

Los Angeles City College  
Comprehensive Program Review 2008

Library Department

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**XI. Dean's Review and Recommendations**

**I. Department Mission**

*Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? Explain.*

The department's mission statement reflects the goals and activities of the department. It is aligned with the college mission, as the department provides support services for all three criteria.

**II. Department Overview**

*Does the department's analysis of trends in enrollment and achievement accurately reflect the data? Have any issues been identified? Explain.*

The department analysis is clear and meticulous.

Typos should be corrected. In the first paragraph, second sentence: "Electice;" in the second paragraph: "overshemed." In addition, the last sentence tense should be changed to reflect that the schedule change has already taken place. The same change should be made for the Library move.

**III. Vocational Programs**

*Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? Explain.*

This Department is NOT a Vocational department.

**IV. Curriculum**

*Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title 5 course outline updates current? Has adequate analysis of course scheduling been provided? Explain.*

The department offers a total of two classes: Library Science 101 and 102. They have conducted a thorough analysis of enrollment trends and are continuously making adjustments to enhance retention. There is no mention of SLOs or assessments, although both courses are still in compliance.

**V. Departmental Engagement**

*Has the department provided a full description of departmental engagement? Explain.*

The department is fully engaged within the discipline, both internally and on a collaborative basis. However, only two or three department members are visible and active on campus committees. It is recommended that the rest of the department participate more.

## **VI. Professional Development**

*Has the department provided a full description of professional development? Explain.*

The department is not fully engaged in professional development activities. Besides the one Librarian who has membership in two professional organizations, one department member was the founding chair of a campus wide book program. It is recommended, as suggested by the chair, that the entire department become involved in such activities.

## **VII. Support and Activities**

*Has the department provided a full description of support needs of the department? Explain.*

The department chair has accurately stated the lack of instructional support services. The department has pointed out the need for more instructional assistant aid to handle the 160+ computers that are now available in the new Library.

## **VIII. Resources: Personnel, Equipment and Facilities**

*Has the department provided a full description of resource needs of the department? Explain.*

Personnel – Retired librarians have not been replaced, as is the case campus wide. Student worker support has also diminished as the budget crisis intensifies. Library hours have been curtailed to deal with existing cash flow problems as well.

Equipment – The Library acquired more computers for the new Library. However, accessories such as document holders and even sufficient trash cans to fill the new space have been difficult to come by. The Foundation has provided some support in this area.

Facilities - The new Martin Luther King (MLK) Library has become a “hot spot” at City. It is a well-used building. Students, faculty and staff have a better environment to study and work in.

## **IX. Planning and Budget**

*Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Explain.*

Equipment: The Library has consistently been unable to meet minimum Title 5 requirements for number of books. A majority of the materials/resources budget has come from state funds, which are now diminishing too. Even though the department has adequately planned for their needs, funding is unavailable. The department cannot continue to provide adequate support for the growing number of students who are enrolling in classes. It is recommended that the college support a grant-writing effort to get more funding.

## **X. Final Summary by Discipline**

*Are all items identified as a Major Concern addressed with a goal and action plan? Explain.*

Equipment: The department has demonstrated a need for more support materials and services to meet minimum Title 5 requirements.

Personnel: They have also pointed out the need for more Librarians to staff the expanded stations in the new building and for instructional assistant support to handle the increase in computers available for student use.

Facilities: The new Library structure is a beautiful and well-used addition to the campus community; the one bright spot.

Curriculum: The department needs to identify SLOs for their two classes and conduct an assessment.

## **XI. Department Strengths and Weaknesses**

*Has the department provided an adequate analysis of departmental strengths and weaknesses? Explain.*

The greatest strength of the department is the quality and ability of the staff.

A weakness is the lack of campus involvement of all department members.

## **XII. Recommendations/Commendations**

*What recommendations based on your comments do you have for this department? What commendations do you have for this department? Explain.*

The department is to be commended for:

- ? its excellent and dedicated efforts to design and build the MLK Library within budgetary constraints;
- ? maximizing coverage and services with diminished staff.
- ? its departmental and outreach collaborations.

The department needs to involve all staff in professional development activities and to become more involved on campus committees.

The department should identify SLOs and conduct an assessment.