

SBVC College Council MINUTES August 27, 2014

Gloria Fisher, SBVC Interim President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Brandon Brown **A**
 Marco Cota **A**
 Colleen Gamboa
 Rania Hamdy **A**
 Leticia Hector
 Rick Hrdlicka

Celia Huston
 Haragewen Kinde
 Sheri Lillard
 Ricky Shabazz **A**
 James Smith
 Scott Stark **T**
 Cassandra Thomas

TOPIC	DISCUSSION and ACTION
Approval of May 14, 2014 minutes	<p>Dr. Fisher entertained a motion to approve the May 14th meeting minutes, Rick moved, Leticia second, and the group voted as follows:</p> <p>AYES: Fisher, Gilbert, Gamboa, Hector, Hrdlicka, Huston, Kinde, Lillard, Shabazz, Smith, Thomas NOES: None ABSENT: Brown, Cota, Hamdy, Shabazz TARDY: Stark ABSTENTIONS: None</p>
AP/BP 4040 – G. Fisher	<p>Dr. Fisher opened the floor for discussion on AP/BP 4040 which was sent electronically to this group for input by the Chancellor's Assistant and again by the President's Office. Discussion among the group ensued with regard to what has been done thus far by the Library staff, information left out with regard to the printing services portion of the AP, and incorporating all comments into the comment sheet provided by the Chancellor's Office. With District Assembly meeting next week, Dr. Fisher will request an extension of time so that the group can work to have complete information that meets Ed Code in the comment form. Dr. Huston will have Patti work with Rick to incorporate the information on printing service into the document, she will forward the document to Stacy who will take and transfer the information to the comment form from College Council to forward to District Assembly by the October District Assembly.</p> <p>Dr. Huston motioned to take AP4040 and the comment section back to the faculty Liberians who will edit to include relevant comments, specifically Ricks comments, agree upon it with Rick and send to Stacy to be included in the comment form provided by the Chancellors Office. The final document will come back to College Council (in both forms) for review and approval to meet the October District Assembly meeting. Sheri second the motion and the group voted as follows:</p>
	<p>AYES: Fisher, Gilbert, Gamboa, Hector, Hrdlicka, Huston, Kinde, Lillard, Shabazz, Smith, Thomas NOES: None ABSENT: Brown, Cota, Hamdy, Shabazz TARDY: Stark ABSTENTIONS: None</p>

Accreditation Update – H. Kinde/C. Huston	<p>Dr. Kinde updated the group on the first Accreditation site visit which was a meeting with two of the members from the Accreditation team. They acquainted themselves with the college and surrounding area in preparation for the site visit at the end of September and beginning of October (9/29/14 through 10/2/14). An email was sent out to campus with regard to a mock external evaluation interview practice.</p> <p>Dr. Huston reviewed the SBVC Planning Priorities 2012-2014 list with the group for updating and posting to the website. Discussion among the group ensued with regard to funding priorities, inclusion of approved funding list and status of it, creating links for each year on the website, updates to the list for final results, and inclusion of footnotes for accuracy and to identify who prioritized and approved the list. Dr. Fisher will send out the approved priorities funding list again and hold an open forum to discuss the status. This form will be posted along with the funding list on the website.</p>
Department Ownership of Computer Labs - R. Hrdlicka	Rick briefly discussed with group concerns that have been brought up by faculty with regard to usage of computer labs. Dr. Kinde informed the group that she would remind her deans of the current policies for computer labs.
Strategic Planning – J. Smith	<p>Dr. Smith sent out the Strategic Plan to the campus via email for review and has received the comments and recommendations for the plan. He is working on making sure the plan coincides with other campus plans. Although objectives and activities can be modified the goals are set and fixed for the next five years. Dr. Smith will bring the document to the next meeting to discuss and review edits if necessary. The plan should be finalized by the time we start the Accreditation site visit.</p>
Student Equity Plan – J. Smith	Dr. Smith reported that the Student Equity Plan is in its final stages and he has been working on making sure the goals and objectives are integrated and do not conflict with other plans. He may have a copy of the plan for review at the next meeting.
Surveys – J. Smith: <ul style="list-style-type: none"> • Campus Climate • Committee Evaluation 	Dr. Smith gave a brief update on the progress of the community awareness and image survey with the group. He hopes to share the preliminary results for the survey at the next meeting.

Committee Reports

Dr. Gilbert gave a brief update on the presentation of AB86 and informed the group that he will work on revising the senate by laws. He informed the group that BP 4070 was approved by the senate and they will be working on three more AP's that they have received. The executive committee will determine who the adjunct senators will be at their next meeting. He gave a brief update on the International Student Program which is proceeding slowly. Space has been identified for the program on campus and MOU's are in the works with CSUSB.

Rick updated the group on the cause and solution of the power outage which happened last week, move of networks, phone lines for alarms and elevators which connect with construction, and computer rotation. The Campus Technology committee will meet next week.

Casey informed the group that the Classified Senate meeting has been moved from the 3rd Friday of month to the 1st Friday of the month. Classified Senate is in the process of drafting the resolution and opposition to the College Brain Trust Staffing Plan.

Sheri informed the group that Program Review will have their first meeting this Friday. Needs assessment will take place in the fall and the programs that were on conditional or probation recommendation based on the efficacy in the spring will submit updates for full reports and a full efficacy will take place in the spring.

Leticia shared her experience attending the Curriculum Institute over the summer. The Technical review committee met last Monday to start the review process to meet the Oct 1st deadline for content review and new development courses for the fall catalog.

Colleen reported that CSEA had their annual conference in August. Members were educated on being mandated reporters, and safety within campuses. She informed the group that she has been elected as chair of the budget committee for CSEA at the state level; and CSEA is currently going through elections for the executive board. In October Colleen will meet with managers; she requested any managers email their questions to her so that she can come prepared to answer their questions.

Dr. Huston reported that the ASLO committee meets tomorrow. They will start preplanning for spring 15 to identify topics, how conversations will take place, and how they will move forward.

	<p>Scott reported that the Budget and Facilities & Safety committees will meet in September. An opportunity has come up with both the facilities and instructional equipment block grant. The committees will work to identify and qualify instructional equipment, library materials and supplies, and facilities projects. This year the program review list from last year will be used to qualify and prioritize some project, and a five year plan will be developed and submitted to the State Chancellor's Office to meet the October 1st deadline.</p> <p>Dr. Kinde gave a brief update on what instructional deans are working on, the Spring 2015 schedule, and ongoing assessment rates.</p> <p>James gave a brief report on the Educational Master Plan.</p>
<p>OTHER:</p>	<p><u>College Council to function as a Brown Act Committee:</u> Dr. Fisher welcomed the group to the new academic year and informed the group that the council will act as a Brown Act committee and post agendas within 72 hours of the meeting. She requested all agenda items be submitted to Stacy Garcia well in advance to meet the posting time frame.</p> <p><u>Student Representation on College Council:</u> Dr. Fisher informed the group that Brandon Brown has been unavailable to participate on this Council. There have been several failed attempts to contact him. Dr. Fisher is working with Dr. Shabazz to have student representation on this body. It is the hope to have a stand in by the next meeting.</p> <p><u>Update on AP2225:</u> Dr. Fisher updated the group on the status of AP2225 (AP2510). It was decided that Dr. Fisher can take what we have written on AP2225 to District Assembly for approval.</p>

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

**AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT
SERVICES**

Sample 1 from another District:

Under supervision of the appropriate administrator, the college librarians in consultation with the faculty and dean from each academic area have the responsibility of coordinating the development and maintenance of a well-rounded, well-balanced collection of instructional materials and resources of the highest possible standard.

The library staff recognizes the obligation of college policies and procedures to promote free and open discussions as an educative force and to prepare students to deal with controversial issues. The library has the responsibility of providing materials on opposing sides of controversial issues and representative of the many groups and opinions prevalent in our society. The college librarians will establish procedures for materials selection.

As a measure of adequacy the library should review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications. Broad objectives in selection of educational materials include:

- Providing materials that will enrich and support the curriculum.
- Providing materials that will stimulate growth in factual knowledge.
- Providing a background of information, which will enable students to make intelligent judgments in their daily lives.
- Providing materials representative of the diversity of the District.
- Placing principle above personal opinion and reason above prejudice in the selection of materials.

If library materials are questioned or challenged by members of the community, the questions should be directed in writing to the administrator of the library of the college involved, signed by the person raising the question, and indicating specific objections, page references, etc. The questioned materials will then be reviewed by the supervising manager and the college librarians. When this review has been completed, the supervising manager will respond in writing to the question/challenge and forward copies of the letter to the College President. The questioner may accept the review, or present an appeal through the College President and the Chancellor to the Board of Trustees.

Sample 2 from another District:

LIBRARY SERVICES

Students: All currently registered RCCD students have physical access to District libraries, the libraries' material and computing technology during posted hours. Hours vary by location. District libraries loan material to currently registered RCCD students at no cost. Loan periods vary per item. Overdue fines, fees, and replacement costs may apply. A college identification card is required to borrow material and use computing technology. Remote access to databases is provided by the college library where the student is currently registered. A librarian is on duty to provide instruction and assist with the use of the library and library material during all posted hours.

District Employees: District employees use their college identification card to borrow library material at no cost. Loan periods vary per item. Overdue fines, fees, and replacement costs may apply. Remote access to databases is provided by the college library of the employee. Library services cancel upon termination of employment.

Retirees: All employees who retire from the District may obtain a library card at no cost by requesting a card from any College library.

Community Borrowers: Community members may obtain a library card for a specified academic term (e.g. fall, winter, spring, summer) upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card required). An activation fee applies for each specified academic term. Activation fees may vary by location.

The library card is valid for the current academic term only and must be reactivated each academic term at additional cost. A valid library card allows the community borrower to access the library, computing technology, and borrow library material. Loan periods vary per item. Overdue fines, fees, and replacement costs may apply. A valid library card does not allow the community borrower remote access to databases. Community borrowers will not be allowed to borrow reserve materials. A fee will be assessed for the replacement of a lost library card.

Certain library material and items must be used in the college library only.

90
91 **Overdue Notices**

92 District students, District employees, and community borrowers will be notified when
93 library items have been kept past the designated loan period. A replacement bill will be
94 sent when library items are not returned.

95
96 **Overdue Fines and Replacement Bills**

97 District students, District employees, and community borrowers may be subject to
98 overdue fines, fees, and/or replacement costs of library items returned past the
99 designated loan period. Fines, fees, and replacement cost vary per item.

100
101 **Delinquency Suspension of Library Privileges**

102 **District Students:** Currently registered students will not be able to check out items
103 under each of the following circumstances.

- 104
105 1. When they have checked out the designated maximum number of items.
106 2. When they are no longer a current student.
107 3. When the student has a hold on their record from any college department.

108
109 Additionally, a hold will be placed on their records under each of the following
110 circumstances.

- 111
112 1. If they owe the library more than \$25.00.
113 2. When issued a bill for replacement cost of the library item.

114
115 **District Employees:** Classified and Confidential Staff will not be able to check out
116 items under each of the following circumstances.

- 117 1. When they have checked out the designated maximum number of items.
118 2. When their college ID card has expired (end of employment).
119 3. If they owe more than \$25.00.
120 4. When issued a replacement bill.

121
122 **Community Borrowers:** Community borrowers will not be able to check out items
123 under each of the following circumstances.

- 124
125 1. When they have checked out the designated maximum number of items.
126 2. When their library card has expired.
127 3. If they owe any fines or replacement bills.
128 4. If they have any overdue items.

129
130 Applicable fees, fines and other charges are set by each College library. To find out
131 what the activation fees are for a community borrower library card, or for information on
132 overdue fines, fees and/or replacement costs of library items, contact the appropriate
133 college library.

Sample 3 from another District:

The library and information hubs will offer a full range of library resources and services.

It is the aim of the library to provide a balanced collection of significant materials that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of materials will be based on curricular demands, the recommendations of current professional review sources, plus the suggestions and requests of members of the college community.

All faculty, staff, and currently enrolled students may borrow materials upon presentation of a College identification card. Area residents, including high school students, may borrow materials upon application for and acquisition of a borrower's card. The open computer labs will be open first and foremost to students currently enrolled at the colleges.

Library standards and guidelines are available on the District website.

Sample 4 from another District:

Library Services

Under the supervision of the appropriate designated administrator, the college librarians and library staff provide numerous resources and services to students and faculty. The library staff maintains a well-balanced collection of instructional materials and resources of the highest possible standard. These include personalized reference assistance, orientations, and library skills courses. The Colleges Student/Staff ID card provides access to online and face to face library services and collections, including borrowing materials from LINK+ member libraries.

The library collection includes books, periodicals, ebooks, videocassettes/DVDs, textbook reserves, instructor reserves, and premier electronic databases. All databases are available off-campus using the Student/Staff ID number to log-in.

Other Instructional Support Services

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public photocopiers.

References: Education Code Section 78100;
Civil Code Section 1798.90;

182 WASC/ACCJC Accreditation Standard II.C

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184

185 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy

186 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is

187 included for consideration. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on

188 3/4/14.

189

Approved:

Legal Citations for AP 4040

EDUCATION CODE SECTION 78100

78100. The governing board of each community college district shall provide library services for the students and faculty of the district by establishing and maintaining community college libraries or by contractual arrangements with another public agency.

Civil Code Section 1798.90

1798.90. (a) This title shall be known and may be cited as the Reader Privacy Act.

(b) For purposes of this section:

(1) "Book" means paginated or similarly organized content in printed, audio, electronic, or other format, including fiction, nonfiction, academic, or other works of the type normally published in a volume or finite number of volumes, excluding serial publications such as a magazine or newspaper.

(2) "Book service" means a service that, as its primary purpose, provides the rental, purchase, borrowing, browsing, or viewing of books. "Book service" does not include a store that sells a variety of consumer products when the book service sales do not exceed 2 percent of the store's total annual gross sales of consumer products sold in the United States.

(3) "Government entity" means any state or local agency, including, but not limited to, a law enforcement entity or any other investigative entity, agency, department, division, bureau, board, or commission, or any individual acting or purporting to act for or on behalf of a state or local agency.

(4) "Law enforcement entity" means a district attorney, a district attorney's office, a municipal police department, a sheriff's department, a county probation department, a county social services agency, the Department of Justice, the Department of Corrections and Rehabilitation, the Department of Corrections and Rehabilitation Division of Juvenile Facilities, the Department of the California Highway Patrol, the police department of a campus of a community college, the University of California, or the California State University, or any other department or agency of the state authorized to investigate or prosecute the commission of a crime.

(5) "Personal information" means all of the following:

(A) Any information that identifies, relates to, describes, or is associated with a particular user, including, but not limited to, the information specifically listed in Section 1798.80.

(B) A unique identifier or Internet Protocol address, when that identifier or address is used to identify, relate to, describe, or be associated with a particular user or book, in whole or in partial form.

(C) Any information that relates to, or is capable of being associated with, a particular user's access to or use of a book service or a book, in whole or in partial form.

(6) "Provider" means any commercial entity offering a book service to the public.

(7) "User" means any person or entity that uses a book service.

(c) A provider shall not knowingly disclose to any government entity, or be compelled to disclose to any person, private entity, or

government entity, any personal information of a user, except under any of the following circumstances:

(1) A provider shall disclose personal information of a user to a law enforcement entity only pursuant to a court order issued by a duly authorized court with jurisdiction over an offense that is under investigation and only if all of the following conditions are met:

(A) The court issuing the order finds that probable cause exists to believe the personal information requested is relevant evidence to the investigation of an offense and any of the grounds in Section 1524 of the Penal Code is satisfied.

(B) The court issuing the order finds that the law enforcement entity seeking disclosure has a compelling interest in obtaining the personal information sought.

(C) The court issuing the order finds that the personal information sought cannot be obtained by the law enforcement entity seeking disclosure through less intrusive means.

(D) Prior to issuance of the court order, the law enforcement entity seeking disclosure provides, in a timely manner, the provider with reasonable notice of the proceeding to allow the provider the opportunity to appear and contest issuance of the order.

(E) The law enforcement entity seeking disclosure has informed the provider that it has given notice of the court order to the user contemporaneously with the execution of the order, unless there is a judicial determination of a strong showing of necessity to delay that notification for a reasonable period of time, not to exceed 90 days.

(2) (A) A provider shall disclose personal information of a user to any of the following only if all of the conditions listed in subparagraph (B) are satisfied:

(i) A government entity, other than a law enforcement entity, pursuant to a court order issued by a court having jurisdiction over an offense under investigation by that government entity.

(ii) A government entity, other than a law enforcement entity, or a person or private entity pursuant to a court order in a pending action brought by the government entity or by the person or private entity.

(B) A provider shall disclose personal information of a user pursuant to subparagraph (A) only if all of the following conditions are satisfied:

(i) The court issuing the order finds that the person or entity seeking disclosure has a compelling interest in obtaining the personal information sought.

(ii) The court issuing the order finds that the personal information sought cannot be obtained by the person or entity seeking disclosure through less intrusive means.

(iii) Prior to issuance of the court order, the person or entity seeking disclosure provides, in a timely manner, the provider with reasonable notice of the proceeding to allow the provider the opportunity to appear and contest the issuance of the court order.

(iv) The provider refrains from disclosing any personal information pursuant to the court order until it provides, in a timely manner, notice to the user about the issuance of the order and the ability to appear and quash the order, and the user has been given a minimum of 35 days prior to disclosure of the information within which to appear and quash the order.

(3) A provider shall disclose the personal information of a user to any person, private entity, or government entity if the user has given his or her informed, affirmative consent to the specific

disclosure for a particular purpose.

(4) A provider may disclose personal information of a user to a government entity, if the government entity asserts, and the provider in good faith believes, that there is an imminent danger of death or serious physical injury requiring the immediate disclosure of the requested personal information and there is insufficient time to obtain a court order. The government entity seeking the disclosure shall provide the provider with a written statement setting forth the facts giving rise to the emergency upon request or no later than 48 hours after seeking disclosure.

(5) A provider may disclose personal information of a user to a government entity if the provider in good faith believes that the personal information is evidence directly related and relevant to a crime against the provider or that user.

(d) (1) Any court issuing a court order requiring the disclosure of personal information of a user shall impose appropriate safeguards against the unauthorized disclosure of personal information by the provider and by the person, private entity, or government entity seeking disclosure pursuant to the order.

(2) The court may, in its discretion, quash or modify a court order requiring the disclosure of the user's personal information upon a motion made by the user, provider, person, or entity seeking disclosure.

(e) A provider, upon the request of a law enforcement entity, shall take all necessary steps to preserve records and other evidence in its possession of a user's personal information related to the use of a book or part of a book, pending the issuance of a court order or a warrant pursuant to this section or Section 1798.90.05. The provider shall retain the records and evidence for a period of 90 days from the date of the request by the law enforcement entity, which shall be extended for an additional 90-day period upon a renewed request by the law enforcement entity.

(f) Except in an action for a violation of this section, no evidence obtained in violation of this section shall be admissible in any **civil** or administrative proceeding.

(g) (1) Violations of this section shall be subject to the following penalties:

(A) Any provider that knowingly provides personal information about a user to a government entity in violation of this section shall be subject to a **civil** penalty not to exceed five hundred dollars (\$500) for each violation, which shall be paid to the user in a **civil** action brought by the user.

(B) Any provider that knowingly provides personal information about a user to a government entity in violation of this section shall, in addition to the penalty prescribed by subparagraph (A), be subject to a **civil** penalty not to exceed five hundred dollars (\$500) for each violation, which may be assessed and recovered in a **civil** action brought by the Attorney General, by any district attorney or city attorney, or by a city prosecutor in any city having a full-time city prosecutor, in any court of competent jurisdiction.

(2) If an action is brought by the Attorney General, one-half of the penalty collected shall be paid to the treasurer of the county in which the judgment was entered, and one-half to the General Fund. If the action is brought by a district attorney, the penalty collected shall be paid to the treasurer of the county in which the judgment was entered. If the action is brought by a city attorney or city prosecutor, one-half of the penalty shall be paid to the treasurer of

the city in which the judgment was entered, and one-half to the treasurer of the county in which the judgment was entered.

(3) The penalties provided by this section are not the exclusive remedy and do not affect any other relief or remedy provided by law.

(4) A **civil** action brought pursuant to this section shall be commenced within two years after the date upon which the claimant first discovered the violation.

(h) An objectively reasonable reliance by the provider on a warrant or court order for the disclosure of personal information of a user, or on any of the enumerated exceptions to the confidentiality of a user's personal information set forth in this section, is a complete defense to any **civil** action for the violation of this section.

(i) (1) Unless disclosure of information pertaining to a particular request or set of requests is specifically prohibited by law, a provider shall prepare a report including all of the following information, to the extent it can be reasonably determined:

(A) The number of federal and state warrants, federal and state grand jury subpoenas, federal and state **civil** and administrative subpoenas, federal and state **civil** and criminal court orders, and requests for information made with the informed consent of the user as described in paragraph (3) of subdivision (c), seeking disclosure of any personal information of a user related to the access or use of a book service or book, received by the provider from January 1 to December 31, inclusive, of the previous year.

(B) The number of disclosures made by the provider pursuant to paragraphs (4) and (5) of subdivision (c) from January 1 to December 31, inclusive, of the previous year.

(C) For each category of demand or disclosure, the provider shall include all of the following information:

(i) The number of times notice of a court order in a criminal, **civil**, or administrative action has been provided by the provider and the date the notice was provided.

(ii) The number of times personal information has been disclosed by the provider.

(iii) The number of times no personal information has been disclosed by the provider.

(iv) The number of times the provider contests the demand.

(v) The number of times the user contests the demand.

(vi) The number of users whose personal information was disclosed by the provider.

(vii) The type of personal information that was disclosed and the number of times that type of personal information was disclosed.

(2) Notwithstanding paragraph (1), a provider is not required to prepare a report pursuant to this subdivision unless it has disclosed personal information related to the access or use of a book service or book of more than 30 total users consisting of users located in this state or users whose location is unknown or of both types of users.

(3) The reporting requirements of this subdivision shall not apply to information disclosed to a government entity that is made by a provider serving a postsecondary educational institution when the provider is required to disclose the information in order to be reimbursed for the sale or rental of a book that was purchased or rented by a student using book vouchers or other financial aid subsidies for books.

(j) Reports prepared pursuant to subdivision (i) shall be made publicly available in an online, searchable format on or before March

1 of each year. If the provider does not have an Internet Web site, the provider shall post the reports prominently on its premises or send the reports to the Office of Privacy Protection on or before March 1 of each year.

(k) On or before March 1 of each year, a provider subject to Section 22575 of the Business and Professions Code shall complete one of the following actions:

(1) Create a prominent hyperlink to its latest report prepared pursuant to subdivision (i) in the disclosure section of its privacy policy applicable to its book service.

(2) Post the report prepared pursuant to subdivision (i) in the section of its Internet Web site explaining the way in which user information and privacy issues related to its book service are addressed.

(3) State on its Internet Web site in one of the areas described in paragraphs (1) and (2) that no report prepared pursuant to subdivision (i) is available because the provider is exempt from the reporting requirement pursuant to paragraph (2) of subdivision (i).

(l) Nothing in this section shall otherwise affect the rights of any person under the California Constitution or any other law or be construed as conflicting with the federal Privacy Protection Act of 1980 (42 U.S.C. 2000aa et seq.).

Standard II.C: Student Learning Programs and Services

C. Library and Learning Support Services

Library and other learning support services for students are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to students so that library and other learning support services may be used effectively and efficiently. The institution systematically assesses these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.

1. The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.¹

a. Relying on appropriate expertise of faculty, including librarians and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.

b. The institution provides ongoing instruction for users of library and other learning support services so that students are able to develop skills in information competency.

c. The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery. 1

d. The institution provides effective maintenance and security for its library and other learning support services.

e. When the institution relies on or collaborates with other institutions or other sources for library and other learning support services for its instructional programs, it documents that formal agreements exist and that such resources and services

466 are adequate for the institution's intended purposes, are easily accessible, and utilized. The
467 performance of these services is evaluated on a regular basis. The institution takes
468 responsibility for and assures the reliability of all services provided either directly or through
469 contractual arrangement.

470 **2.** The institution evaluates library and other learning support services to assure their adequacy
471 in meeting identified student needs. Evaluation of these services provides evidence that they
472 contribute to the achievement of student learning outcomes. The institution uses the results of
473 these evaluations as the basis for improvement.

AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

MISSION

Libraries in the SBCCD provide instruction, information resources, and services to support and supplement the instructional programs and statements of the mission of District colleges by supporting intellectual, professional, personal, and cultural development and learning for students, faculty, and staff of the college communities served.

To support this goal, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development of students, staff, and instructors.

ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT

STATEMENT OF ETHICS

Overarching acquisition guidelines are based on the following tenets from the American Library Association's *Library Bill of Rights*:

- Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas

COLLECTION MANAGEMENT

Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.

Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.

Broad objectives for selection of educational materials include:

- To provide materials that enrich and support the curriculum
- To provide materials that will stimulate growth in factual knowledge
- To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives
- To provide materials representative of the diversity of the District, and
- To place library ethics above personal opinion and prejudice in the selection of materials.

As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.

CHALLENGES TO MATERIALS

On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-

controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and their director or coordinator to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.

CIRCULATION SERVICES

STUDENTS: Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.

DISTRICT EMPLOYEES: Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines will apply. Library services are cancelled upon termination of employment.

COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS: All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow up to three (3) items from the general circulating collection. An activation fee applies for each specified academic term. Activation fees may vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.

LIBRARY FINES

Loan periods for library materials vary by item type. Notification of overdue materials will be sent to students via campus email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed materials not returned for any reason:

- **General Circulating Collection:** 10¢ per item, per day, accumulating to a \$5.00 maximum per item borrowed.
 - ♦ **Replacement Cost for General Collection Materials:** A minimum charge of \$40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater. If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of \$2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by the Library Administration), the same fees shall apply for replacement.
- **Reserve Materials:** 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.
- **Textbook Bank Materials:** 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.
 - ♦ **Replacement Cost for Reserve and Textbook Bank Materials:** If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine.
- **Computer Checkout Number (District library may or may not choose to use them):** If the laminated card bearing the computer identification number is not returned when the student has finished a session using a computer, the fine will be \$10.00 for late return of the card on the same day. If the laminated computer number is lost, there will be a \$22.00 charge to cover the loss.

PRINTING SERVICES (*from AP 5030 Library Fees)

The Library Computer Lab at SBVC and the Learning Resource Center at CHC provide computer workstations and software for students to complete coursework. Printing services are provided and the fees for utilizing these services are as follows:

- Photocopiers: ten cents (10¢) per page
- Laser printout from computers (black & white): twenty cents (20¢) per page
- Laser printout from computers (color, with or without text): one dollar (\$1.00) per page

References: Education Code Section 78100; 181 Civil Code Section 1798.90; WASC/ACCJC Accreditation Standard II.C

BP/AP COMMENT FORM

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
Reference the AP or BP number as shown below. BP 4025	Reference the group making the change as shown below. SBVC Classified Senate	Reference the line number with specific verbiage changes as shown below. If recommending new language for consideration, please include the new language. Line 31-...It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society societal problems. Line 35 - The procedures established by the chancellor shall be evaluated by the Academic Senate as to their adherence to the guidelines of Title V.	DO NOT USE THIS BOX. This box is used to track final changes that are agreed upon and made.
BP 4040	Ed Policy Committee, CHC	This document needs to be rewritten and brought back for feedback. See attached additional comments and suggestions submitted by Catherine Hendrickson, CHC librarian. She has submitted a written AP and BP for consideration. Speaking from the perspective of a Librarian, we would "not like to have a Reference to the Civil Code §1798.90 Reader Privacy Act included in SBCCD's BPs or APs because: I personally believe that it is an overly-broad invasion of student privacy, the title is misleading, and not all Community College Districts have included it. (This issue cries out for more research.)"	District Assembly Work Group recommended sending BP 4040 back out to College Councils for further review with comments.

BP/AP COMMENT FORM

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
	Catherine Hendrickson (CHC Librarian)	<p>The District shall have library and other instructional support services that are a fundamental part of the educational program; and the Library shall support student learning by providing instruction in critical thinking, information literacy, and up-to-date educational technology.</p> <p>References:</p> <p>Education Code, Sections 78100, 78101, and 78103 Accreditation Standard II.C Title 5, Section 51023 Library Bill of Rights, American Library Association Standards for Libraries in Higher Education, Association of College & Research Libraries</p>	
AP 4040 Library and Other Instructional Support Services	CHC and SBVC Campus Technology Services	<p>AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES</p> <p>We would like to suggest that this text be added to BP4040. There is draft document that has different text that refers to this as a library fee. Students are using the current board policy to get free printing in many areas around the SBVC Campus. AP 4040 is a new AP and has not existed before.</p> <p>Printing fees are currently listed under AP5030. And would be better placed or supplemented in this policy.</p>	District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>Copiers and Printers are installed and maintained by Campus Technology Services</p> <p>Fees for printing and copying are collected by Campus Technology Services at each campus for the direct support of those systems.</p> <hr/> <p>Proposed Text:</p> <p><u>SBVC and CHC STUDENT PRINTING SERVICES</u> <u>*(from AP 5030 Library Fees)</u></p> <p>Students at CHC and SBVC are provided printing and copy services for a fee.</p> <p>At the discretion of the department offering courses these fees may be waived, for classroom assignments, during scheduled class hours only.</p> <p>Fees for utilizing these services are as follows:</p> <ul style="list-style-type: none"> ▪ Photocopiers: ten cents (10¢) per page ▪ Laser printout from computers (black & white): fifteen cents (15¢) per page ▪ Laser printout from computers (color, with or without text): fifty cents (50¢) per page <p>Fees collected from student copiers become part of</p>	

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[illegible]

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
	Librarian)	<p>and standards of critical thinking and information literacy.</p> <p>Each library maintains a website providing up-to-date information about the library, links to printed and electronic books and database subscriptions; as well as an electronic Schedule of Courses which lists student services and instructional support details.</p> <p>The District supports the Standards of the Association of College & Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights.</p> <p>References:</p> <p>Education Code, Sections 78100, 78101, and 78103</p> <p>Accreditation Standard II.C</p> <p>Title 5, Section 51023</p> <p>Library Bill of Rights, American Library Association</p> <p>Standards for Libraries in Higher Education, Association of College & Research Libraries Association of College & Research Libraries</p>	
AP 4040	SBVC managers	<p>Samples do not reflect SBVC practices</p> <p>AP 4040 should be developed in consultation with the colleges' librarians</p>	<p>District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.</p>
AP 4040	SBVC Academic Senate	<p>This is a new AP that has not existed in the past. This 'draft' is a cut and paste from 3 separate community</p>	<p>District Assembly Work Group recommended sending AP 4040 back</p>

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		<p>colleges and the language, policies and fines are NOT representative of policies and fine practiced at SBVC or CHC colleges. Fines recommended in the draft AP4040 directly contradict existing BP/AP. The proposed language opens the door to loss of library materials. The proposed language would allow community members full access to the computer labs when we don't have enough computers to serve our student population. Our campus libraries should serve and support the student population.</p> <p>AP 4040 is a new AP and has not existed before. The proposed language was all paragraphs/samples from other colleges, like RCC; but it represented other community colleges and not the SBCCD District Libraries.</p> <p>Library faculty have drafted an AP more reflective of campus policies and procedures. However, each campus has slightly different policies and perhaps the AP should allow the library policies and procedures to be locally defined by the campuses. This AP should be pulled for further discussion and written correctly.</p> <p>Suggested language for this AP as follow:</p> <p><u>MISSION</u> Libraries in the SBCCD provide instruction, information resources, and services to support and supplement the</p>	<p>out to College Councils for further review with comments.</p>

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>instructional programs and mission statement of the District colleges by supporting intellectual, professional, personal, and cultural development and learning for students, faculty, and staff of the college communities served.</p> <p>To support this goal, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development of students, staff, and instructors.</p> <p><u>ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT</u></p> <p><u>STATEMENT OF ETHICS</u> Overarching acquisition guidelines are based on the following tenets from the American Library Association's <i>Library Bill of Rights</i>:</p> <p>Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of</p>	

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>those contributing to their creation.</p> <p>Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.</p> <p>Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.</p> <p>Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas</p> <p style="text-align: center;"><u>COLLECTION MANAGEMENT</u></p> <p>Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.</p>	

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		<p>Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.</p> <p style="padding-left: 40px;">Broad objectives for selection of educational materials include:</p> <p style="padding-left: 40px;">To provide materials that enrich and support the curriculum</p> <p style="padding-left: 40px;">To provide materials that will stimulate growth in factual knowledge</p> <p style="padding-left: 40px;">To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives</p> <p style="padding-left: 40px;">To provide materials representative of the diversity of the District, and</p> <p style="padding-left: 40px;">To place library ethics above personal opinion and prejudice in the selection of materials.</p> <p>As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw</p>	

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>materials from all areas as needed.</p> <p><u>CHALLENGES TO MATERIALS</u> On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and their director or coordinator to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.</p> <p><u>CIRCULATION SERVICES</u> STUDENTS: Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.</p>	

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		<p>DISTRICT EMPLOYEES: Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines will apply. Library services are cancelled upon termination of employment.</p> <p>COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS: All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow up to three (3) items from the general circulating collection. An activation fee applies for each specified academic term. Activation fees may vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.</p> <p><u>LIBRARY FINES</u> Loan periods for library materials vary by item type. Notification of overdue materials will be sent to students via campus email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed materials</p>	

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>not returned for any reason: General Circulating Collection: 10¢ per item, per day, accumulating to a \$5.00 maximum per item borrowed. Replacement Cost for General Collection Materials: A minimum charge of \$40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater. If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of \$2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by the Library Administration), the same fees shall apply for replacement. Reserve Materials: 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed. Textbook Bank Materials: 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed. Replacement Cost for Reserve and Textbook Bank Materials: If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine. Computer Checkout Number (District library may or may not choose to use them): If the laminated card bearing the computer identification number is not returned when the student has finished a session using a computer, the fine will be \$10.00 for late return of the card on the same day.</p>	

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		<p>If the laminated computer number is lost, there will be a \$22.00 charge to cover the loss.</p> <p><u>ICES</u> <u>(*from AP 5030 Library Fees)</u></p> <p>The Library Computer Lab at SBVC and the Learning Resource Center at CHC provide computer workstations and software for students to complete coursework. Printing services are provided and the fees for utilizing these services are as follows: Photocopiers: ten cents (10¢) per page Laser printout from computers (black & white): twenty cents (20¢) per page Laser printout from computers (color, with or without text): one dollar (\$1.00) per page</p>	

SBVC Planning Priorities

2012-2015

Program Review Needs Assessment Prioritization, Fall 2013

Ranking	Faculty	Classified Staff	Budget	Equipment	Facilities and Safety	Technology
1	Psychology-1 (Stats)	Chem tech-PT to FT	HVAC	CTS-LA 100	Update Lighting for Diesel Lab	Steck-Vaughn Read On- Reading intervention
2	Music	Theatre tech - PT to FT	Couns-adjunct	Electronics-test equip	Outdoor Covered Lab area - Diesel	Image processing software
3	Earth Science	CTS-tech-1	RTVF - Media Academy	Diesel-tools, grinder	Awning outside Refrigeration lab	Netlab
4	Machining	Nursing sim lab tech-PT	Geog, Geol, GIS-fieldtrips, tutors	Biology-micropipets	Emergency PA System for Outdoor Areas	Replace two existing computers and add four more to automotive area. Also printer.
5	Sociology	Aero-Lab Tech	Rsrch-interns	CTS-Greek thtr	Replace LA Data Cabling	Two label printers and cart
		TOP 5: Library Clerk 1				
6	Accounting	Athletics-clerical	Athletics	Geology - Microscopes	Replace Tech Data Cabling	Mobile apps for Campus
7	Counseling-1	Culinary arts - Lab	Aero	Auto Mech-hoists	Additional Lighting Art 107	36 Laptops and security carts
8	HVAC	Perkins Clerk	Sci Div - maintenance	Physics - Vernier labs	Install Drop Ceiling in Machine Tech	40 Computers, two printers, multisim software
9	Human Services	Couns-clerical	Auto Collision	PE - elliptical	Drop Ceiling for Diesel	Software, cables, amplifier
10	Counseling-2	Art tech - PT to FT	Culinary Arts	Art - Kiln for sculpture	Install Sound Proofing between Welding Lab and Machine Tech	30 Laptops and two Carts
		SECOND 5: Library Clerk #2	SECOND 5: Library Budget	SECOND 5: Library barcode reader		
11	Psychology - 2	BIO - half time lab tech	Diesel	Auto Collision	Add Elbows to Direct Air to the Floor	Add five computers to Nursing Lab 31 to 36 computers
12	Art	CTS-clerical	Machining	Geography-maps &stands	Installing a Drop Ceiling	Laptop for parttime employee
13	Electronics	Welding Lab Tech	Pharm Tech - faux med &media	Art - ceramics glaze table	Additional valve stations in T101	150 Laptops, carts, three printers, SPSS software

14	Psychology - 3	GIS - half-time support spec.	Welding	PE-treadmills	LA 218 to be cleaned and add more Desks, chairs and a phone	40 desktop, computers, furniture, two printers, network cabling and switch gear and SPSS Software
15	Chemistry	CTS-tech-2	Nursing - maintenance	Aero-aircraft training	PS 148 swinging 1/2 door	
16	Pharm Tech	Auto Collision-Lab Tech	WST - tutors, field trips, supplies	Biology - hot plates	Conference Room for Humanities Division	
17	Aeronautics		CRJUS-FTES	Soc/Anthro-skulls	Two portable for simulation Labs	
18	English			Geology - Balances	Replace Football Field Artificial	
19	Math			Art - modelling stands	Service Window PS 148	
20	Biology			PE-Track covers		
21	Welding			PE-recumbent		
22	Counseling-3			Soc/Anthro-pelvic bones		
23	WST (moving)			Theatre - dress		
24	Communic. Studies			PE-revolv stair steppers		
25	Physics/Astronomy			Soc/Anthro-Hyoid bones		
26	Reading			Theatre - Serger		
27	Auto Collision			Nursing - privacy curtains		
28				WST-backflow stns, etc.		
29				PE-stair steppers		
30				PE-rowing		
31				PE-benches		
32				PE-exercise mats		
33				PE-Jacob's ladder		

Program Review Needs Assessment Prioritization 2012-2013

Ranking	Faculty	Classified Staff	Budget	Equipment
1	Counseling-1	Tech Div-Perkins clerical	Architecture-CAD license	PE-mats
2	Library	Library-media clerk-1	DSPS-interpreters	Biology-micropipets
3	Anthropology Diesel (tie)	Chem lab tech-PT to FT	Library-database	Auto Coll-driers
4	Political Science	Fin aid-spec	Biology-microscope maint	Physics-Vernier lab
5	Physics	DSPS-clerk	DSPS-counselor, PT	PE- bikes
6	Refrigeration	Auto Repair-lab tech, PT	Library-textbooks	Art-kiln

7	Machining	Library-media clerk-2	Athletics	Auto Coll-weld exhaust hoods
8	Psychology-1	Nursing-sim. lab tech, PT	Geog/GIS-tutors	Psych tech-personal alarms
9	Sociology	Theater-tech, PT	Geogr.-bus (field trips)	Auto Coll-plasma cutter
10	ASL	Aero-lab tech, PT	Geology-bus (field trips)	Theater-sewing machines
11	Pharm Tech	Health-clerk, PT to FT	WST-bus (field trips)	PE-treadmills
12	Aeronautics	Art-tech, PT to FT		Art-sculpt stand PE-elliptical (tie)
13	Music	Auto Coll-lab tech, PT		Biology-hot plates
14	Human Services	Diesel-lab tech, PT		PE-revolving stepper
15	Geology-GIS	CTS-clerical		PE-stair stepper
16	Accounting	Athletics-clerical		Athlet-score boards
17	English	Fin aid-clerical		Biology-anatomy models
18	Student Health			Biology-Vernier lab
19	Psychology-2			Biology-histol. slides
20	Reading			
21	Math			
22	WST			
23	Communic. Studies			
24	Art			
25	Psychology-3			
26	Biology			
27	Counseling-2			
28	Academic Advance.			

