Discussion Summary
Gaylene and Glade identified that they would like to focus on Division-Wide SLO #1 (Identify and use college resources that support student success). Based on our discussion, I also included D-W SLO #4 on the master chart, based on some other potential future SLOs they identified that would relate to students demonstrating self-initiative.

We discussed many areas for potential improvement in the libraries both on the Kentfield and the IVC campus. While some of the ideas could be tied to SLOs, many were ideas that should be included in program review.

The program-level SLO is:

*Students will demonstrate knowledge of the availability of textbooks on reserve in the library.*

This SLO will be assessed by comparing circulation desk data from one month during a previous fall semester, to the data from the same corresponding month last fall. Chialin has agreed that this will be a meaningful sample.

Last semester, ASCOM donated $2000 worth of new textbooks to the library. Prior to that semester, there were many fewer textbooks available on reserve. Based on the data on how often textbooks were being checked out compared to previously, we will be able to demonstrate whether students know the textbooks are available and whether they are taking advantage of the new resource.

If, as we suspect, they are checking them out more frequently, this will illustrate the need to do a mini-program review to request a permanent resource allocation. Another idea on how to continue to fund future textbook purchases is to have all library fees and fines go directly into a budget line specifically designated for buying textbooks.

Other points we discussed might also warrant resource allocation. However, in order to be funded, they will need to be included in the current program review. The following are the issues/ideas we discussed:

- **Library cards.** The current process for getting them is cumbersome. A universal card that could be used in multiple depts. on campus would make it easier for students and be more efficient for the college overall. Other departments have also expressed interest in this kind of system.
- **Fines and fees.** The current system in place is not as student-friendly as it could be. Students are notified late and often discover that they owe a fine when it negatively impacts them during registration or some other process where they have been encumbered. The timeline for notification needs to be shorter so students can take steps to rectify the situation more quickly. The process could also be more streamlined for staff.
- **Student account access.** Using the current Millennium software, students are unable to view the status of their library account. They are unable to see what fines they owe and they are unable to renew their books.
Marin Net would allow students to this, and would align our library with what other libraries in the area are doing.

- **Student computers.** The current computers in the library are getting old and need to be replaced. As in other college libraries, the computers should have Word processing capabilities so students can take notes as they are doing research. If students had to log-in using their library card number, we suspect that usage will always be appropriate because the user is identified. Also, it would require public users to go the circ desk to request a special public log-in. This would also clearly highlight how often the public is using the computers, and whether it is negatively impacting our students.

- **Computers in reference area.** Designating 1 or 2 new computers in the area near the reference librarians would allow them to be used strictly for research, and would give the librarians a quiet, dedicated area to work with students.

- **Signage.** The library needs new modern signage, as does the rest of the LRC building.

- **Laptop study areas.** There are areas in the library that already have power routed to them. If these plugs were made available, it would be relatively inexpensive to get some tables and chairs and designate the area as an area where students can “plug-in”.

- **Staffing.** With the re-opening of the IVC library last year, staffing needs on both campuses needs to be re-evaluated.

- **IVC library.** The space the library is in at IVC was not designed to be a library. However, if it is used in more dynamic, non-traditional way, we agreed that it could serve the needs of the IVC students (because the room by nature is not a quiet space). We need a place to put reference books (and more books). Assessing the library-related needs of the IVC students should directly relate to how the services are improved. Visiting the new transfer-path courses, as well as the vocational courses, might raise awareness of the services (if this happens, it should be somehow recorded as evidence for WASC). The librarian needs an office. One of the two underutilized ASCOM offices was suggested.

**Next Steps**

Gaylene will search for her circulation data from several semesters ago, to compare to data from last semester.

Becky will work with Gaylene and Glade to summarize the data.

Becky will send out the assessment plan to be finalized and returned ASAP.

The entire library staff will have a meeting with Susan to discuss the SLO data and it’s implications.

The annual report will be completed and submitted.

A mini-program review will be completed if resources are required.