



Foothill College Accreditation 2011

Accreditation Meeting

Standard IIC: Student Learning Programs: Library and Learning Support Services

May 24, 2010

Present:

Anne Johnson, Tutorial Center, Kay Jones, Library, Linda Robinson, Media Center, Mary Thomas, Library

Discussion:

The meeting covered Standard 2.C.1.c (Access) : 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.

Committee members reviewed items discussed in May 21 Accreditation Standard II Committee meeting. Judi McAlpin is the Standard II.C point person. A template for writing the self study was handed out in meeting. (Mary has copy) A suggestion was made to create a spread sheet to keep track of evidence. Mary will work on this. **While gathering evidence this spring**, committees can come up with a “wish list” of evidence that currently does not exist. The timeline for the self study is: First written draft is due at end of Fall Quarter (submit to Judi McAlpin); the final draft is due the eighth week of Winter Quarter. In response to a question Mary asked at the meeting, **on Friday**.

committee members discussed whether it was our committee’s responsibility to assess other learning support services on campus. It was agreed that in the context of this self study, this committee has the ability and time to assess only the Library/LRC service area (refers to last evidence listed below).

Committee members reviewed the evidence listed for the standard.

Hours data for 2005-current

It was confirmed that hours for each area, library, Media Center and Tutorial Center should be

listed separately within one document on service hours. Summer session hours should also be

included. This may be the area to comment on short staffing and unexpected absences resulting in certain areas needing to be closed.

FGA (Foothill Global Access) web page

There is no longer a link in the new library web page to the FGA. This may not be necessary.

Description of access and services for Middlefield Campus

Available evidence includes link on Middlefield website to Library Catalog and



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handout for Middlefield on library resources and services. We need to locate a copy of this handout.

Copy of Borrowing and library card policy/procedure

The Circ Staff and the Media Center will create a policy for their area's borrowing rules.

Intra-Library Circ. Stats

Statistics for last five years were submitted by Art Hand.

Online Catalog, databases and web page usage statistics

Pam Wilkes will be contacted re gathering these statistics.

2005+ student survey findings

Media Center has survey findings. Library has surveys and findings for past three years.

Consortium agreements *** (see below)

Computer labs and other public access labs

_ Mary will contact deans regarding our committee assessing these services.

***Kay will contact Judi McAlpin to ask her for clarification about this item. Kay will also forward minutes for past two meetings and provide dates for future meetings.

Next Meeting: Wednesday, June 2, 2 pm. Subject: Maintenance (everyone agreed cleanliness is a big issue!)