

Peralta Community College District

Annual Program Update Template – Student Services

2010-11

This presents the common elements to be addressed in Student Services unit planning. Depending on College preferences, these common elements may be formatted or addressed differently. This will be reviewed at the college level and then forwarded to the district-wide planning and budgeting process. The information on this form is required for all resource requests – including faculty staffing requests – for the 2011-12 budget year.

I. Overview			
Date Submitted:	10/4/11	Dean:	
BI Download:	10/07/2010	Dept. Chair:	T. Hackett (designee)
Discipline:	Library/LIS		
Campus:	Merritt		
Mission	Information services, support, instruction		

II. Qualitative Assessments	
CTE and Vocational: Community and labor market relevance. Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, licensure and job placement rates, etc.	NA
Transfer and Basic Skills: Describe how your course offerings address transfer, basic skills, and program completion.	Support information research needs for basic skills coursework.

III. Strategic Planning Goals

<p>Check all that apply.</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Advance Student Access, Success & Equity<input type="checkbox"/> Engage our Communities & Partners<input type="checkbox"/> Build Programs of Distinction<input checked="" type="checkbox"/> Create a Culture of Innovation & Collaboration<input checked="" type="checkbox"/> Develop Resources to Advance & Sustain Mission	<p>Describe how goal applies to your program.</p>
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IV. College Strategic Plan Relevance

<p>Check all that apply</p> <ul style="list-style-type: none"><input type="checkbox"/> New program under development<input checked="" type="checkbox"/> Program that is integral to your college's overall strategy<input type="checkbox"/> Program that is essential for transfer<input checked="" type="checkbox"/> Program that serves a community niche<input checked="" type="checkbox"/> Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc.<input checked="" type="checkbox"/> Other

V. Action Plan

Please describe your plan for responding to the above data. Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

Include overall plans/goals and specific action steps.

- ❑ Three major goals for AY/FY 2011-12:
- ❑ Continuation of services/instruction within the limitations of the A-129 footprint.
- ❑ Library/LRC Remodel Project--planning, preparation, scheduling, budgeting for reintegration of LIB/LRC into one building; ideally, with minimal disruption to academic and summer sessions.
- ❑ Information Systems
- ❑ Innovative Millennium Implementation (Cross-district collaboration)
 - ❑ Continue planning through District Library/IT committee and related task groups
 - ❑ Planning, training, implementation of new Integrated Library System including, but not limited to:
 - ❑ Reserves module
 - ❑ Cataloging module
 - ❑ Serials module
 - ❑ Federated searching--Research Pro module purchase for four colleges
 - ❑ Remote access modules on four campuses
 - ❑ Review separate punch list (PCCD Millennium Library System Needs) for cross-district collaboration in implementation of ILS.
- ❑ Collections
 - ❑ Retain existing access to print periodicals
 - ❑ Augment virtual reference and circulating collections.
 - ❑ Retain existing reserve materials collection
 - ❑ Develop/implement transition collection policy emphasizing digital over print resources to support increased access for distance ed and DSPPS students.
- ❑ Planning/Budgeting
 - ❑ Continue budget allocation model with District for ILS and TTIP backfill funding
- ❑ Services/Instruction
 - ❑ Retain existing loan/reserves/periodicals/reprographics/reference/instruction areas within the confines of limited swing space area.

VI. Needs

Please describe and prioritize any faculty, classified, and student assistant needs.

Personnel

Classified

Plan/implement hire of permanent full-time Library Evening Technician (Circulation/Reserves)

Plan/implement hire of permanent full-time Senior Library Technician (Periodicals) to fill anticipated retirement June 2012.

Plan/implement hire of permanent .5 (academic year) Library Archives Technician

Student Assistants

Student Assistant (Periodicals/Reserves)

Faculty (Certificated Librarians)

Allocate release time for Library Chair (2012-13); allocate extra service for move coordination during June/July 2012.

Provide funding for 24 hours certificated load during summer session.

Increase p/t certificated to .8 load (24 hours/week)

Please describe and prioritize any equipment, material and supply needs.

- Equipment/Technology
- Receipt printers (required for use of new ILS system)
- Barcode readers (required for use of new ILS system)
- Replace existing library instruction laptop.
- Replace existing library instruction projector in the event of no smart classroom upgrade
- Supplies (paper/toner/office supplies); book/journal processing supplies
- Memberships/Dues (\$500)

Please describe and prioritize any facilities needs.

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- Facilities
- Swing Space
- Provide planned "wind down" of services/instruction in A-129; transition to L Bldg
- L Building
- Purchase/install/test library security gate
- Continue planning, coordination, implementation of L Building remodel project With integration of Library and Learning Resources into single building
- Chiller unit for AC/ventilation--installation/testing prior to move-in
- Electrical upgrades completed for current and anticipated building tenants, including commercial telecommunications (rooftop) tenants
- Determine a *realistic timeline* in consultation with the district, contractor and sub-contractors for move preparation/implementation with appropriate infrastructure in place *prior* to move.
- Determine move preparation and move-in dates least disruptive to spring and

summer session operations and instruction

- ❑ Determine whether phased, rather than simultaneous move-ins, for the Library and LRC is more feasible concerning in-house staffing, subcontractor timetables, and academic session dates.
- ❑ Computing/tutorial labs furniture/fixtures/hardware installed/networked/tested
- ❑ Faculty/staff hardware installed/networked/tested
- ❑ All furnishing and appurtenant items (e.g. book shelving, carpeting, signage) in place
- ❑ Provide adequate time/resources to relocate/install 50,000 volumes currently in offsite storage.
- ❑ Review any installation/access to “smart” classroom features.
- ❑ Integrated Library System
- ❑ [Refer to Action Plan area]

VII. Learning Outcomes and Assessment

	Fall 2010
List learning outcomes and/or service area outcomes identified for your program	Instruction Service Area
How are you assessing or measuring these outcomes?	Perceived Teaching Effectiveness Survey Annual Library Survey
What are the results of your assessment process?	See attached docs
How are these assessment results informing your program planning and resource needs?	Planning Prioritization Resource Allocation

VIII. Data

See Excel Spreadsheets

