

# ASLT 2018-2019 Program Review Cycle



## CAN Program Review (Instructional) - Library (Even Year)

### Annual Updates

#### 2018-2019

**1. Changes & Updates:** Increase technology help for students

**2. Progress Reports:** Submitted position proposal

**3. Rationale for New Objectives:** With the increase in use of technology such as Canvas, WebSmart, Google Docs, etc. we have seen more and more requests from students for technology help. Also, the district is moving to a new printing system next semester and we anticipate this will increase students need for tech help as well. There is no dedicated position that can help students with these needs.

**Annual Update Status:** In Process

**Related Documents:**

[ASLT\\_LSS Tech Support\\_part time\\_new request\\_10.8.18.docx](#)

#### 2018-2019

**1. Changes & Updates:** Increase our eBook collection to support ZTC efforts and reduce textbook costs to students

**2. Progress Reports:** We were approved for one-time funds to purchase eBooks through our EBSCO eBook database and would like to continue purchasing eBooks that support the required reading for courses.

**3. Rationale for New Objectives:** Many assigned readings for English (and some for other classes) are available as eBooks through EBSCO's eBook collection database. However, we do need to purchase these eBooks so that they are available to students. We do not currently have an eBook budget for EBSCO, so this will allow us to increase both our online resources and our reserves. This will help support the college's efforts to increase ZTC courses and reduce textbook costs to students.

**Annual Update Status:** In Process

#### 2018-2019

**1. Changes & Updates:** Maintain business resources for students and the business program. One of our Business databases was discontinued from the Public Library subscription that we are a part of. Furthermore, we are likely to be leaving the public library partnership due to the state wide Library Services Platform initiative.

**2. Progress Reports:** We are currently exploring cost and looking into a trial for Mergent Online.

**3. Rationale for New Objectives:** One of our Business databases was discontinued from the Public Library subscription that we are a part of. Furthermore, we are likely to be leaving the public library partnership due to the state wide Library Services Platform initiative.

**Annual Update Status:** In Process

#### 2018-2019

**1. Changes & Updates:** Increasing and maintaining online resources for students and faculty. Due to the implementation of the statewide Library Services Platform (LSP) we will be de-coupling from the Peninsula Library System. Once consequence of this is that we will be losing access to our Gale databases.

**2. Progress Reports:** The district will make a decision on the LSP by the end of October.

**3. Rationale for New Objectives:** The statewide LSP will be implemented starting January 2019. This is a new legislative budget item by the state Chancellor's Office.

**Annual Update Status:** In Process

#### 2018-2019

**1. Changes & Updates:** Statewide Library Services Platform implementation. This is a major overhaul of how we manage our print and electronic resources.

**2. Progress Reports:** We are discussing our options with Skyline and CSM Libraries. All three colleges are asking for a 2-year temporary Systems Librarian to facilitate this transition. With our small staff and lack of expertise in this area (it's a combination of IT and Librarian work) our college will not be able to make the transition without this district-wide position.

**3. Rationale for New Objectives:** This is a new legislative decision that passed last year and will be implemented in 2019.

**Annual Update Status:** In Process

## 2018-2019

**1. Changes & Updates:** Increase our streaming film database offerings by increasing our funds for our patron-driven acquisition subscription to Kanopy.

**2. Progress Reports:** This July we put \$3,000 into our Kanopy account. We've seen a lot of interest and use by faculty and students in the three months that we've started our subscription.

**3. Rationale for New Objectives:** After only three months we've spent about half of our Kanopy funds. With the popularity of this service we would like to put in an additional \$3,000 into our funds (\$6,000 total).

**Annual Update Status:** In Process

## 2018-2019

**1. Changes & Updates:** Increase WiFi Routers for short-term checkout to students

**2. Progress Reports:** Our WiFi Routers have proven popular and have helped students remain in their classes that require internet access.

**3. Rationale for New Objectives:** We are limited to how many students we can serve and how much we can market the routers because they are currently funded by Equity funds. Only students in the TLC program are able to check out these routers. We would also like to increase our WiFi routers from 7 to 10.

**Annual Update Status:** In Process

## Objective: Equity in Internet Access

Increase student equity by providing one-week checkouts of portable WiFi Routers.

There are many students on campus whose only home access to internet is through their phones. While internet access has grown over time it is still beyond the reach for many. According to the Pew Research Center 12% of adults in the United States (1 in 10) only have access to the internet through their smartphones. This situation is especially common among younger adults, non-whites and lower-income people. Twenty-three percent of Hispanic adults and 21% of adults who make less than \$30,000 only have access to the internet through their phone (<http://www.pewinternet.org/fact-sheet/internet-broadband>).

With the increase in OER and other electronic textbooks and use of Canvas for both online, hybrid, and in-person classes students are in need of reliable internet more than ever in order to be successful in their courses. By providing short-term checkouts of WiFi Routers we can help students who don't have reliable internet.

These mobile WiFi Routers will enable students to get access to the internet from anywhere. We are currently checking out 7 routers as part of the TLC program. This means that students who are not in the TLC program cannot access these routers. This limits the amount of students we can support and our ability to market these resources. We would like to:

A) increase our offering of WiFi Routers from 7 to 10

B) take funding for the WiFi Routers out of TLC/Equity funding and use Fund 1 instead. This way we can offer 1-week check-outs of the routers for all students.

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2018-2019

**Estimated Start Date:** 01/01/2019

**Estimated Completion Date:**

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

# CAN Program Review (Instructional) - Library (Even Year)

**2018-2019** - Increase student access to reliable internet. (Active)

**Who's Responsible for Completing this Action Plan?:**

**Estimated Completion Date:**

## Resource Requests

**10 WiFi Routers**

**Type of Resource:** Other

**Cost:** 5000

## Objective: Increase student retention and success by providing in-person tech help

With the increase of Canvas we have also seen an increase in students needed technical help with navigating their courses using the LMS.

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/01/2019

**Estimated Completion Date:**

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

**2019-2020** - Hire a part-time Library Support Specialist (Active)

**Who's Responsible for Completing this Action Plan?:**

**Estimated Completion Date:**

## Resource Requests

**A part-time Library Support Specialist who will concentrate on tech help for students and oversee student assistants.**

**Type of Resource:** Non-Instructional Personnel

**Cost:** 30672

## Objective: Increase student, staff, and faculty access to online resources for outreach and instruction

Due to the implementation of the statewide Library Services Platform (LSP) we will be de-coupling from the Peninsula Library System. Once consequence of this is that we will be losing access to our Gale databases including Opposing Viewpoints, Literature Resource Center, and Business Insights Global. We would also like increase our funding for our patron-driven acquisitions account with Kanopy.

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2018-2019

**Estimated Start Date:** 07/01/2019

**Estimated Completion Date:**

# CAN Program Review (Instructional) - Library (Even Year)

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

### 2018-2019

- We will invest more funds into Kanopy.

This July we put \$3,000 into our Kanopy account. We've seen a lot of interest and use by faculty and students in the three months that we've started our subscription. Kanopy is used by campus groups for outreach events, as it includes the public performance rights for all its films, by faculty for course-specific assignments, and by students for research. Puente and the International Office have used it to show films as part of their programming. Anthropology, History, and English classes have used films in Kanopy as part of their course curriculum. It has proved VERY popular, with 912 visits, 345 plays, and a total of 8,347 minutes of video watched in the last four months. After only about four months we've spent about half of our Kanopy funds. . With the popularity of this service we would like to put in an additional \$3,000 into our funds (\$6,000 total).

Kanopy use a patron-driven acquisitions model. This means that we put in a set amount of money and each time a video is triggered (watched four or more times) Kanopy deducts \$150 from the funds we put into it. (Active)

**Who's Responsible for Completing this Action Plan?:** Librarians

**Estimated Completion Date:**

## Resource Requests

**Increasing Kanopy funds by \$3,000 (\$6,000 total).** - We've seen a lot of interest and use by faculty and students in the three months that we've started our subscription. Kanopy is used by campus groups for outreach events, as it includes the public performance rights for all its films, by faculty for course-specific assignments, and by students for research. Puente and the International Office have used it to show films as part of their programming. Anthropology, History, and English classes have used films in Kanopy as part of their course curriculum. It has proved VERY popular, with 912 visits, 345 plays, and a total of 8,347 minutes of video watched in the last four months. After only about four months we've spent about half of our Kanopy funds.

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**Type of Resource:** Information Technology

**Cost:** 3000

## Objective: Increase quality of resources for the Business program

Increase quality of resources for the Business program by purchasing a subscription to Mergent Online.

Mergent Online database is an excellent resource for in-depth business and financial research. Includes corporate and financial data for all publicly traded companies (both active and inactive), covering both U.S. and international companies. In addition, company profiles include historical financials and management profiles. The database also provides access to government SEC filings and comes with a number of exportable report-building options.

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There are about 660 students (not unique headcount) taking business classes in fall 2018. As such, the Library has been working

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closely with the Business department/faculty at Cañada College in providing business research support for students enrolled in various business classes, in particular, Business 100, Business 180, and Business 150. These courses require specialized company and industry profiles, and financial information to supplement student research projects. According to one business professor, approximately 200-250 BUS 100 students per calendar year rely on the library's business databases for their research needs. This does not count BUS 100 sections taught by other professors.

We currently subscribe to 1 business database (Business Source Complete) and are no longer going to be renewing Gale's Business Insights Global database, leaving us with only one business database. As such, we propose to replace this resource with Mergent Online. Moving forward, we would like to recommend for purchase for Mergent Online. This database will serve as the key database of research interest and would certainly be of use to all business students taking a variety of business courses at Cañada College.

**Objective Status:** 1 - New (PR)

**Objective Year:** 2018-2019

**Estimated Start Date:** 01/01/2019

**Estimated Completion Date:**

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

**2018-2019** - Purchase Mergent Online subscription. (Active)

**Who's Responsible for Completing this Action Plan?:**

**Estimated Completion Date:**

## Resource Requests

**Mergent Online Databases** - Mergent Online database is an excellent resource for in-depth business and financial research. Includes corporate and financial data for all publicly traded companies (both active and inactive), covering both U.S. and international companies. In addition, company profiles include historical financials and management profiles. The database also provides access to government SEC filings and comes with a number of exportable report-building options.

There are about 660 students (not unique headcount) taking business classes in fall 2018. As such, the Library has been working closely with the Business department/faculty at Cañada College in providing business research support for students enrolled in various business classes, in particular, Business 100, Business 180, and Business 150. These courses require specialized company and industry profiles, and financial information to supplement student research projects. According to one business professor, approximately 200-250 BUS 100 students per calendar year rely on the library's business databases for their research needs. This does not count BUS 100 sections taught by other professors.

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**Type of Resource:** Information Technology

**Cost:** 0

## Objective: Increasing eBook collection

To increase the eBook collection by purchasing titles assigned for courses through EBSCO eBooks. We will support the College's ZTC efforts and reduce textbook costs for students.

**Objective Status:** 1 - New (PR)

# CAN Program Review (Instructional) - Library (Even Year)

**Objective Year:** 2018-2019

**Estimated Start Date:**

**Estimated Completion Date:**

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

**2018-2019** - Purchase eBooks available in EBSCO eBook Collection that are assigned readings for courses. (Active)

**Who's Responsible for Completing this Action Plan?:**

**Estimated Completion Date:**

## Resource Requests

**Additional funds for purchasing eBooks from EBSCO eBook Collection.** - Many assigned readings for English (and some for other classes) are available as eBooks through EBSCO's eBook collection database. However, we do need to purchase these eBooks so that they are available to students. We do not currently have an eBook budget for EBSCO, so this will allow us to increase both our online resources and our reserves. This will also support College efforts to increase ZTC courses and reduce textbook costs to students.

**Type of Resource:** Information Technology

**Cost:** 3000