

# LIBRARY Program Review 2019-2025 Latest Version

Library Program Review (Six-year Cycle)

## Program Review Introduction

### Section IA: Basic Program Information - INTRODUCTORY INFORMATION 10/29/18 : Version by Frye, Sarah on 03/03/2023 01:20

Department/Program

Names/roles of those who participated in program review

Sarah Frye, Librarian & Library Department Chair/Coordinator

David Patterson, Librarian

Number of faculty (full- and part-time)

3 full-time faculty (3.0 FTE & 2.98 full-time overload units at IVC)

6 part-time faculty (9.8 units)

Number of staff (full- and part-time)

5 full-time staff (5.0 FTE)

Description of any grant, partnership (internal or external), and/or outreach the program is engaged in  
N/A

### Section IB: Basic Program Information - 11/2/18

Units offered & related data

Enrollment & related data (zipcode/other data points)

Persistence (overall)

Persistence by race/ethnicity

Persistence by gender

Persistence by age

Seat Availability

#!/% of courses with wait lists

#!/% of courses with no materials cost (including textbooks, software, supplies, etc.)

#!/% of courses low-enrolled

No Value

### Section IC: Basic Program Information - DISCUSSION 11/2/18 : Version by Frye, Sarah on 03/03/2023 01:23

**What is the enrollment trend over the past three years? How does this compare to the institutional trend?**

REFLECTION & PLANNING SUMMARY:

The library does not offer credit courses. Our related data include instruction sessions, reference transactions, and material checkouts.

#### **Kentfield Library (Academic Year 2021-22):**

- Open reduced hours for visitors August 23 – February 7
- Resumed pre-pandemic hours February 7, 2022
- Maintained 54 reference hours per week throughout the pandemic via email, phone, and Zoom.
- 80 Instruction sessions (instruction dropped during the peak of the pandemic and has started to return to pre-pandemic levels as a majority of classes have resumed in person).
- 60,201 Books
- 8,175 Total Checkouts (up from 3,915 last year):
  - 3,449 General Collection (up from 349)
  - 3,607 LTP & Technology (up from 3,566)
  - 1,119 Course Reserves

#### **Indian Valley Library (Academic Year 2021-22):**

- Open reduced hours for visitors August 23 – February 4
- Resumed pre-pandemic hours February 7, 2022
- Maintained 22 reference hours per week throughout the pandemic via email, phone, and Zoom.
- 10,365 Books
- 1,207 Total Checkouts (up from 30 last year):
  - 1,039 General Collection (up from 26)
  - 132 LTP/Technology (up from 4)
  - 36 Course reserves

**How does this trend influence the master schedule and scheduling of courses?**

REFLECTION & PLANNING SUMMARY:

The Kentfield and Indian Valley Libraries base operating hours and reference and instruction schedules around the course schedule:

- The Kentfield Library is open 54 hours per week, providing 53 reference hours via email, phone, and Zoom.
- The Indian Valley Library is open 32 hours per week, providing 22 reference hours via email, phone, and Zoom.
- Librarians are available to provide information literacy instruction during all open hours.
- A goal is to work towards providing reference during all open hours, per Title 5 of the California Code of Regulations (§ 58724)

**If there are particular courses that routinely have wait lists and/or are not getting sufficient enrollment (15-student minimum), how is this being addressed?**

REFLECTION & PLANNING SUMMARY:

No Value

**What factors may be influencing the program's trends?**

REFLECTION & PLANNING SUMMARY:

No Value

## What discussions is the department having about program cost (textbooks, material fees, etc.) that may be affecting student access?

### REFLECTION & PLANNING SUMMARY:

Library Textbook Program (LTP): <https://library.marin.edu/blog/library-textbook-program-4> (<https://library.marin.edu/blog/library-textbook-program-4>)  
Open Educational Resources (OER): <https://libguides.marin.edu/oer> (<https://libguides.marin.edu/oer>)

The Library Textbook Program (LTP) will be phased out in the next several years. The library has received funding for OER Librarian Stipend for three years to support discipline faculty in transitioning to OER resources.

## What discussions is the department having about instructional methods and experiential learning opportunities to support equitable access and success?

### REFLECTION & PLANNING SUMMARY:

College of Marin (COM) supports student learning and achievement by providing libraries at both the Kentfield and Indian Valley Campuses and other learning support services that are sufficient in quantity, currency, depth, and variety to support educational programs. IIB1\_Catalog\_Library Services2022, ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/Ecr0i4OIYpZLq6mTE-k-ij4BJ\\_kuOmA0-G2Lan9tUSIKzA?e=PESehk](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/Ecr0i4OIYpZLq6mTE-k-ij4BJ_kuOmA0-G2Lan9tUSIKzA?e=PESehk)) IIB1\_Faculty Handbook\_Library Services2022 ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/ETDQX8bIQF5LqB9LAST\\_uMQBAkv-t7nm5HbcO9nbi9Gp8A?e=llHoUk](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/ETDQX8bIQF5LqB9LAST_uMQBAkv-t7nm5HbcO9nbi9Gp8A?e=llHoUk))

College of Marin's Kentfield and Indian Valley Campus libraries support the district's mission of providing equitable learning opportunities. Further, the Library endeavors to center equity and learning through the COMmon Read Program (<https://libguides.marin.edu/AboutCOMmonRead>), it's 70,042 item print collection, MARINet library consortium ([https://marinet.lib.ca.us/screens/help\\_marinet.html](https://marinet.lib.ca.us/screens/help_marinet.html)), LINKPlus library consortium ([https://marinet.lib.ca.us/screens/help\\_faq\\_linkplus.html](https://marinet.lib.ca.us/screens/help_faq_linkplus.html)), Library Textbook Program (LTP) (<https://library.marin.edu/blog/library-textbook-program-4>), Open Educational Resources (OER) project (<https://libguides.marin.edu/oer>), digital resources (<https://libguides.marin.edu/az.php>) (including over 50 databases), Technology Lending Program (<https://library.marin.edu/blog/borrowing-technology-devices>), information literacy instruction and support (<https://libguides.marin.edu/faculty>), and AskALibrarian@marin.edu.

In addition, COM Libraries provide free in-person and online learning support services for students participating in the College's educational programs. Students find high-quality assistance in-person and online through the Online Library Student Support Hub in Canvas ([https://marinedu-my.sharepoint.com/personal/sfrye\\_marin\\_edu/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fsrye%5Fmarin%5Fedu%2FDocuments%2FOnline%20Library%20Student%20Support%20Hub%20in%20Canvas%20%2D%20Screenshot%20%2D%20Fall%202022%2Epdf&parent-](https://marinedu-my.sharepoint.com/personal/sfrye_marin_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fsrye%5Fmarin%5Fedu%2FDocuments%2FOnline%20Library%20Student%20Support%20Hub%20in%20Canvas%20%2D%20Screenshot%20%2D%20Fall%202022%2Epdf&parent-))

These services are regularly assessed for sufficiency in quantity, currency, depth, and variety to support educational programs through program review, SLO assessment, and student surveys. See IIC.3 for more information.

## What objectives related to these trends might the program consider?

### REFLECTION & PLANNING SUMMARY:

No Value

## What activities have been designed to achieve the objectives?

### REFLECTION & PLANNING SUMMARY:

No Value

## What professional development would be most helpful to achieve the objectives?

### REFLECTION & PLANNING SUMMARY:

Professional Library conferences offered by California Academic & Research Libraries Association (CARL) and the Association of College and Research Libraries (ACRL) (<https://www.ala.org/acrl/around> the information literacy framework and assessment.

## Section IIA: Student Success Trends - COMPLETION DATA BY ETHNICITY 11/2/18

Course completion rates, including by DE vs. in-person, and by student group (ethnicity, gender, age).

Course success rates (institution-set rate is 70%), including by DE vs. in-person, and by student group (ethnicity, gender, age)

No Value

## Section IIB: Student Success Trends - DISCUSSION 11/2/18

**Are course completion rates at or above the institutional average? Discuss to what this can be attributed and summarize any efforts underway or being considered.**

### REFLECTION & PLANNING SUMMARY:

No Value

**If the course success rates for any group of students is above that of the institution (70%), discuss to what this success can be attributed and summarize any particularly effective activities.**

### REFLECTION & PLANNING SUMMARY:

No Value

**If the course success rates for any group of students is below that of the institution (70%), discuss objectives aimed at addressing this.**

### REFLECTION & PLANNING SUMMARY:

No Value

**Summarize program efforts to understand and, where necessary, improve course completion and course success rates.**

### REFLECTION & PLANNING SUMMARY:

No Value

**What objectives/activities will the program engage in related to improving student completion and success?**

### REFLECTION & PLANNING SUMMARY:

No Value

**Strategic Plan objectives, performance indicators, and action steps (pending completion in May, 2018)**

### REFLECTION & PLANNING SUMMARY:

No Value

## Section IIC: Student Learning Outcomes - ASSESSMENT 10/16/18 : Version by Frye, Sarah on 03/03/2023 01:20

If courses have been offered without being assessed, why has this occurred?

No Value

How do you assess Student Learning Outcomes (SLOs) at the course level?

No Value

Does meaningful dialogue take place on shaping, evaluating, and assessing program SLOs? Please describe this activity.

Information Literacy ISLO Data and Discussions:

- Fall 2022 Data Discussion ([https://marinedu-my.sharepoint.com/:b:/g/personal/rwood\\_marin\\_edu/EUErQ8WPkndEIOX8b3cXK18BTSEVIISUosOzmbYw0vNPBw?e=EblGr0](https://marinedu-my.sharepoint.com/:b:/g/personal/rwood_marin_edu/EUErQ8WPkndEIOX8b3cXK18BTSEVIISUosOzmbYw0vNPBw?e=EblGr0))
- Spring 2022 Data Discussions ([https://marinedu-my.sharepoint.com/:w:/r/personal/ckreit\\_marin\\_edu/Documents/Library%20SLOs%20Fall%202021/Spring%202022%20Data%20and%20Discussion%20on%20Info%20Literacy.docx?d=w52e3ee5c011b4c3fa26d042c8db4d2a8&csf=1&web=1&e=2B9Dt2](https://marinedu-my.sharepoint.com/:w:/r/personal/ckreit_marin_edu/Documents/Library%20SLOs%20Fall%202021/Spring%202022%20Data%20and%20Discussion%20on%20Info%20Literacy.docx?d=w52e3ee5c011b4c3fa26d042c8db4d2a8&csf=1&web=1&e=2B9Dt2))
- Fall 2021 Data and Discussions ([https://marinedu-my.sharepoint.com/:f:/g/personal/ckreit\\_marin\\_edu/EpJ9PhCkaSFLku8wZ3FjlegBugmb-jso4ZwqELs3ufVbQ?e=5ztdAu](https://marinedu-my.sharepoint.com/:f:/g/personal/ckreit_marin_edu/EpJ9PhCkaSFLku8wZ3FjlegBugmb-jso4ZwqELs3ufVbQ?e=5ztdAu))
- Spring 2021 Data and Discussions ([https://marinedu-my.sharepoint.com/:f:/g/personal/ckreit\\_marin\\_edu/Eg5uS36V\\_CdLstLZYeyWSxcBzYC5L7j7EeDReja2y9Yapg?e=PGMVkN](https://marinedu-my.sharepoint.com/:f:/g/personal/ckreit_marin_edu/Eg5uS36V_CdLstLZYeyWSxcBzYC5L7j7EeDReja2y9Yapg?e=PGMVkN))
- Fall 2020 ISLO Data ([https://slo.marinedu/sites/slo/files/ISLO\\_Data\\_Fall\\_2020.pdf](https://slo.marinedu/sites/slo/files/ISLO_Data_Fall_2020.pdf))

Library faculty administer an in-depth, library-specific survey on a regular basis. Our last survey was the Library\_Spring 2015 Student Survey ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/EZj7PZiYnjNExWwCnjfQaUBUYxoF\\_mpdYKjf41GZK\\_WJA?e=c7fRJD](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/EZj7PZiYnjNExWwCnjfQaUBUYxoF_mpdYKjf41GZK_WJA?e=c7fRJD)). While delayed during the pandemic, the survey will resume in Spring 2023. In the interim, a library question was included on college-wide surveys:

- PRIE\_Fall 2020 Student Survey Results 2020 ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/EZbdBypYZmtMlof4iNW7WIUB9ucYRroAVI\\_xMWW900HcBA?e=1mFWpo](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/EZbdBypYZmtMlof4iNW7WIUB9ucYRroAVI_xMWW900HcBA?e=1mFWpo))
- PRIE\_Spring 2020 Student Remote Instruction Survey ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/EZHExhuCpo1Ap87jqVv7zgBbbeZe14WP1CzA\\_zjXQhBug?e=dhllm4](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/EZHExhuCpo1Ap87jqVv7zgBbbeZe14WP1CzA_zjXQhBug?e=dhllm4))

Additionally, student feedback forms are distributed electronically on an automated basis every two weeks to every student emailing AskALibrarian@marinedu:

- PRIE\_Faculty Evaluation Student Feedback Forms Librarians20221215. (<https://marinedu.sharepoint.com/:f:/r/sites/PRIE57/Shared%20Documents/Faculty%20Evaluation%20Student%20Feedback%20Forms/Reports/Librarians?csf=1&web=1&e=Nd67Ga>)

The library partners with SLOAC to evaluate ISLO data on information literacy across the district:

- SLOAC\_Spring 2022 Library/Information Literacy Data and Discussion ([https://marinedu-my.sharepoint.com/:w:/g/personal/ckreit\\_marin\\_edu/EVzu41IbAT9Mom0ELI200qgBwz6c5iJTWvZve7sygCT6Q?e=Ex7BaU](https://marinedu-my.sharepoint.com/:w:/g/personal/ckreit_marin_edu/EVzu41IbAT9Mom0ELI200qgBwz6c5iJTWvZve7sygCT6Q?e=Ex7BaU))

The Library partners with discipline faculty to evaluate SLO data on information literacy for specific courses, such as ENGL 150. These assessment activities help the library improve access and services to better support student learning and success. For instance, in Fall 2018, librarians identified needing to partner with local high schools to learn how students are taught to integrate resources and needed SLO changes to include summarizing and synthesizing information:

- Library\_Fall 2018 Librarian SLO Reflections ([https://marinedu-my.sharepoint.com/:w:/g/personal/sfrye\\_marin\\_edu/EalwnortjPtFtpfn3092BQ4BbMRiksC2rdf0Qy67nO3oaQ?e=XXESU9](https://marinedu-my.sharepoint.com/:w:/g/personal/sfrye_marin_edu/EalwnortjPtFtpfn3092BQ4BbMRiksC2rdf0Qy67nO3oaQ?e=XXESU9))

How has the assessment of and reflection on course-level SLOs data led to course-level changes?

No Value

How has assessment of and reflection on SLOs contributed to achieving overall goals at the department/program level? What connections can be drawn between course-level SLO assessment and program and/or institutional SLOs?

Next steps for refining data in spring 2023: Pull report of courses that have specifically worked with the library and compare to overall ISLO of information library. Pull report of courses that have specifically done the Canvas badge for English 150 and compare to overall 150 information literacy SLO

What SLO assessment-related work within the program has been most useful? What work should be highlighted for other areas to learn from?

- Partnering with discipline faculty to evaluate SLO data on information literacy for specific courses, such as ENGL 150.

What objectives/activities will the program engage in related to improving SLO assessment?

No Value

## Section IID: CTE/Workforce Programs Only 11/2/18 : Version by Frye, Sarah on 03/03/2023 01:20

What are the primary TOPS Codes for your program?

No Value

What is the regional three-year projected occupational growth for your program? Include regional supply and demand.

No Value

What are the top four occupations and the median salaries for the region for certificate and AS degrees completion?

No Value

What are the top four skills needed for the high-demand occupations?

No Value

What is being done at the program-level to assist students with job placement and workforce preparedness?

No Value

Please show the number of EDS (economically disadvantaged students) in each program. Please provide persistence and completion rates of EDS.

No Value

Please show evidence that the program Advisory Committee met and reviewed curriculum, certificates, SLOs, labor market and other programmatic areas to help contribute to the relevance of your program.

No Value

If your program has other program-level outcomes assessments (beyond SLOs and labor market data), discuss how that information has been used to make program changes and/or improvements.

No Value

Please provide annual certificate completion rates including all industry relevant third party certificates.

No Value

Please show evidence of student skill attainment, completion, persistence, and job attainment by reviewing the CTEOS (Career Technical Education Outcomes Survey) and the Perkins (VTEA) Indicator data.

No Value

Please show evidence of student job attainment or salary increase by students who have left the program. For assistance, refer to the CTE Outcomes Survey and the Workforce Specialist to engage CTEOS data and data from LaunchBoard.

No Value

What objectives/activities will the program engage in related to meeting labor market need, improving student job attainment, or other workforce-related trends?

No Value

## Section III: Optional Discipline-specific Information 9/28/18 : Version by Frye, Sarah on 03/10/2023 01:38

The Library completes three annual data survey's each year:

- 2021 ACRL Academic Library Trends and Statistics Survey ([http://file:///U:/\\_Annual%20Data%20Surveys/\\_Annual%20Data%20Surveys/ACRL%20Academic%20Library%20Trends%20and%20Statistics%20Survey%20-%202021.pdf](http://file:///U:/_Annual%20Data%20Surveys/_Annual%20Data%20Surveys/ACRL%20Academic%20Library%20Trends%20and%20Statistics%20Survey%20-%202021.pdf))
- CCCCC Annual Library Data Survey 2018-19.pdf ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/EVUtky8sfxDnJXFR4FNZNwBWo6j69pzOS0HZEV4tA6Aw?e=j6ihxr](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/EVUtky8sfxDnJXFR4FNZNwBWo6j69pzOS0HZEV4tA6Aw?e=j6ihxr))
- CCCCC Annual Library Data Survey 2019-20.pdf ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/ETfIGjJNznVehvSaHppY2gUBpz-ol-pKJISqDfZlBPJ50w?e=hgiLMA](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/ETfIGjJNznVehvSaHppY2gUBpz-ol-pKJISqDfZlBPJ50w?e=hgiLMA))
- CCCCC Annual Library Data Survey 2020-21.pdf ([https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye\\_marin\\_edu/EbdjJ1uCaGVlo2tXIQMpCIYBhJxvr-4KSPi83xsuEF7fw?e=L4LFWJ](https://marinedu-my.sharepoint.com/:b:/g/personal/sfrye_marin_edu/EbdjJ1uCaGVlo2tXIQMpCIYBhJxvr-4KSPi83xsuEF7fw?e=L4LFWJ))

- CCCC Annual Library Data Survey 2021-22.pdf ([https://marinedu-my.sharepoint.com/:b/g/personal/sfrye\\_marin\\_edu/EUdHAd-En01Fj-uSb\\_CnHLiBrkh-4orRsuxoY0aR9e0gRQ?e=gX63yU](https://marinedu-my.sharepoint.com/:b/g/personal/sfrye_marin_edu/EUdHAd-En01Fj-uSb_CnHLiBrkh-4orRsuxoY0aR9e0gRQ?e=gX63yU))
- IPEDS Academic Libraries Survey (insert link or check with Holley)

## Section IV (Year 6): Department Summary : Version by Frye, Sarah on 03/03/2023 01:20

### Department Summary:

Please summarize the key trends, issues, initiatives, and objectives that the department has considered during this six-year program review cycle.

- Increase in online course offerings
- More courses offered 8am-2pm and fewer evening classes
- High textbook costs and increasing movement away from physical textbooks towards OER textbooks
- Improving diversity, equity, and inclusion of library physical and digital collections

## Section V (Year 6): 360-FEEDBACK

### Administrator Feedback:

No Value

### Program Review Team Feedback:

No Value

### PRAC Feedback:

No Value