Library

Program Review - Annual Update

2022 - 2023

Library - Annual Update

2022 - 2023

Annual Update Questions - Disciplines

1. Describe any changes or updates that have occurred since you last submitted program review. If there haven't been any changes or updates since your last program review, enter N/A.

Since last year there has been an increase in demand for technology and support for using technology from both students and other academic departments. We have also seen an increase in interest in OER. We have expanded our open in-person hours and have more students on campus and in the library. More students are also taking online or partially online classes and are in need of both support and space (study rooms) to take Zoom classes on campus. With more multi-modal classes there has also been an increase in demand for multi-modal library instruction. We've also seen our eBooks and audiobooks used more.

2. Provide a summary of the progress you have made on the goals identified in your last program review.

Goal: Equity in internet access

- We've expanded our WiFi Hotspot collection using COVID relief funds and have provided 150 HotSpots (which replaced end of life higher cost HotSpots) to students since the last annual update.

- We've continued to provide Chromebooks and laptops to students and in Fall 2022, before the end of the third week of the semester, even ran out of Chromebooks for checkout.

- We leveraged federal COVID relief funds to purchase 120 new Chromebooks and laptops, including Lenovo PCs.

Goal: Alleviate textbook costs for students

- We replaced our old books scanner with a new one, which students have been using.

- We purchased new eBooks and audiobooks that suppliment our reserves and have seen an increase in their use.

- We've worked with the OER/ZTC Coordinator and are an active part of the Textbook Affordability Workgroup to increase OER awareness and use on campus.

  - We are providing some support to the OER implementation effort through the Free College Initiative grant, which supports some weekly Librarian hours. still working on alleviating textbook costs.

- One of our 11 month Library Support Specialists was able to temporarily increase her position to 12 months with the help of an OER/ZTC grant, however this is not permanent and the need will remain after the lifecycle of the grant (3 years).

Goal: Manage the district Library Services Platform across all three colleges

- At the end of the 2021/22 fiscal year the disctrict made the The Library Systems & Application Developer position permanant.

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- With more student assistant coverage staff have more time to focus on the new statewide LSP and improve our Alma and Primo.

Goal: Help bridge the income equity gap and provide students with resources needed to complete their course work.

- One of our 11 month Library Support Specialists was able to temporarily increase her position to 12 months with the help of an OER/ZTC grant, however this is not permanent and the need will remain after the lifecycle of the grant (3 years).

- We purchased new eBooks and audiobooks that suppliment our reserves and have seen an increase in their use.

- We've expanded our WiFi Hotspot collection and have provided 150 HotSpots to students since the last annual update.

- We replaced our old books scanner with a new one, which students have been using.

- We've increased our budget for streaming video subscriptions, which have increased in demand during the last two years.

- ASCC provides $5 WEPA credit for district deployed printing system for this academic year.

3. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.
Changing Goals:

We've added two new goals, more efficient use of limited library space to increase student on-campus engagement and information literacy. Fall 2022 turned out to be the semester where we've really felt that students are back on campus. We've seen an increase use of the physical library space. Information literacy/competency is at the core of the Library.

Resource Requests:

With the increase classes being online or multi-module, we are seeing an increase in the need for technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course.

According to the Districtwide Student Survey about preference Spring 2022 modality, 48% (the highest of the three colleges) of Cañada students polled reported that they strongly preferred to take classes online. In response to the prompt "Please describe any obstacles you experienced while working towards your educational goals at Cañada College." in the 2020-21 graduation survey, many students wrote about the difficulties of working full time while taking courses. Online and multi-modal classes are especially appealing to students who need flexible schedules, which are often students who are working full time. According to the Districtwide Student Survey about preference for Spring 2022 modality, 36.84% of Cañada Spanish speaking students reported that they strongly preferred to take classes online.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about Taking online classes (e.g., having stable access to the internet

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and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

This increase in demand for online or multimodal class has affected library services and resources.

Supporting Information

General Supporting Documents

SMCCCD_StopOut-Draft.docx

Graduation Survey Results 2020-21 to PBC Oct.pptx

Districtwide text survey re Spring 2022 Modality RESULTS v2.pptx

Goals

Goal Status
2 - Continuing (PR)

Goal Title
Help bridge the income equity gap and provide students with resources needed to complete their course work.

Goal Description
Help bridge the income equity gap and provide students with resources needed to complete their course work.

Program Review Cycle When the Goal Begins
2022 - 2023

Who's Responsible for this Goal?
Librarians, Library Support Specialists, ASLT Dean

Mapping
- CAN Strategic Initiative Topics: (X - Selected)
CAN Strategic Initiatives

- Create and sustain an inclusive, antiracist, and equity-minded campus culture: X
- Help meet the basic needs of Cañada students and other community members: X
- Improve the financial stability of students: X
- Manage resources effectively: X
- Provide adequate access to technology: X

- CAN College Goals: (X - Selected)
CAN College Goals

- Equity-Minded and Antiracist College Culture: X
- Student Access, Success and Completion: X

Resource Requests

Item Requested
.48% Part-time Library Support Specialist

Item Description
Manage student technology loans (laptops, Chromebooks, portable hotspots); Keep technology up to date; Help students with use of library loaned technology; Keep stats on use for internal and state mandated reports; Keep track of items for maintenance; Supervise student assistants and Circulation desk during the day; Work with Library staff on technology and other loan policies and procedures; Work with Library staff and Librarians on general library policies and procedures; Assist students as needed.

According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have about 2.9 Support Staff.

Getting statistics from our system is tricky and complicated, but is necessary, not only because we are required to pull this information for state mandated surveys, but to also measure use in order to better support students. Assembly Bill 893, which makes tuition free for SMCCD, was signed by the state governor, which can lead to an influx and students and this further expands demand for student technology loans. Current staffing is not adequate to support more student demand.

We currently have about 515 laptops, Chromebooks, and hotspots we need to keep in working order, keep track

of, and check-out to students. We also have 200 Chromebooks that are no longer usable and need to be surplused. Last year we checked out Chromebooks and laptops 463 times. Each of these transactions takes at least 10 minutes, usually longer, as we need to check student's registration status, make sure the technology is in working order and has all the peripherals (power cord, charger, etc.), and explain the technology procedures to the student. Preparing equipment, keeping equipment maintained, and troubleshooting issues takes at least two months of dedicated work. Contacting students about returns takes many hours away from the LSS's normal duties.

During the pandemic shut down the Library Support Specialists worked with ITS to manage technology loans for students. However, since we've opened back up the Library Support Specialists have had to take on this management by themselves and take on teaching students how to use the technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Due to the high demand for technology and digital literacy instruction, other vital library services and resources have had to take a back seat. Such as, adding material to the collection, collection maintenance, reinitiating resource sharing with the public library, student assistant training, and updating reserves. Without a dedicated part-time Library Support Specialist to support the high technology needs of our students these important library services and resources will continue to take a back seat.

Status
New Request - Active

Type of Resource
Non - Instructional Personnel

Cost
39346.04

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Since the pandemic and the shift to more online and multi-modality courses, there has been more demand for technology items and assistance. This has required more staff time to catalog, inspect, and organize technology items in order to get them to students in a timely manner. Providing these materials to students reduces the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and Laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
This position will provide direct service to Latinx and AANAPISI students who do not have access to technology they need to complete their courses. The Pew Research Center has found, "Black and Hispanic adults in the United States remain less likely than White adults to say they own a traditional computer or have high-speed internet at home" https://www.pewresearch.org/fact-tank/2021/07/16/home-broadband-adoption-computer-ownership-vary-by-race-ethnicity-in-the-u-s/

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Part Time

If Part-Time, what percentage of Full-Time is this position?
.48

Provide # of months
11

Position: General Funds
Fund 1

<u>Justification</u>

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
According to Title 5, for a college with an FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have 2.9 support staff. An additional Library Support Specialist at .48% closes this staffing gap. Currently, there is only 1 LSS to monitor and supervise the circulation desk during evening hours. In cases of illness or vacation there is no coverage for this major section of the college Library, resulting in early closing of Library services. An additional part-time Library Support Specialist will provide this coverage in these cases in addition to providing support for the full-time LSS on duty in the evening.
<u>Duties</u>
- Maintains and updates Library collection of technology devices (Google Chromebooks, PC laptops, and WiFi hotspots)

- Sets up and maintains detailed statistical, financial, and other records to monitor and track library technology device loans; collects and documents the payment of fines and other transactions

- Teaches and assists students in how to use library loaned technology

- Provides basic technology troubleshooting

- Uses a variety of computer software to compose and prepare correspondence, memoranda, special and regular reports, bulletins, surveys, text, and formatting of website information and other written materials

- Trains and monitors the work of clerical and other staff, library interns, and student assistants as assigned

- Staffs a major section of the College library, in conjunction with librarians

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
Student Access, Success and Completion: The requested LSS position further aligns with providing equitable access to vital in-person resources provided by the library by ensuring that staffing is present into later evening hours to provide student support and steady access to learning and technology materials. Evening student service hours are vital to the college's marginalized students and closes the equity gap for students who are unable to attend classes and access campus services during the daytime hours.
Equity-Minded and Antiracist College Culture: Increases our ability to provide technology and one-on-one assistance to students, particularly students from traditionally marginalized groups, students at various levels of digital literacy, and students with various learning and physical disabilities.
Accessible Infrastructure and Innovation: This position will ensure uninterrupted and equitable evening access to the Library's resources and services, especially library technology. An additional .48 Library Support Specialists will ensure that the Library's technology loan program remains sustainable and accessible to all students.

3. Explain how adding this position will strengthen the department or division.

The part-time LSS position will offer much needed support to the Library. With the addition of a part time LSS position, the library will be able to dedicate a support staff member to primarily handle the technology deployment and recovery duties that have taken up the majority of the LSS team's time. This frees up full-time LSS's to focus on their own assigned duties such as finance, reserves, purchasing and cataloging which are important duties for the day-to-day operations of the library.

The additional support provided by this position will also allow library staff to be much more engaged in department/division meetings and also take a more active role in participatory governance which ensures Library staff stay informed about important campus initiatives, opportunities for collaboration and services that support student success. Since moving to a state-wide library services platform, we need to participate in state-level work groups that determine best practices and make our library services and resources more accessible to students.

Having an additional evening Library Support Specialist ensures that staffing is present into later evening hours, providing support and steady access to learning and technology materials.

4. Explain how this work will be accomplished if the position is not filled.

If the LSS position is not filled, the current library staff will have no choice but to continue to operate at an overload and continue to prioritize certain services such as technology deployment to the detriment of other LSS duties such as reserves and materials processing. This in turn means that reserves cataloging, collection development, outreach, participation in campus committees, etc. will continue to be second priority as the current overload prevents fuller engagement in these critical areas. Furthermore, lack of additional staffing will mean that library services will only be able to operate when sufficient staffing is present and should there be a staffing shortage due to illness/absence, the library will have to close and in doing so, limit access to vital student resources such as research help, technology loans and support, study space, etc.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor Name
David Reed

Date
10/28/2022

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Increase current Library Support Specialist position from 11 months to 12 months

Item Description
This is not an entirely new position; instead we are requesting an extension of one of our current LSS position to be 12 months instead of 11 months. According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have about 2.9 Support Staff.

The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding district wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months the employee will be able to more effectively assist with and complete:

a. Thorough inventory and maintenance of library material (college reserve items and technology items). This also supports ZTC initiatives.

b. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.

c. Contacting students about technology policy, due dates, and procedures.

d. Provide instruction on the use of library loaned technology.

e. Researching how to effectively provide physical copies of OER materials.

Status
Continued Request - Active

Type of Resource
Non - Instructional Personnel

Cost
10672.3

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
The preparation and maintenance of library material when classes are not in session ensures that resources will be more readily available to under-represented groups of students. Since the pandemic and the shift to more online and multi-modality courses, there has been more demand for technology items and assistance. This has required more staff time to catalog, inspect, and organize technology items in order to get them to students in a timely manner. Providing these materials to students reduces the equity gap by giving students access to these items who otherwise would not due to socio-economic circumstances. We need time before the semester starts to get technology ready for students so that they can get their needed technology on week one of the semester so students don't fall behind.

Critical Question: How does this resource request support Latinx and AANAPISI students?
Having additional staff hours means we have more opportunities to reach out and support Latinx and AANAPISI students. We can have materials ready for these students in a timely manner and answer any questions they might have.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Full - Time

Provide # of months
12

Library - Goals and Resource Requests

Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
This is not an entirely new position; instead we are requesting an extension of one of our current LSS position to be 12 months instead of 11 months. According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have about 2.9 Support Staff.
The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding district wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months the employee will be able to more effectively assist with and complete:
a. Thorough inventory and maintenance of library material (college reserve items and technology items). This also supports ZTC initiatives.
b. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.
c. Contacting students about technology policy, due dates, and procedures.
d. Provide instruction on the use of library loaned technology.
e. Researching how to effectively provide physical copies of OER materials.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
College Goals #1 Student Access, Success and Completion
This position maintains our reserve collection, which includes textbooks, graphing calculators, laptops, and WiFi hotspots. According to a survey the ZTC/OER Taskforce sent out in Spring 2019, 36% of students reported that the cost of textbooks has prevented them from taking a course and 26% reported that textbook costs have led them to drop a class. This position is instrumental in helping to alleviate textbook cost, as well as barriers to completion such as access to the internet and computers, that will impact students' ability to complete courses.

College Goal #2 Equity-Minded and Antiracist College Culture and College Goal #4 Accessible Infrastructure and Innovation
This position provides access and maintenance to materials such as graphing calculators, laptops, Chromebooks, and WiFi hotspots, that help bridge the income and technology gap. According to a fall 2017 survey we sent to students who participated in our TLC program (which gave them access to laptops as well as textbooks and graphing calculators) 94.7% of students rated the resources from the TLC program as very important to their academic success and 47.4% of students reported that they would not be able to take their class without

3. Explain how adding this position will strengthen the department or division.
The employee's work hours are as follows: Monday –Friday 8:00 a.m. to 4:00 p.m.On average employee spends a total of 4.5 to 5 hours of their 8 hour work day directly interacting with patrons (students, staff, faculty, and the general public). This leaves little time to work on other important projects in addition to the projects described in question 1 such as the ability to contribute to work needed to serve on library-related committees and outreach activities, assist in library tours, orientation programs and other public relations activities, composing and preparing correspondence, memoranda, special and regular reports, and text and formatting of web site information, managing library payments, and keeping track of the library budget.As mentioned before, these tasks can be worked on during district declared recess days that would otherwise have to be taken as unpaid time off.
By extending the 11-month LSS position to a 12-month position, the time constraints that have prevented employee from the timely completion of projects such as training in and implementing the new LSP Alma/Primo, inventory and maintenance of library materials, and much needed training sessions for library student assistants, will be decreased significantly. The library as a whole will run more smoothly and students, staff, faculty, and the general public will receive more efficient and timely services.

4. Explain how this work will be accomplished if the position is not filled.
If this position is not extended to 12 months, employee will prioritize and coordinate time to complete work related to the new LSP, acquisition, inventory, and maintenance of library materials (both print and technology), and student assistant training with the assistance of the Cataloging Library Support Specialist and the Evening Library Support Specialist. While the 3 LSS's can adapt and handle this workflow, the timely completion of these projects will continue to be limited and therefore students will continue to face barriers in regard to receiving much needed support.

The 22 unpaid days (in which employee is required to take off in 11-month position) will be planned and selected so as to NOT compose of all district declared recess days, allowing employee to complete projects during district recess days in which the library is closed to students and the general public. Employee will work closely and coordinate with the 12-month LSS on how to most effectively utilize time during district recess days when both are present to work together.When classes are in session,two library student assistants will be scheduled to cover the circulation desk of the library during various time periods to provide employee off-desk and distraction-free hours to complete work.However, this requires more detailed and extended trainingof student assistants so they can handle circulation operationswith limited supervision.

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Additional Student Assistant Hours

Item Description
The Library is in need of additional funding for student assistants. Current funding for student assistants does not adequately provide coverage for the Circulation Desk. This means Library Support Specialists have to take time away from other duties such as ordering, processing, maintaining and instructing on use of technology, and cataloging new materials for students in a timely manner.

The usual student assistant allotment of $9,900 only covers about half the Library's open hours. It would take about $21,900 to free up the Library Support Specialists enough to ensure that other duties do not take away from services provided to students.

Status
Continued Request - Active

Type of Resource
Other

Cost
5000

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Having additional student assistants helps free up time for the Library Support Specialists to work on projects like increasing our textbook collection, providing maintenance and organizing our reserve technology, communicating with individual students about due dates, library policies, access procedures to physical material, etc., that students need to success in their courses.

Student assistants also help students with technology questions such as printing in the library, how to navigate Canvas, how to use library loaned technology, access to student email and WebSmart, how to use Google docs, sign up for study rooms, searching for textbooks, and more.

Critical Question: How does this resource request support Latinx and AANAPISI students?
Additional student assistants help free-up time for our Spanish-speaking Library Support Specialists to work with and reach-out to our Spanish-speaking students and programs that serve these students.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
120 ChromeBooks with bags and chargers, and admin console software

Item Description
To replace 120 outdated and broken Chromebooks. In Fall 2022 we ran out of our usable Chromebooks, about 120, before the end of the third week of the semester. With the increase classes being online or multi-module, we are seeing an increase in the need for technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Furthermore, many of our current Chromebooks are already at, or nearing, end-of-life.

Status
New Request - Active

Type of Resource
Equipment (Items Over $5000)

Cost
64076.94

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Providing these materials to students closes the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. According to the Districtwide Student Survey about preference Spring 2022 modality, 48% (the highest of the three colleges) of Cañada students polled reported that they strongly preferred to take classes online. In response to the prompt "Please describe any obstacles you experienced while working towards your educational goals at Cañada College." in the 2020-21 graduation survey, many students wrote about the difficulties of working full time while taking courses. Online and multi-modal classes are especially appealing to students who need flexible schedules, which are often students who are working full time. These students need access to laptops/Chromebooks and reliable internet. Providing technology loans can both support students taking online or multi-modal classes and help reduce economic stress on these students.

This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
According to the Districtwide Student Survey about preference for Spring 2022 modality, 36.84% of Cañada Spanish speaking students reported that they strongly preferred to take classes online.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about Taking online classes (e.g., having stable access to the internet and/or access to

computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
35 Replacement Dell Laptop chargers and Chromebook chargers

Item Description
Type C (15), barrell type (5), and standard chromebook chargers ((15). These items are being requested due to loss and breakage as part of normal technology loan operations. Also, students who have their own laptops or Chromebooks sometimes leave their chargers at home but need to do work on campus. Being able to loan out a charger will allow them to work on campus.

Status
New Request - Active

Type of Resource
Supplies (Items less than $5000)

Cost
1951.62

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Sometimes students will lose chargers or chargers will break. Being able to replace a charger quickly and easily means that the laptop can still be used. Also, students who have their own laptops or Chromebooks sometimes leave their chargers at home but need to do work on campus. Being able to loan out a charger will allow them to work on campus.

Critical Question: How does this resource request support Latinx and AANAPISI students?
Sometimes students will lose chargers or chargers will break. Being able to replace a charger quickly and easily means that the laptop can still be used. Also, students who have their own laptops or Chromebooks sometimes leave their chargers at home but need to do work on campus. Being able to loan out a charger will allow them to work on campus.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
LibAnswers

Item Description
Replace reference chat service, same platform as used by CSM/SKY, more efficient system that handles reference

Status
New Request - Active

Type of Resource
Subscriptions or Memberships

Cost
1999

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
N/A

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Newspaper Archive

Item Description
Replacing America's Historical Newspapers. This database has more historical California newspapers, is easier to search, and support history and political science courses.

Status
New Request - Active

Type of Resource
Subscriptions or Memberships

Cost
2629

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Provides easier access to thousands of primary sources needed to complete assignments in Political Science and History courses.

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Goals

Goal Status
1 - New (PR)

Goal Title
More efficient use of limited library space to increase student on-campus engagement.

Goal Description
More efficient use of limited library space to increase student on-campus engagement and improve equitable access to the Library.

Program Review Cycle When the Goal Begins
2022 - 2023

Who's Responsible for this Goal?
Librarians, Library Support Specialists, ASLT Dean

Mapping
- CAN College Goals: (X - Selected)

CAN College Goals

- Accessible Infrastructure and Innovation: X
- Student Access, Success and Completion: X

- CAN Strategic Initiative Topics: (X - Selected)

CAN Strategic Initiatives

- Better share what Cañada offers: X
- Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete: X
- Ensure the physical campus is accessible: X

- Help meet the basic needs of Cañada students and other community members: X
- Manage resources effectively: X
- Support innovative teaching that creates more equitable and antiracist learning environments: X

Resource Requests

Item Requested
3-tier Oval Feature Display Table (1)

Item Description
This feature display space for books and media of all sizes. Shelves are 3/4" thick with 11" clearance between the top and middle shelves and 11-1/4" clearance between the middle and bottom shelves. Top oval shelf measures 24" x 36"; middle shelf is 40" x 55-1/8" and bottom shelf is 44-1/4" x 60". A combination of cam locks and screws secure the shelves and risers. Glides included. Measures 42"H x 60"W x 42"D overall.

Our current table limits the types of displays we can do and does not stand out.

Status
New Request - Active

Type of Resource
Supplies (Items less than $5000)

Cost
800

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Allows us to display new and current material that supports the curriculum and allows students more access to research material they need for assignments.

Critical Question: How does this resource request support Latinx and AANAPISI students?
We would use this display table to highlight library material for Dreamers, Hispanic Heritage Month, Asian American and Pacific Islander Heritage Month, Lunar New Year, and other topics related to some of our Latinx and AANAPISI students.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
(2) Waltzer Mobile Workstations (Study Corrals)

Item Description
Two semi-private study carrels. Layered high back foam frame soaks up noise allowing students to study, read, and meet in Zoom, while granting a private cover to get work done. These mobile study workstations allow for easy layout configuration changes as well as easy storage and transport.

With the increase classes being online or multi-module, we are seeing an increase in the need for spaces to take be on Zoom. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Since the start of the Fall 2022 semester our five study rooms have been filled to capacity nearly every day with 1,584 hours booked as of Oct. 6th, 2022 alone. Without more private or semi-private space we are unable to meet the academic needs of students. https://www.worthingtondirect.com/waltzer-mobile-workstation.htm

Status
New Request - Active

Type of Resource
Equipment (Items Over $5000)

Cost
7003.09

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Providing more semi-private space for students to get work done and take Zoom classes increases their opportunities for success on a campus with an increasing number of students returning. With the passing of Assembly Bill 893 we anticipate even more students next academic year who will need spaces to study, take Zoom classes, and be able to access other resources and services provided by the Library.

According to the Districtwide Student Survey about preference Spring 2022 modality, 48% (the highest of the three colleges) of Cañada students polled reported that they strongly preferred to take classes online. In response to the prompt "Please describe any obstacles you experienced while working towards your educational goals at Cañada College." in the 2020-21 graduation survey, many students wrote about the difficulties of working full time while taking courses. Online and multi-modal classes are especially appealing to students who need flexible schedules, which are often students who are working full time. These students need access to places to take Zoom classes.

Critical Question: How does this resource request support Latinx and AANAPISI students?
According to the Districtwide Student Survey about preference for Spring 2022 modality, 36.84% of Cañada Spanish speaking students reported that they strongly preferred to take classes online.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about Taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

Providing a semi-private and quiet place to take Zoom classes and study can help alleviate this stress.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
2 wall-mounted monitors

Item Description
Replace old unit by front door and add one more unit by reference desk. These are used for promoting events, information display, and promoting virtual and physical collections. We can also use the TV to hold events and show movies. Updating to a touch screen would also allow us to display library and campus online resources and services to students and faculty during tours and instruction sessions. Student groups and campus programs can also advertise on our new display screens. Our current TV unit is nearing its end of life and is in an area that is not highly visible.

Status
New Request - Active

Type of Resource
Equipment (Items Over $5000)

Cost
24212

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Allows us to display library resources and services that support students in their academic success, connect them to vital on-campus services, as well as connecting to student peers within the campus community through events and screen displays. With more visible screens services such as the campus shuttle, SparkPoint, EOPs, Promise, SAM card, etc., will be accessible to students coming into the Library.

Critical Question: How does this resource request support Latinx and AANAPISI students?
We can use these monitors to highlight library material and services for Dreamers, Hispanic Heritage Month, Asian American and Pacific Islander Heritage Month, Lunar New Year, and other topics related to some of our Latinx and AANAPISI students. We can also display material related to student groups such as DREAMers.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Funding to support WEPA print solution

Item Description
$9,552.00 WEPA was introduced last year as the new district-wide print solution for students. For the first year we used one-time funds, and since this is a recurring request we submitting as a resource request to add this to our ongoing funding.

Status
New Request - Active

Type of Resource
Printing

Cost
providing funding to support this, last year we used

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
N/A

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Goals

Goal Status
2 - Continuing (PR)

Goal Title
Alleviate textbook costs for students.

Goal Description
Support the College's ZTC efforts and reduce textbook costs for students.

Program Review Cycle When the Goal Begins
2022 - 2023

Who's Responsible for this Goal?
Librarians, Library Support Specialists, ASLT Dean

Mapping
- CAN Strategic Initiative Topics: (X - Selected)

CAN Strategic Initiatives

- Create and sustain an inclusive, antiracist, and equity-minded campus culture: X

- Help meet the basic needs of Cañada students and other community members: X

- Improve the financial stability of students: X

- Manage resources effectively: X

- Provide adequate access to technology: X

- Support innovative teaching that creates more equitable and antiracist learning environments: X

- CAN College Goals: (X - Selected)

CAN College Goals

- Equity-Minded and Antiracist College Culture: X

- Student Access, Success and Completion: X

Resource Requests

Item Requested
.48% Part-time Library Support Specialist

Item Description
Manage student technology loans (laptops, Chromebooks, portable hotspots); Keep technology up to date; Help students with use of library loaned technology; Keep stats on use for internal and state mandated reports; Keep track of items for maintenance; Supervise student assistants and Circulation desk during the day; Work with Library staff on technology and other loan policies and procedures; Work with Library staff and Librarians on general library policies and procedures; Assist students as needed.

According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have 2.9 support staff.

Getting statistics from our system is tricky and complicated, but is necessary, not only because we are required to pull this information for state mandated surveys, but to also measure use in order to better support students. Assembly Bill 893, which makes tuition free for SMCCD, was signed by the state governor, which can lead to an influx and students and this further expands demand for student technology loans. Current staffing is not adequate to support more student demand.

We currently have about 515 laptops, Chromebooks, and hotspots we need to keep in working order, keep track of, and check-out to students. We also have 200 Chromebooks that are no longer usable and need to be surplused. Last year we checked out Chromebooks and laptops 463 times. Each of these transactions takes at least 10 minutes, usually longer, as we need to check student's registration status, make sure the technology is in working order and has all the peripherals (power cord, charger, etc.), and explain the technology procedures to the student. Preparing equipment, keeping equipment maintained, and troubleshooting issues takes at least two months of dedicated work. Contacting students about returns takes many hours away from the LSS's normal duties.

During the pandemic shut down the Library Support Specialists worked with ITS to manage technology loans for

students. However, since we've opened back up the Library Support Specialists have had to take on this management by themselves and take on teaching students how to use the technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Due to the high demand for technology and digital literacy instruction, other vital library services and resources have had to take a back seat. Such as, adding material to the collection, collection maintenance, reinitiating resource sharing with the public library, student assistant training, and updating reserves. Without a dedicated part-time Library Support Specialist to support the high technology needs of our students these important library services and resources will continue to take a back seat.

Status
New Request - Active

Type of Resource
Non - Instructional Personnel

Cost
TBA

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Since the pandemic and the shift to more online and multi-modality courses, there has been more demand for technology items and assistance. This has required more staff time to catalog, inspect, and organize technology items in order to get them to students in a timely manner. Providing these materials to students reduces the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and Laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
This position will provide direct service to Latinx and AANAPISI students who do not have access to technology they need to complete their courses. The Pew Research Center has found, "Black and Hispanic adults in the United States remain less likely than White adults to say they own a traditional computer or have high-speed internet at home" https://www.pewresearch.org/fact-tank/2021/07/16/home-broadband-adoption-computer-ownership-vary-by-race-ethnicity-in-the-u-s/

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Part Time

If Part-Time, what percentage of Full-Time is this position?
.48

<u>Justification</u>

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
According to Title 5, for a college with an FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have 2.9 support staff. An additional Library Support Specialist at .48% closes this staffing gap. Currently, there is only 1 LSS to monitor and supervise the circulation desk during evening hours. In cases of illness or vacation there is no coverage for this major section of the college Library, resulting in early closing of Library services. An additional part-time Library Support Specialist will provide this coverage in these cases in addition to providing support for the full-time LSS on duty in the evening.

<u>Duties</u>
Maintains and updates Library collection of technology devices (Google Chromebooks, PC laptops, and WiFi hotspots)
Sets up and maintains detailed statistical, financial, and other records to monitor and track library technology device loans; collects and documents the payment of fines and other transactions
Teaches and assists students in how to use library loaned technology
Provides basic technology troubleshooting
Uses a variety of computer software to compose and prepare correspondence, memoranda, special and regular reports, bulletins, surveys, text, and formatting of website information and other written materials
Trains and monitors the work of clerical and other staff, library interns, and student assistants as assigned
Staffs a major section of the College library, in conjunction with librarians

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
Student Access, Success and Completion: The requested LSS position further aligns with providing equitable access to vital in-person resources provided by the library by ensuring that staffing is present into later evening hours to provide student support and steady access to learning and technology materials. Evening student service hours are vital to the college's marginalized students and closes the equity gap for students who are unable to attend classes and access campus services during the daytime hours.
Equity-Minded and Antiracist College Culture: Increases our ability to provide technology and one-on-one assistance to students, particularly students from traditionally marginalized groups, students at various levels of digital literacy, and students with various learning and physical disabilities.
Accessible Infrastructure and Innovation: This position will ensure uninterrupted and equitable evening access to the Library's resources and services, especially library technology. An additional .48 Library Support Specialists will ensure that the Library's technology loan program remains sustainable and accessible to all students.

3. Explain how adding this position will strengthen the department or division.
The part-time LSS position will offer much needed support to the Library. With the addition of a part time LSS position, the library will be able to dedicate a support staff member to primarily handle the technology deployment and recovery duties that have taken up the majority of the LSS team's time. This frees up full-time LSS's to focus on their own assigned duties such as finance, reserves, purchasing and cataloging which are important duties for the day-to-day operations of the library.
The additional support provided by this position will also allow library staff to be much more engaged in department/division meetings and also take a more active role in participatory governance which ensures Library staff stay informed about important campus initiatives, opportunities for collaboration and services that support student success. Since moving to a state-wide library services platform, we need to participate in state-level work groups that determine best practices and make our library services and resources more accessible to students.
Having an additional evening Library Support Specialist ensures that staffing is present into later evening hours, providing support and steady access to learning and technology materials.

4. Explain how this work will be accomplished if the position is not filled.
If the LSS position is not filled, the current library staff will have no choice but to continue to operate at an overload and continue to prioritize certain services such as technology deployment to the detriment of other LSS duties such as reserves and materials processing. This in turn means that reserves cataloging, collection development, outreach, participation in campus committees, etc. will continue to be second priority as the current overload prevents fuller engagement in these critical areas. Furthermore, lack of additional staffing will mean that library services will only be able to operate when sufficient staffing is present and should there be a staffing shortage due to illness/absence, the library will have to close and in

doing so, limit access to vital student resources such as research help, technology loans and support, study space, etc.

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Increase current Library Support Specialist position from 11 months to 12 months

Item Description
The Library is in need of additional funding for student assistants. Current funding for student assistants does not adequately provide coverage for the Circulation Desk. This means Library Support Specialists have to take time away from other duties such as ordering, processing, maintaining and instructing on use of technology, and cataloging new materials for students in a timely manner.

The usual student assistant allotment of $9,900 only covers about half the Library's open hours. It would take about $21,900 to free up the Library Support Specialists enough to ensure that other duties do not take away from services provided to students.

Status
Continued Request - Active

Type of Resource
Non - Instructional Personnel

Cost
10672.30

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Having additional student assistants helps free up time for the Library Support Specialists to work on projects like increasing our textbook collection, providing maintenance and organizing our reserve technology, communicating with individual students about due dates, library policies, access procedures to physical material, etc., that students need to success in their courses.

Student assistants also help students with technology questions such as printing in the library, how to navigate Canvas, how to use library loaned technology, access to student email and WebSmart, how to use Google docs, sign up for study rooms, searching for textbooks, and more.

Critical Question: How does this resource request support Latinx and AANAPISI students?
Additional student assistants help free-up time for our Spanish-speaking Library Support Specialists to work with and reach-out to our Spanish-speaking students and programs that serve these students.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Full - Time

Provide # of months
12

<u>**Justification**</u>

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
This is not an entirely new position; instead we are requesting an extension of one of our current LSS position to be 12 months instead of 11 months. According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have about 2.9 Support Staff.

The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding district wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months the employee will be able to more effectively assist with and complete:

a. Thorough inventory and maintenance of library material (college reserve items and technology items). This also supports ZTC initiatives.

b. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.

c. Contacting students about technology policy, due dates, and procedures.

d. Provide instruction on the use of library loaned technology.

e. Researching how to effectively provide physical copies of OER materials.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
College Goals #1 Student Access, Success and Completion

This position maintains our reserve collection, which includes textbooks, graphing calculators, laptops, and WiFi hotspots. According to a survey the ZTC/OER Taskforce sent out in Spring 2019, 36% of students reported that the cost of textbooks has prevented them from taking a course and 26% reported that textbook costs have led them to drop a class. This position is instrumental in helping to alleviate textbook cost, as well as barriers to completion such as access to the internet and computers, that will impact students' ability to complete courses.

College Goal #2 Equity-Minded and Antiracist College Culture and College Goal #4 Accessible Infrastructure and Innovation

This position provides access and maintenance to materials such as graphing calculators, laptops, Chromebooks, and WiFi hotspots, that help bridge the income and technology gap. According to a fall 2017 survey we sent to students who participated in our TLC program (which gave them access to laptops as well as

textbooks and graphing calculators) 94.7% of students rated the resources from the TLC program as very important to their academic success and 47.4% of students reported that they would not be able to take their class without

3. Explain how adding this position will strengthen the department or division.

The employee's work hours are as follows: Monday –Friday 8:00 a.m. to 4:00 p.m.On average employee spends a total of 4.5 to 5 hours of their 8 hour work day directly interacting with patrons (students, staff, faculty, and the general public). This leaves little time to work on other important projects in addition to the projects described in question 1 such as the ability to contribute to work needed to serve on library-related committees and outreach activities, assist in library tours, orientation programs and other public relations activities, composing and preparing correspondence, memoranda, special and regular reports, and text and formatting of web site information, managing library payments, and keeping track of the library budget.As mentioned before, these tasks can be worked on during district declared recess days that would otherwise have to be taken as unpaid time off.

By extending the 11-month LSS position to a 12-month position, the time constraints that have prevented employee from the timely completion of projects such as training in and implementing the new LSP Alma/Primo, inventory and maintenance of library materials, and much needed training sessions for library student assistants, will be decreased significantly. The library as a whole will run more smoothly and students, staff, faculty, and the general public will receive more efficient and timely services.

4. Explain how this work will be accomplished if the position is not filled.

If this position is not extended to 12 months, employee will prioritize and coordinate time to complete work related to the new LSP, acquisition, inventory, and maintenance of library materials (both print and technology), and student assistant training with the assistance of the Cataloging Library Support Specialist and the Evening Library Support Specialist. While the 3 LSS's can adapt and handle this workflow, the timely completion of these projects will continue to be limited and therefore students will continue to face barriers in regard to receiving much needed support. The 22 unpaid days (in which employee is required to take off in 11-month position) will be planned and selected so as to NOT compose of all district declared recess days, allowing employee to complete projects during district recess days in which the library is closed to students and the general public. Employee will work closely and coordinate with the 12-month LSS on how to most effectively utilize time during district recess days when both are present to work together.When classes are in session,two library student assistants will be scheduled to cover the circulation desk of the library during various time periods to provide employee off-desk and distraction-free hours to complete work.However, this requires more detailed and extended trainingof student assistants so they can handle circulation operationswith limited supervision

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
120 ChromeBooks with bags and chargers, and admin console software

Item Description
To replace 120 outdated and broken Chromebooks. In Fall 2022 we ran out of our usable Chromebooks, about 120, before the end of the third week of the semester. With the increase classes being online or multi-module, we are seeing an increase in the need for technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Furthermore, many of our current Chromebooks are already at, or nearing, end-of-life.

Status
New Request - Active

Type of Resource
Equipment (Items Over $5000)

Cost
64076.94

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Providing these materials to students closes the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. According to the Districtwide Student Survey about preference Spring 2022 modality, 48% (the highest of the three colleges) of Cañada students polled reported that they strongly preferred to take classes online. In response to the prompt "Please describe any obstacles you experienced while working towards your educational goals at Cañada College." in the 2020-21 graduation survey, many students wrote about the difficulties of working full time while taking courses. Online and multi-modal classes are especially appealing to students who need flexible schedules, which are often students who are working full time. These students need access to laptops/Chromebooks and reliable internet. Providing technology loans can both support students taking online or multi-modal classes and help reduce economic stress on these students.

This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
According to the Districtwide Student Survey about preference for Spring 2022 modality, 36.84% of Cañada Spanish speaking students reported that they strongly preferred to take classes online.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about Taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Goals

Goal Status
2 - Continuing (PR)

Goal Title
Equity in Internet Access

Goal Description
Increase student equity by providing portable WiFi hotspots and chromebooks/laptops for student use.

Program Review Cycle When the Goal Begins
2022 - 2023

Who's Responsible for this Goal?
Librarians, Library Support Specialists, ASLT Dean

Mapping
- CAN Strategic Initiative Topics: (X - Selected)

CAN Strategic Initiatives

- Create and sustain an inclusive, antiracist, and equity-minded campus culture: X
- Help meet the basic needs of Cañada students and other community members: X
- Improve the financial stability of students: X
- Manage resources effectively: X
- Provide adequate access to technology: X
- Support innovative teaching that creates more equitable and antiracist learning environments: X

- CAN College Goals: (X - Selected)

CAN College Goals

- Equity-Minded and Antiracist College Culture: X
- Student Access, Success and Completion: X

Resource Requests

Item Requested
.48% Part-time Library Support Specialist

Item Description
Manage student technology loans (laptops, Chromebooks, portable hotspots); Keep technology up to date; Help students with use of library loaned technology; Keep stats on use for internal and state mandated reports; Keep track of items for maintenance; Supervise student assistants and Circulation desk during the day; Work with Library staff on technology and other loan policies and procedures; Work with Library staff and Librarians on general library policies and procedures; Assist students as needed.

According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have 2.9 support staff.

Getting statistics from our system is tricky and complicated, but is necessary, not only because we are required to pull this information for state mandated surveys, but to also measure use in order to better support students. Assembly Bill 893, which makes tuition free for SMCCD, was signed by the state governor, which can lead to an influx and students and this further expands demand for student technology loans. Current staffing is not adequate to support more student demand.

We currently have about 515 laptops, Chromebooks, and hotspots we need to keep in working order, keep track

of, and check-out to students. We also have 200 Chromebooks that are no longer usable and need to be surplused. Last year we checked out Chromebooks and laptops 463 times. Each of these transactions takes at least 10 minutes, usually longer, as we need to check student's registration status, make sure the technology is in working order and has all the peripherals (power cord, charger, etc.), and explain the technology procedures to the student. Preparing equipment, keeping equipment maintained, and troubleshooting issues takes at least two months of dedicated work. Contacting students about returns takes many hours away from the LSS's normal duties.

During the pandemic shut down the Library Support Specialists worked with ITS to manage technology loans for students. However, since we've opened back up the Library Support Specialists have had to take on this management by themselves and take on teaching students how to use the technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Due to the high demand for technology and digital literacy instruction, other vital library services and resources have had to take a back seat. Such as, adding material to the collection, collection maintenance, re-initiating resource sharing with the public library, student assistant training, and updating reserves. Without a dedicated part-time Library Support Specialist to support the high technology needs of our students these important library services and resources will continue to take a back seat.

Status
New Request - Active

Type of Resource
Non - Instructional Personnel

Cost
TBA

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Since the pandemic and the shift to more online and multi-modality courses, there has been more demand for technology items and assistance. This has required more staff time to catalog, inspect, and organize technology items in order to get them to students in a timely manner. Providing these materials to students reduces the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and Laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
This position will provide direct service to Latinx and AANAPISI students who do not have access to technology they need to complete their courses. The Pew Research Center has found, "Black and Hispanic adults in the United States remain less likely than White adults to say they own a traditional computer or have high-speed internet at home" https://www.pewresearch.org/fact-tank/2021/07/16/home-broadband-adoption-computer-ownership-vary-by-race-ethnicity-in-the-u-s/

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Part Time

If Part-Time, what percentage of Full-Time is this position?
.48

<u>Justification</u>

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
According to Title 5, for a college with an FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have 2.9 support staff. An additional Library Support Specialist at .48% closes this staffing gap. Currently, there is only 1 LSS to monitor and supervise the circulation desk during evening hours. In cases of illness or vacation there is no coverage for this major section of the college Library, resulting in early closing of Library services. An additional part-time Library Support Specialist will provide this coverage in these cases in addition to providing support for the full-time LSS on duty in the evening.

 <u>Duties</u>
Maintains and updates Library collection of technology devices (Google Chromebooks, PC laptops, and WiFi hotspots)
Sets up and maintains detailed statistical, financial, and other records to monitor and track library technology device loans; collects and documents the payment of fines and other transactions
Teaches and assists students in how to use library loaned technology
Provides basic technology troubleshooting
Uses a variety of computer software to compose and prepare correspondence, memoranda, special and regular reports, bulletins, surveys, text, and formatting of website information and other written materials
Trains and monitors the work of clerical and other staff, library interns, and student assistants as assigned
Staffs a major section of the College library, in conjunction with librarians

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
Student Access, Success and Completion: The requested LSS position further aligns with providing equitable access to vital in-person resources provided by the library by ensuring that staffing is present into later evening hours to provide student support and steady access to learning and technology materials. Evening student service hours are vital to the college's marginalized students and closes the equity gap for students who are unable to attend classes and access campus services during the daytime hours.
Equity-Minded and Antiracist College Culture: Increases our ability to provide technology and one-on-one assistance to students, particularly students from traditionally marginalized groups, students at various levels of digital literacy, and students with various learning and physical disabilities.
Accessible Infrastructure and Innovation: This position will ensure uninterrupted and equitable evening access to the Library's resources and services, especially library technology. An additional .48 Library Support Specialists will ensure that the Library's technology loan program remains sustainable and accessible to all students.

3. Explain how adding this position will strengthen the department or division.
The part-time LSS position will offer much needed support to the Library. With the addition of a part time LSS position, the library will be able to dedicate a support staff member to primarily handle the technology deployment and recovery duties that have taken up the majority of the LSS team's time. This frees up full-time LSS's to focus on their own assigned duties such as finance, reserves, purchasing and cataloging which are important duties for the day-to-day operations of the library.
The additional support provided by this position will also allow library staff to be much more engaged in department/division meetings and also take a more active role in participatory governance which ensures Library staff stay informed about important campus initiatives, opportunities for collaboration and services that support student success. Since moving to a state-wide library services platform, we need to participate in state-level work groups that determine best practices and make our library services and resources more accessible to students.
Having an additional evening Library Support Specialist ensures that staffing is present into later evening hours, providing support and steady access to learning and technology materials.

4. Explain how this work will be accomplished if the position is not filled.

If the LSS position is not filled, the current library staff will have no choice but to continue to operate at an overload and continue to prioritize certain services such as technology deployment to the detriment of other LSS duties such as reserves and materials processing. This in turn means that reserves cataloging, collection development, outreach, participation in campus committees, etc. will continue to be second priority as the current overload prevents fuller engagement in these critical areas. Furthermore, lack of additional staffing will mean that library services will only be able to operate when sufficient staffing is present and should there be a staffing shortage due to illness/absence, the library will have to close and in doing so, limit access to vital student resources such as research help, technology loans and support, study space, etc.

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested

Increase current Library Support Specialist position from 11 months to 12 months

Item Description

This is not an entirely new position; instead we are requesting an extension of one of our current LSS position to be 12 months instead of 11 months.

The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding district wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months the employee will be able to more effectively assist with and complete:

a. Thorough inventory and maintenance of library material (college reserve items and technology items). This also supports ZTC initiatives.

b. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.

c. Contacting students about technology policy, due dates, and procedures.

d. Provide instruction on the use of library loaned technology.

e. Researching how to effectively provide physical copies of OER materials.

Status

Continued Request - Active

Type of Resource

Non - Instructional Personnel

Cost

10672.3

One-Time or Recurring Cost?

Recurring Cost

Critical Question: How does this resource request support closing the equity gap?

The preparation and maintenance of library material when classes are not in session ensures that resources will be more readily available to under-represented groups of students. Since the pandemic and the shift to more

online and multi-modality courses, there has been more demand for technology items and assistance. This has required more staff time to catalog, inspect, and organize technology items in order to get them to students in a timely manner. Providing these materials to students reduces the equity gap by giving students access to these items who otherwise would not due to socio-economic circumstances. We need time before the semester starts to get technology ready for students so that they can get their needed technology on week one of the semester so students don't fall behind.

Critical Question: How does this resource request support Latinx and AANAPISI students?
Having additional staff hours means we have more opportunities to reach out and support Latinx and AANAPISI students. We can have materials ready for these students in a timely manner and answer any questions they might have.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:
ASLT/Library

Position Title:
Library Support Specialist

Is this position permanent?
Yes

Position Type
Full - Time

Provide # of months
12

Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
This is not an entirely new position; instead we are requesting an extension of one of our current LSS position to be 12 months instead of 11 months. According to Title 5, for a college with and FTES between 1,001 and 3,000 we should have 4.5 Support Staff. We currently have about 2.9 Support Staff.

The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding district wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months the employee will be able to more effectively assist with and complete:

a. Thorough inventory and maintenance of library material (college reserve items and technology items). This also supports ZTC initiatives.

b. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.

c. Contacting students about technology policy, due dates, and procedures.

d. Provide instruction on the use of library loaned technology.

e. Researching how to effectively provide physical copies of OER materials.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
College Goals #1 Student Access, Success and Completion

This position maintains our reserve collection, which includes textbooks, graphing calculators, laptops, and WiFi hotspots. According to a survey the ZTC/OER Taskforce sent out in Spring 2019, 36% of students reported that the cost of textbooks has prevented them from taking a course and 26% reported that textbook costs have led them to drop a class. This position is instrumental in helping to alleviate textbook cost, as well as barriers to completion such as access to the internet and computers, that will impact students' ability to complete courses.

College Goal #2 Equity-Minded and Antiracist College Culture and College Goal #4 Accessible Infrastructure and Innovation

This position provides access and maintenance to materials such as graphing calculators, laptops, Chromebooks, and WiFi hotspots, that help bridge the income and technology gap. According to a fall 2017 survey we sent to students who participated in our TLC program (which gave them access to laptops as well as textbooks and graphing calculators) 94.7% of students rated the resources from the TLC program as very important to their academic success and 47.4% of students reported that they would not be able to take their class without

3. Explain how adding this position will strengthen the department or division.
The employee's work hours are as follows: Monday –Friday 8:00 a.m. to 4:00 p.m.On average employee spends a total of 4.5 to 5 hours of their 8 hour work day directly interacting with patrons (students, staff, faculty, and the general public). This leaves little time to work on other important projects in addition to the projects described in question 1 such as the ability to contribute to work needed to serve on library-related committees and outreach activities, assist in library tours, orientation programs and other public relations activities, composing and preparing correspondence, memoranda, special and regular reports, and text and formatting of web site information, managing library payments, and keeping track of the library budget.As mentioned before, these tasks can be worked on during district declared recess days that would otherwise have to be taken as unpaid time off.

By extending the 11-month LSS position to a 12-month position, the time constraints that have prevented employee from the timely completion of projects such as training in and implementing the new LSP Alma/Primo, inventory and maintenance of library materials, and much needed training sessions for library student assistants, will be decreased significantly. The library as a whole will run more smoothly and students, staff, faculty, and the general public will receive more efficient and timely services.

4. Explain how this work will be accomplished if the position is not filled.

If this position is not extended to 12 months, employee will prioritize and coordinate time to complete work related to the new LSP, acquisition, inventory, and maintenance of library materials (both print and technology), and student assistant training with the assistance of the Cataloging Library Support Specialist and the Evening Library Support Specialist. While the 3 LSS's can adapt and handle this workflow, the timely completion of these projects will continue to be limited and therefore students will continue to face barriers in regard to receiving much needed support. The 22 unpaid days (in which employee is required to take off in 11-month position) will be planned and selected so as to NOT compose of all district declared recess days, allowing employee to complete projects during district recess days in which the library is closed to students and the general public. Employee will work closely and coordinate with the 12-month LSS on how to most effectively utilize time during district recess days when both are present to work together.When classes are in session,two library student assistants will be scheduled to cover the circulation desk of the library during various time periods to provide employee off-desk and distraction-free hours to complete work.However, this requires more detailed and extended trainingof student assistants so they can handle circulation operationswith limited supervision

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
120 ChromeBooks with bags and chargers, and admin console software

Item Description
To replace 120 outdated and broken Chromebooks. In Fall 2022 we ran out of our usable Chromebooks, about 120, before the end of the third week of the semester. With the increase classes being online or multi-module, we are seeing an increase in the need for technology. In Fall 2022 1,201 students were enrolled in a hybrid course, 3,076 were enrolled in an online course, and 1,350 were enrolled in a synchronous course. Furthermore, many of our current Chromebooks are already at, or nearing, end-of-life.

Status
New Request - Active

Type of Resource
Equipment (Items Over $5000)

Cost
64076.94

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Providing these materials to students closes the equity gap by giving students access to these items who otherwise would not have access due to socio-economic or other circumstances. According to the Districtwide Student Survey about preference Spring 2022 modality, 48% (the highest of the three colleges) of Cañada students polled reported that they strongly preferred to take classes online. In response to the prompt "Please describe any obstacles you experienced while working towards your educational goals at Cañada College." in the 2020-21 graduation survey, many students wrote about the difficulties of working full time while taking courses. Online and multi-modal classes are especially appealing to students who need flexible schedules, which are often students who are working full time. These students need access to laptops/Chromebooks and reliable internet. Providing technology loans can both support students taking online or multi-modal classes and help reduce economic stress on these students.

This is also an accessibility issue, according to the Pew Research Center, Americans with disabilities are less likely to have access to a desktop or laptop computer. Loaning Chromebooks and laptops helps close this digital divide. https://www.pewresearch.org/fact-tank/2021/09/10/americans-with-disabilities-less-likely-than-those-without-to-own-some-digital-devices/

Critical Question: How does this resource request support Latinx and AANAPISI students?
According to the Districtwide Student Survey about preference for Spring 2022 modality, 36.84% of Cañada Spanish speaking students reported that they strongly preferred to take classes online.

According to Cañada College's 2021 Student Survey Results from the National Assessment of Collegiate Campus Climates (NACCC), 20% of Students of Color expressed being extremely stressed and 17.8% expressed being quite stressed about Taking online classes (e.g., having stable access to the internet and/or access to computers, ability to adapt to online learning). In comparison, only 11.1% and 12.2% of Caucasian or white students expressed being extremely or quite stressed about taking online classes.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
Replacement ChromeBook chargers (15)

Item Description
Sometimes students will lose chargers or chargers will break. Being able to replace a charger quickly and easily means that the Chromebook can still be used. Also, students who have their own laptops or Chromebooks sometimes leave their chargers at home but need to do work on campus. Being able to loan out a charger will allow them to work on campus.

Status
New Request - Active

Type of Resource
Supplies (Items less than $5000)

Cost
735

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Extra Chromebook chargers means that students who need to check-out technology due to financial or other socio-economic reasons don't have to wait or be denied access due to missing chargers.

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Resource Requests

Item Requested
20 Replacement Dell Laptop chargers, type C (15), and barrell type (5)

Item Description
Sometimes students will lose chargers or chargers will break. Being able to replace a charger quickly and easily means that the laptop can still be used. Also, students who have their own laptops or Chromebooks sometimes leave their chargers at home but need to do work on campus. Being able to loan out a charger will allow them to work on campus.

Status
New Request - Active

Type of Resource
Supplies (Items less than $5000)

Cost
1216.62

One-Time or Recurring Cost?
One - Time Cost

Critical Question: How does this resource request support closing the equity gap?
Extra laptop chargers means that students who need to check-out technology due to financial or other socio-economic reasons don't have to wait or be denied access due to missing chargers.

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?

Goals

Goal Status
1 - New (PR)

Goal Title
Information Competency

Goal Description
Increase student's information competency, ability to select, evaluate, and ethically use information to investigate a point of view, support a conclusion, or engage in problem solving.

Program Review Cycle When the Goal Begins
2022 - 2023

Who's Responsible for this Goal?
Librarians

Mapping
- CAN College Goals: (X - Selected)
CAN College Goals

- Equity-Minded and Antiracist College Culture: X
- Student Access, Success and Completion: X

- CAN Strategic Initiative Topics: (X - Selected)
CAN Strategic Initiatives

- Manage resources effectively: X
- Support innovative teaching that creates more equitable and antiracist learning environments: X

Resource Requests

Item Requested
Newspaper Archive

Item Description
Replacing America's Historical Newspapers. This database has more historical California newspapers, is easier to search, and support history and political science courses.

Status
New Request - Active

Type of Resource
Subscriptions or Memberships

Cost
2629

One-Time or Recurring Cost?
Recurring Cost

Critical Question: How does this resource request support closing the equity gap?
Provides easier access to thousands of primary sources needed to complete assignments in Political Science and History courses.

Critical Question: How does this resource request support Latinx and AANAPISI students?
N/A

Library - Goals and Resource Requests

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Justification

This position has been reviewed by the department or division and is recommended for hiring.

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?