

Annual Program Review

Program Name: Library
Program Review Author: Steve Hunt

I. **PROGRAM DESCRIPTION:** In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>

The Santa Monica College Library supports SMC’s academic instruction programs and is also an instructional program on its own. The Library’s primary goal is student success through serving the information and research needs of students. The goals of the Library instructional programs are dedicated to helping fulfill the College’s mission, vision, and goals by making highly effective, indispensable contributions to the empowerment of students, through providing excellent research resources and instruction for their

II. **PARTNERSHIPS:**
CTE Programs only:

Part 1: Industry advisory meeting dates and attendance for 2020-2021.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
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Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

Part 2: Employer partnerships/collaborations for 2020-2021. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or collaboration	Optional: Additional information about partnership or collaboration
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
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III. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as new objectives that have emerged since then (if applicable). For each objective, determine status and explanation for status.

Objective	Status	Status Explanation
Hire New FT Librarian.	Completed	
Move all services online	Completed	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.

IV. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

Our most notable achievement is moving all Library services that we could online over last Spring and Summer.

We also started a book digitization program for selected portions of textbooks for faculty and students. We set up form and policies, publicized it to faculty, worked through issues with Media Services. We ended the program at the close of Summer 2020.

We added new databases and resources based on faculty needs: Drama Online, OED, Oxford Music Online, ACS Journal of Chemical Education, New Play Exchange. We acquired individual e-books and e-videos based on faculty requests. We managed to hire a qualified part-time tech services librarian (Trish) We switched reference help chat platforms in October 2020, moved to CCC version. We have greatly increased number of videos of workshops.

Part I: Outcomes and Evaluation Research

A. Reflect on the outcome assessment (PLO, SLO, UO) data that your program reviewed in the 2020-2021 year that have yielded **notable** or **actionable** findings.

Notes: It is not required to name every outcome assessed in your program.

What outcome were you assessing? (Outcome statement)	How was the outcome assessed?	What were the results of the assessments?	Describe any changes that are planned or in progress to address the result.
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B. Reflect on other effectiveness data you collected and analyzed for the program in 2020-2021.

ia. (Instructional Depts Only) Course Success and Retention

After reviewing the course success and retention rates for your program, describe how these rates reflect the overall effectiveness of the program, and discuss any planned changes or actions your program plans to take to address the results (if applicable).

ib. (Instructional Depts Only) Racial Equity Gaps for Course Success

After reviewing the course success rates by ethnicity/races and other demographic variables, identify any equity gaps, and discuss any planned changes or actions your program plans to take to address the gaps (if applicable).

ii. (Instructional Depts Only) Degrees and Certificates

After reviewing the number of degrees and certificates awarded by your program, describe how the data reflect the overall effectiveness of your program, and discuss any planned changes or actions you program plans to take to address the results (if applicable).

iii. Additional Data Demonstrating Effectiveness (If applicable)

If available, describe the results of other data indicating the effectiveness of the program and discuss any planned changes or actions your program plans to take to address the results.

Examples of other data include: surveys, document reviews, observations, performance indicators, focus groups and interviews, advisory committee minutes, labor market data, license exam pass rates

Part 2: Analyses of the Results

This question is designed to bridge the results of your evaluation and outcomes assessment with next year's objectives (Part VI).

In one or two paragraphs, describe what you have learned about your program from the evaluation/assessment results and how this knowledge will inform your plans for next year.

We hope to do better next year with evaluation and outcomes assessment.

VI. NEXT YEAR'S OBJECTIVES

Itemize any specific strategies or projects you plan to accomplish in the next year to improve the effectiveness of your program. *Limit 3 objectives.*

Objective	Rationale for Setting Objective <i>Link to data, if applicable</i>
Reopen the Library to in-person use in Fall 2021	To help student success. Students need places to study and access to information resources, computers, printers, scanners and other tools to help them meet their educational goals.
Work to promote hiring of more librarians	We currently have one full time faculty librarian who will be continuing next year. Another current full-time faculty member is retiring as of the end of Summer 2021. We believe we have a new full-time faculty librarian starting as of August, 2021. At one point we had seven full time librarians and a Dean. We need a tech services/cataloger librarian.
Replace the interim Library Director	The current interim Library Director plans to retire effective the end of calendar year 2022. Possibly we could advertise in January 2022, screen and interview in Spring 2022 with the candidate to start in August 2022. Current director would then retreat to faculty status as of Fall 2022 for final semester.

VII. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

We will need support from Maintenance and Operations if we are to reopen in Fall; staff are concerned that we will not have adequate custodial support for keeping the building clean. We need to resolve how to provide printing and photocopying services for students for Fall semester; IT wants to go out to bid but we prefer keeping current vendor until we can ensure a seamless transition to a new pay for print/photocopy system for students on campus.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	Need to hire more librarians	We will have only two full time librarians in Fall 2021, we used to have seven. Part-time librarians make up the difference, but they aren't able to do all the work we expect from a full-time faculty member.
Facilities (<i>info inputted here will be given to DPAC Facilitates Comm.</i>)	Need to begin discussions on changing spaces in the Library building to make more effective use of the space.	Ongoing reduction of the Library's print collection will free up space; with a remodel we could remove 60-70% of current stacks shelving and repurpose the space to better meet the needs of our students.
Equipment, Technology, Supplies (<i>tech inputted here will be given to Technology Planning Committee</i>)	Need webcams to support student use of Library PCs for Zoom class attendance. Need a cheap source for microphone-headsets to give to students for use with same.	To support student attendance in online classes.
Professional Development	Alma/Primo training	Staff still need more training on our very complex library automation system.

VIII. CHALLENGES FACED:

(Optional) List significant challenges your program faced in the past year.

Covid, of course. The Library closed to in-person use in March, 2020 and has been closed ever since. Students have suffered from this. They need quiet places to study and access to adequate computers and internet access. While our reference librarians are providing one-on-one assistance to students via our online chat, it is not a perfect substitute for in-person help in the Library. We are still getting frequent phone calls from students asking if we are open.

The following section will be completed by your program's area VP

Check this box to indicate that you have reviewed the program's annual review

Provide any feedback and comments for the program here: