

# Foothill Annual Program Review 2024

Annual Program Review Template 2024

## Annual Program Review 2024

1. Number of full-time faculty in the program.

5

2. Number of part-time faculty in the program.

3

3. Number of staff in the program.

3

4. Do the above numbers reflect any staffing changes?

Yes

5. Refer to the most recent Comprehensive Program Review, what were the identified actions for improvement? Identify any current and/or new Strategic Goals.

We grouped our actions for improvement into the three following categories:

**Instruction Objectives:**

- Reevaluate SA-SLO #2: Students who receive a librarian-led library orientation are able to find relevant resources that meet their information needs.
- Revise LIBR10 COR through an equity lens
- Develop student survey for course-related and general library instruction sessions
- Assess online asynchronous instructional offerings
- Update information literacy modules in Canvas

**Technology Objectives:**

- Install functional security gates
- Collect demographic statistics from library computers
- Web tracking
- Ensure discoverability of electronic resources

**Collections and Services Objectives:**

- Re-evaluate SA-SLO #1: Students who use the library will be able to locate resources in a variety of formats that satisfy their information needs, and add a service area outcome that addresses access and utilization of the library by disproportionately affected students.
- Develop Graphic Novel Collection and Weeding Plan
- Revise annual library student survey
- Resource and service support for Sunnyvale students
- Support for Baccalaureate Degrees

6. What actions identified in the Comprehensive Program Review (or most recent Annual Program Review if no Comprehensive Program Review) have you completed this year?

**Instruction Objectives:**

- Completely revised LIBR10/1H COR using an equity lens. COR revisions approved in Spring 2024.
- Developed a plan for updating information literacy modules in Canvas.

**Technology Objectives:**

- PRIMO analytics data has been collected throughout the year to see how users interact with our systems. Additionally, various data points are available to be viewed through our Springshare suite.
- Systems and Access librarians worked throughout the year to increase visibility, update linking and provide additional ways for students to find and use our resources
- Purchased new laptops and calculators for student use

**Collections and Services Objectives:**

- Ensured the Library is a welcoming space and supports campus wide student retention goals.
- Created an LRC Student Advisory Committee to address access and equity concerns.
- Onboarded new Collection Development Librarian.

7. Explain your implementation timeline and if there have been any changes or updates.

**Instruction Objectives:**

- The Instruction Team plans to finalize content revisions for the Canvas information literacy modules by Fall 2024 and will seek Online Learning's assistance in Winter and Spring 2025 for design updates, accessibility, Canvas Commons migration, and faculty promotion.
- Other issues last year have delayed the remaining instruction goals, now rescheduled for years 3 and 4 of the plan.

**Technology Objectives:**

- "Known Issues" document has been drafted and will be shared with part-time librarians to serve as a maintenance log for library digital resources.
- Google Analytics was not compatible with CMS. We plan to use CMS built-in tracking technology in the upcoming quarters.

**Collections and Services Objectives:**

- The revision of the annual library student survey and evaluation of SA-SLO #1 was put on hold until the new Collection Development Librarian was on-board.
- Despite being short staffed, circulation staff was still available to Sunnyvale students and faculty.

8. Explain the evidence the program used to evaluate progress and provide an update on progress.

**Instruction Objectives:**

- The Instruction Team will assess progress on our goals using completion metrics, timelines, and feedback.

**Technology Objectives**

- Our request to install security gates and RFID software was not approved by the Finance department.
- We will establish a workflow and utilize "known issues" documents to track the number of titles that have been corrected, the number of problems reported, and issues that were resolved.

**Collections and Services Objectives:**

- The library will be using the 13-55 Implementation Plan as a guiding document for aiding the college in their retention goals.

9. Click the link and follow the instructions to the Disproportionate Impact dataset, then respond to the prompt below.

[https://foothilldeanza-my.sharepoint.com/:b/g/personal/20078222\\_fhda\\_edu/ETXoAp44fMFCppHXvzplFgcB5ogzcvUXLknHrIXo1ghkHg?e=H8axR7](https://foothilldeanza-my.sharepoint.com/:b/g/personal/20078222_fhda_edu/ETXoAp44fMFCppHXvzplFgcB5ogzcvUXLknHrIXo1ghkHg?e=H8axR7)

Identify the groups that are experiencing a disproportionate impact in the most recent year (highlighted in orange). In the text box below, provide the percentage point gap and the number of additional successes needed to erase the percentage point gap for each group.

For non-instructional programs that do not have program specific disproportionate impact student data, please provide an update on the program's 13-55 project (i.e., project description, students served, implementation timeline).

The groups experiencing a disproportionate impact are males (-9%, 3), latinx (-11%, 3), and white students (-4%, 1) . For some context, the class is only taught twice a year with three sections, with a total enrollment of 61 students. The number of students is too small to make any significant claims.

10. Use this opportunity to reflect on your responses in this document. Include your closing thoughts.

The library submitted its Comprehensive Program Review Winter Quarter 2023 and completed revisions to reader feedback in Spring Quarter 2023. We have completed significant objectives in our implementation plan such as revising the LIBR10/LIBR10H COR through an equity lens and on boarded a new Collection Development Librarian. We did have one failed search for the Collection Development Librarian position which delayed a number of our implementation goals and objectives. The LRC Dean was also made administer for the ZTC Implementation Grant and the new Collection Development librarian will help lead OER/ZTC efforts on campus. Librarians played a significant role in developing the stipend proposal for campus ZTC efforts which was approved by the Academic Senate. Overall, we have navigated serious challenges due to being short-staffed, particularly within our Circulation Department. Limited staffing significantly impacts students and impedes access to critical resources and materials when they are most needed.

Click on the link below to view the Annual Program Review Rubric.

[https://foothilldeanza-my.sharepoint.com/:w/g/personal/20078222\\_fhda\\_edu/Ec2dqPH1B2RHinzFtnlz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CifFMU](https://foothilldeanza-my.sharepoint.com/:w/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnlz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CifFMU)

End of Annual Program Review Template 2024

# Rubric Annual Program Review

## Criteria

The program's responses...

- align with the program's goals
- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

- Meets Expectations  
 Needs Improvement

## Feedback

N/A

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This form is completed and ready for acceptance.