, alarm system for books, required by Accred.) - **$2,886** | $3,036 |