



Plan Review Phase One: Plan Identification 2010-2011

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. A separate form is available for phase two, which involves annual self-evaluation of progress on the plan. *Please submit this completed form to Ed Karpp by December 15, 2010 (the last day of Fall 2010).*

Section 1. Identification and History of the Plan

Submitted by Brenda Jones, Interim Library and Learning Resources Director, 12/15/10

1.1. Plan Name:

1.2. Is this plan under Academic Affairs, Student Affairs, or Administrative Affairs?

1.3. Describe the date the plan was originally developed and the original purpose/intention of this plan.

This plan was originally drafted by Linda Winters, Associate Dean, Library and Learning Resources in May 2007. I found mention of an earlier plan entitled "Technology Plan: Glendale Community College Library 1997-2001," but I have not located a copy of that plan.

From the minutes of the 05/31/07 Library and Information Competency Committee Meeting, under New Business:

"Learning Resources Technology Plan – The last accreditation report recommended that the college increase planning tied to budget for Learning Resources. The Library, Learning Center and various labs were included. Dr. Winters asked the committee members to read the draft of the technology plan, and then email any suggestions, changes or improvements to her."

From the minutes of the 09/27/07 Library and Information Competency Committee Meeting:

"Learning Resources Technology Plan – Dr. Winters presented the plan for approval. Zohara Kaye suggested adding "Acquire Authority Files for the online public access catalog" in the Sub-heading of "Technology must be acquired, maintained and upgraded in all Learning Resources facilities." It was MSC (Kaye/Kaba) that the document be approved as amended."

From the minutes of the 10/17/07 Student Affairs Committee meeting, under New Business:

"Library & Learning Resources Technology Plan (First Reading)"

- This plan was written following a 2004 Accreditation recommendation.
- Library tech plan will be an appendix to the larger campus-wide plan. Will not be incorporated into the larger plan because it cannot follow the same format.
- Concern was expressed over the language outlining expansion of space when there is already a lack of classroom space on the campus. It was suggested that language be incorporated clarifying how and when additional space will be requested.
- Committee requested that language justifying the plan be incorporated into the document, as well as language clarifying the status of the proposed advisory committee.

It was **MSC (Bowerman/Taylor)** to accept the first reading with recommended changes. The plan, with changes, will be presented for a second reading at the November 21, 2007 meeting."

From the minutes of the 10/25/07 Library and Information Competency Committee Meeting, under Old

Business:

"Learning Resources Technology Plan (attached) – the committee approved the Learning Resources Technology Plan at the September 27, 2007 meeting. Dr. Winters took it to the Student Affairs Committee. There was a suggestion to have a "Rationale" section added and also that it be stated that the Advisory Committee is a non-governance committee. Dr. Winters asked for approval of the Plan with the changes from the Student Affairs Committee. It was MSC (Young/Getty) that it be approved. The committee voted unanimously to adopt it with the changes."

Note: At some point between 10/25/07 and 12/05/07 the name of the plan was changed from "Learning Resources Technology Plan" to "Library and Learning Resources Technology Plan."

From the minutes of the 12/05/07 Student Affairs Committee meeting:

"Library & Learning Resources Technology Plan"

- A rationale was added based on the recommendations made at the October 17, 2007 meeting.
- It was **MS (Winters/Spicer)** to approve the plan.
- Dr. Winters reminded the committee that this plan will be an appendix to the larger Information Technology plan.
- Mr. Spicer asked if the plan had been circulated to other campus committees for input.

It was **MSC (Mirch/Spicer)** to approve the plan with the recommendation to send the plan to Academic Affairs for informational purposes."

From the minutes of the 02/06/08 Academic Affairs Committee meeting, under New Business:

"Library and Learning Resources Technology Plan: Linda Winters distributed a hand out explaining the Library and Learning Resources Technology Plan for 2007-2012 and asked committee members to share the information with their group."

1.4. Summarize significant updates made to the plan.

According to the footnote on the plan, the time line was added/updated in March 2009. This was done by Linda Winters as part of the accreditation self-study for Standard IIC. Since then, no updates have been made to the plan.

1.5. List the people and/or committees who developed the current plan.

Linda Winters, Associate Dean, Library and Learning Resources, developed the plan. It was forwarded to the full-time faculty librarians, Library Public Services Manager, Library Systems Technician, Learning Center Faculty Coordinator, and Learning Center Manager for their input/feedback in May 2007. It was then presented to members of the Library and Information Competency Committee for their review in May 2007 and the final version was approved at the L&ICC meeting in October 2007. The plan was approved by the Student Affairs Committee in December 2007 and presented to the Academic Affairs Committee as an information item in February 2008.

1.6. Which of the following information sources were used to develop the plan? (Mark an X in the Yes or No column for each row.)

Information Source	Yes	No	Data were not available	Comments
SLOAC	X			None of these sources is mentioned in the plan.
Campus Views	X			
External Scan	X			
Campus Profile	X			
Student Views	X			
Community profile	X			
Program Review	X			

1.7. Identify which of the following elements are included in the plan. (Mark an X in the Yes or No column for each row.)

Element	Yes	No	Comments
Goals	X		These are identified in the section called "Future Plan."
Action items or strategies	X		These are identified in the time line table.
Measurable outcomes		X	
Timelines for completion	X		A time line was appended to the plan in March 2009.
Individuals/agencies responsible		X	
Budget impacts		X	

Section 2. Approval Status

2.1. Identify the names of the governance committee(s) and/or sub-committees that have reviewed the plan, approved the plan if this was appropriate and the date it was taken to each committee.

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments
Library and Information Competency Committee	05/31/07		Plan presented to the committee for review.
Library and Information Competency Committee	09/27/07	09/27/07	Plan amended and approved.
Student Affairs Committee	10/17/07		Plan presented for first reading; changes were recommended.
Library and Information Competency Committee	10/25/07	10/25/07	Plan incorporating changes recommended at Student Affairs was approved.
Student Affairs Committee	12/05/07	12/05/07	Final version of plan approved.
Academic Affairs Committee	02/06/08	02/06/08	Presented to Academic Affairs as an information item.

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments
Campus Executive			Not taken to Campus Executive.
Board of Trustees			Not taken to Board of Trustees.

Section 3. Linkage to Institutional Plans and Accreditation Standards

3.1. Indicate which accreditation standards and institutional goals with which the plan is linked. (Mark an X in the Yes or No column for each row.)

	Yes	No	If yes, identify standard, goal, or section:
Accreditation Standard	X		Standard IIC
Educational Master Plan	X		The College Master Plan, Educational Plan, Facilities Master Plan, and Technology Plan are all mentioned, but no specific standards, goals, or sections are referenced.
Program Review		X	
Mission Statement		X	

3.2. Identify the individuals, committees, or other groups that will need to see the plan to facilitate their own planning.

Individual, committee, or group	Plan goals to be reviewed	Anticipated timeline for review	Comments
Full-time Faculty Librarians	All plan goals	Spring 2011	
Library Public Services Manager, Technical Services Supervisor, and Systems Technician	All plan goals	Spring 2011	
Learning Center Faculty Coordinator	All plan goals	Spring 2011	
Learning Center Manager	All plan goals	Spring 2011	
Library and Information Competency Committee	All plan goals	Spring 2011	
Student Affairs Committee	All plan goals	Spring 2011	
Campuswide Computer Coordinating Committee	All plan goals	Spring 2011	The CCCC should review the document as part of the campus' overall Technology Master Plan.
Academic Affairs		Spring 2011	For information only.

3.3. Identify budget impacts of the plan. In which of the following areas do you foresee future resource requests? (Mark an X in the Yes or No column for each row.)

Budget Area	Yes	No	Comments
Facilities	X		The plan calls for a 40-seat lab/classroom for information competency instruction as a secondary effect of the Lab/College Services Building (2008). A resource request for a 40-seat lab/classroom was submitted as part of the Library Science Program Review document in 2010.
Faculty	X		The plan calls for increased services and materials for the Garfield Library. A resource request, including a SSHAC request, for a new faculty librarian (with duties related to the Garfield Library) was submitted as part of the Library Program Review document in 2010.
Classified Staff	X		The plan calls for filling the Technical Services Manager position. A CHAC request is being submitted for this position as part of the Library Program Review document in 2010.
Technology	X		The plan calls for the inclusion of the Library and the Learning Center in the ITS purchase/cascade system for computer replacement. This is being submitted as a resource request in the Library Program Review document in 2010.
Equipment	X		The plan calls for a new server for the Voyager integrated library system (2007). A resource request for a new server is being submitted as part of the Library Program Review document in 2010.
Other	X		The plan calls for lobbying for secure funding (general fund) for library materials. In 2009/2010 state categorical funding for databases was cut by 45% resulting in a \$45,000 decrease in funds for database purchases. A resource request is being submitted for restoration of that funding as part of the Library Program Review document in 2010.