I. PROGRAM MISSION: In your view, what is the primary educational objective of your program? (Enter in priority numbers if more than one applies.)

Note: Due to low enrollment, especially during the high tech boom years and the current fiscal crisis in California this program has been deactivated.

- The LT Program prepares students for a career in a job market where demands exceed the number of graduates. Students acquire the skills to search, collect, and disseminate information using library resources and electronic digital technologies. Courses emphasize communication skills and promote recognition of sensitive cultural and access issues. Students from various ethnic backgrounds are trained to meet the needs of culturally diverse patrons. Internships provide practical application of acquired skills. Job placement of students is an integral and successful part of the program. Our students are in high demand with Bay Area employers.

Transfer_ Degree/Certificate_X Career Development_X Basic Skills_X Other__

Number of degrees issued this academic year:__ Certificates (<27 units)__ Certificates (>27 units)__

II. ASSESSMENT OF INTERNAL AND EXTERNAL FACTORS

Internal Assessment:

Curriculum:
- A.A. degree or a 2 year program leading to a LTA certificate
- 8 courses that explore theory, train in technical skills, and link academic achievement to a vocational career
- Curriculum promotes literature searching, critical thinking and writing skills
- Training in use and applications of Internet, information databases, CD-ROMs, AV media, and software
- 120 hours of working internships in academic, public and corporate libraries
- Responds to needs of libraries in the Bay Area for trained applicants from diverse backgrounds
- LT Students continued to rank extremely high in retention (96-97%) and success rates (94-95%)

Other:
- One of the few certified LT Programs in Northern California to meet employment demands in this area
- Courses are in the evening to permit working students to gain a certificate and units toward an A.A.
- Part-time instructors are working librarians
- Most are library administrators or experienced library department heads
- Active on community boards, and funded by employers for participation on national library councils
- Strong Bay Area library participation - provides internships, equipment donations and employment
- Desire to attract full time students into the program
- Need for increased enrollment to meet the increasing demand for well trained technicians
- Lack of staff and funding to provide workshops and seminars for continuing education and retraining

External Assessment:
- Global proliferation of information and demands for instant information access
- Federal and state recommendations for all students to have guided computer access to information
- Student requests for additional curriculum in library specific Internet training (e.g. designing web pages)
- Public school requests for group training of library aides and teachers
- Increase in students with foreign degrees who need courses to update their knowledge and skills to meet employment requirements
- National, state and local political emphasis on developing entrepreneur programs to supplement library budgets
- Full-time librarians are working at full capacity with regular assigned duties and unable to offer additional LT courses
- Lay-offs in the high tech industry and other segments of the economy have served to renew interest in this program
III. CURRENT STAFFING:

**Full-time faculty:** Head count: 0 Percent reassigned time: ____ Short-term adjustments (e.g., professional development leave): ______
Comments: None

**Part-time faculty:** Average quarterly load: .0578 On a scale of one (easy) to five (very difficult), rate the difficulty of finding and keeping part-time faculty to teach in this discipline. ____ 3 ______
Comments: None

**Classified staff:** Head count: ______ (Of these, specify any who are less than full-time, 12-month: ______________________). Describe any unusual staffing circumstances, e.g., positions which have been vacant for all or part of the year due to professional development leave, reassignment, or other reasons:
Comments: None

IV. ACTION PLANS:

A. Program Goals Related to EMP and PFE

*Note: Should this program be re-activated in better economic times the following can serve as guidelines for actions plans:*
- Inform FH counselors of job opportunity statistics
- The job market for students having completed this program is extremely favorable
- Nationwide the need for LT’s is tremendous
- In order to increase enrollment, the full-time librarian that was added to the staff to in part focus on recruitment and expand the current program should be assigned to this task (this librarian was to begin focusing on the LT Program this year after mastering other reference-related responsibilities)

B. Other Program Improvement Plans
- Increase enrollment at all levels through public advertising
- Seek ways to reinstate library science seminars/workshops to enrich curriculum and provide continuing education and retraining

V. RESOURCES NEEDED:

A. **FULL-TIME EQUIVALENT FACULTY OR STAFF NEEDS:**
- Add one full-time clerical assistant for program coordinator in order to allow coordinator to focus on innovation within the program and other library duties
- Assign the one full-time librarian hired to focus on recruitment and expanding the program to this very task, in coordination with other reference responsibilities

B. **FACILITIES:**
- Continue to maintain and upgrade classroom and lab equipment

C. **CAPITAL PROJECTS:**

D. **MATERIALS AND SUPPLIES BUDGET AUGMENTATION:**

E. **DIVISION PRIORITY LEVEL:**

VI. STUDENT EQUITY:

- Data indicates a high retention and success rate as well as enrollment of diverse and dissimilar students
- We fail to meet employment demands for LT’s of diverse ethnicity even though we exceed the overall FH statistics
- Recruitment of ethnic diversity and gender equity is ongoing
- Students with diverse backgrounds and language difficulties receive individual assistance

*Evaluation of academic year 2002-2003.*

Date of evaluation: Spring 2003

List names of participants assisting in this program review.
- Primary program contact person: Walter Scott
  - Phone or email address: (650) 949-7086 scottwalter@foothill.edu
- Part-time faculty: S. Dueker, H. Josephine, J. Schwab
- Administrator: P. Patz
- Classified staff:
- Students: