

Truckee Meadows Community College Libraries
Academic Master Plan
2006-2013

Introduction

The Truckee Meadows Community College Libraries consist of four libraries: the Elizabeth Sturm Library, the IGT Applied Technology Center E-Library, the Meadowood Library, and the Redfield Library. The Elizabeth Sturm Library on the Dandini campus is the main library facility for Truckee Meadows Community College. The library is open 68 hours a week during fall and spring semesters and is open during the summer to serve the needs of summer school students. The library offers traditional reference and circulation services and fulfills its instructional mission through library “tours” which teach information literacy skills to classes of students. The Elizabeth Sturm Library has a director, four full-time faculty, two part-time faculty, seven full-time classified employees, and one half-time classified employee.

The library consists of four departments that perform different functions but work together to provide services to the campus community. In the Reference department, librarians work directly with students serving their research needs. The Circulation department checks out books, videos, CDs, and course reserves to students, faculty, and staff. This department also maintains the collection so desired materials can be found. The Technical Services department orders, catalogs and processes reference and circulating materials for all TMCC libraries. Archives holds the history of the college in the form of surveys, student newspapers, self studies, faculty papers, presidential papers, program reviews, slides, photographs, TMCC-produced videos, college paraphernalia, catalogs and class schedules.

Limited library services are offered at TMCC’s satellite educational centers that have minimal hours of operation and no professional librarians. IGT Applied Technology Center E-Library is open the most with 44 hours/week. Meadowood Library is open 23 hours/week and Redfield Library is open 13 hours/week. Libraries at satellite educational centers are staffed by classified library staff which include two full-time library technicians. Reference services and library tours are handled through the professional librarians at the Elizabeth Sturm Library.

The libraries have a collection of over 50,000 items with extensive additional resources available through online databases. Materials for the libraries are obtained primarily through state funds, with limited acquisitions coming from grant funding and gifts.

Mission, Values, and Directions

“The Elizabeth Sturm Library supports the mission and goals of Truckee Meadows Community College by providing essential information resources to faculty, students, and staff. The library:

- Proactively interacts with faculty and administration to enhance the college’s teaching mission and curriculum.

- Introduces and empowers students to become independent researchers, critical thinkers, and disseminators of information.
- Provides resources and training to support distance education.
- Participates in local, state, and national cooperative efforts, with all types of libraries, to help patrons become lifelong learners.”

Purpose

The mission and goals of the libraries developed in part out of the direction given by the 1995 accreditation evaluation that encouraged more development of the libraries’ instructional mission. In addition to supporting the college’s mission, the library helps students meet their general education goal of developing “life-long learning skills” and is the primary support for students’ acquisition of information literacy skills (General Education Development and Review Truckee Meadows Community College Fall 2004). At the most basic level, the purpose of the library is to support the academic goals of the campus.

Planning Factors

According to TMCC’s Facilities Master Plan, the student headcount for fall 2003 was 11,797 and the FTE was 5,559. By fall 2013 the growth projections are a student headcount of 15,459 with an FTE of 8,166.

The library has 22,922 of assignable square feet (ASF) on the Dandini, IGT Applied Technology Center and Meadowood Center campuses. In looking at the NSHE Space Guidelines and based upon 2003 enrollment and the projected enrollment for 2013, the space needs analysis states that the library had an ASF deficit of 133% in 2003 with a projected deficit of 226% by 2013 (Space Needs Analysis for the Campus Master Plan, May 2004). While the library gained another 1087 ASF at the High Tech Center at Redfield, there is significant ground to make up. The likely place for expansion of library services and eliminating the library space deficit is at the satellite educational centers, especially Meadowood and the proposed Spanish Springs campus.

Proposals 2006-2013

Initiative #1

Programs to be Accredited through 2013

Year of Next Accreditation Visit	Program	Accreditation Body
2007	Dental Hygiene, AS	American Dental Association
2009	Dental Assisting, AS	American Dental Association
2009	Radiologic Technology, AS	Joint Review Committee on Education in Radiologic Technology
2010	Automotive (certification), AAS	National Automotive Technicians Education Foundation
2010	Culinary Arts, AAS	American Culinary Federation
2012	Nursing, AS	National League for Nursing
2013	Dietetic Technician, AS	American Dietetic Association

New Courses/Programs Proposed through 2013

Year of Implementation	New Courses or Programs Proposed by Divisions (from Divisions' Academic Master Plan 2006-2013)
	Program – Two Year Transfer English
2006/2007	Courses - Chemistry - organic chemistry
2006/Fall	Program - Certified Dietary Manager - Certificate
2006/Fall	Program - Fire Officer I & II - Certificate, degree
2006/Fall	Program - Pharmacy Technician - Certificate
2006/Fall	Program - Manufacturing – AAS
2006/Fall	Program - Manufacturing - add automated production emphasis
2006/Fall	Program - Horticulture - AS, transfer
2006/Spring	Course - Journalism 204
2006/Spring	Courses - Geology – geothermal
2007/Fall	Program - Dietetics – AS
2007/Fall	Program - Gerontology - Certificate, degree
2007/Fall	Program - Medical Laboratory Technician - Degree
2007/Fall	Program - Paramedic Medicine - Degree
2007/Fall	Program - Physical Therapy Assistant - Certificate, degree
2007/Fall	Program - Respiratory (Sleep) Technician - Certificate, degree
2007/Spring	Courses - "Special Topics" - ESL conversation classes
2008/Fall	Program - Fire Science Technology (Homeland Security) - Certificates
2008/Spring	Program - Dental Assisting Technician
2009/Fall	Program - Dental Laboratory Technician
2009/Fall	Program - Diagnostic Medical Sonography
2009/Fall	Program - Nuclear Medicine – Degree
2009/Fall	Program – Creative Writing - Certificate
2013/Fall	Course - English 097 - Basic Technical Communications - at all campuses
2013/Fall	Course - English 100 - hybrid of ENG 090/ENG 101 - at all campuses
	Program – ESL – Certificate
	Program - Liberal Arts w/ Theology emphasis - AA
	Program - Liberal Arts w/ Philosophy emphasis - AA
	Communication/Cultural Studies emphasis

**Year of
Implementation**

**New Courses or Programs Proposed by Divisions (from Divisions' Academic
Master Plan 2006-2013)**

Program - Dance - AA, Certificate
 Program - Film Studies - AA, Certificate
 Program - Pre-Construction
 Program - Environmental Science - AS, transfer
 Program - Computer Science - AS, transfer
 Program - Pre-Engineering – Transfer
 Program - Transportation – AAS
 Program – Social Science, Psychology emphasis – AA, Certificate
 Program – Social Science, Sociology emphasis – AA, Certificate
 Program – Banking/Finance – AA
 Program – Economics – AA
 Program – Real Estate – post-licensure program
 Courses – Political Science – Ethics & Politics and Global Issues
 Program – Social Science, Political Science emphasis, AA
 Program – History, International Relations emphasis, AA
 Program – Social Science, Women Studies emphasis, AA

<p>Description & Justification</p>	<p>Expand and update the collection, in print and online. The library supports the academic programs on campus by providing support materials to students and faculty for instruction and research. The above programs are up for accreditation over the next seven years. Students, faculty, and accreditation bodies require library resources. The library resources that serve these programs will need to be updated.</p> <p>The divisions have proposed creating or updating the above courses or programs. The library, working with representatives from the divisions, will need to review the collection to determine what needs to be added or updated in order to support the new course and program offerings.</p> <p>TMCC Strategic Goals: Academic Excellence, Student Success</p>
<p>Resources Needed</p>	<p>With growing FTE and expansion of course and program offerings seen above, the acquisitions budget should have a marginal annual increase and there should be a dedicated acquisitions and operations budget for the libraries at the satellite campuses. For academic year 06-07, the library received \$30,000 to support acquisitions and operations at the satellite libraries. This is a beginning to establishing a dedicated, annual budget for the branches.</p>
<p>Partnerships Needed</p>	<p>Teaching faculty and librarians need to continue collaborating on collection development in order to keep instructional support materials fresh and timely.</p>
<p>Person(s) Responsible</p>	<p>Librarians, faculty</p>
<p>Timeline</p>	<p>Ongoing</p>
<p>Evaluation</p>	<p>Ongoing review of collection prior to signing off on proposed new programs and prior to accreditation; periodic review of collection in response to new course offerings.</p>

Initiative #2

Expansion of Course Offerings at the Satellite Campuses through 2013

Division	Expansion and Improvement of Course Offerings & Services (from Divisions' Academic Master Plans 2006-2013)
Art & Hum.	English 090 - double/triple course offerings at satellite campuses
Art & Hum.	English 090 - increase in enrollment as UNR phases out ENG 100
Art & Hum.	ESL classes are to expand to satellite campuses
Art & Hum.	Writing Center - needs space and support on all campuses
MSET	Biology - expand course offerings at Redfield
MSET	Chemistry - expand course offerings at Redfield
MSET	Math - expand course offerings at Redfield
MSET	Developmental Math - expand course offerings
Soc Sci/Business	Business – expand classes to each site
Soc Sci/Business	Economics – expand classes to each site

Description & Justification	<p>Expand services and space at satellite educational centers.</p> <p>The divisions have determined the areas in need of expansion and improvement. For example, as seen in Art and Humanities plans above, with UNR phasing out developmental education, there will likely be an increase in developmental courses offered on the TMCC campuses. This requires the library to offer course reserve services and information literacy instruction at the satellite education centers. The satellite libraries also need regular reference and circulation services. The need for equivalent services in all the TMCC libraries was underlined by the 2005 accreditation team (NWCCU TMCC Comprehensive Evaluation Report).</p> <p>As stated earlier, the Facilities Master Plan shows that the library space is now inadequate. By 2013, if nothing is done, it will be far beyond inadequate. The library at Meadowood Center does not have enough space to house a sufficient collection to serve the general education needs of its students. According to the Director of Facilities Services, we need to do an analysis to ensure that the walls and floor of the current library can support the weight of the collection. The library should be moved to the first floor to a larger room with higher visibility to students.</p> <p>The Nursing program is currently offered on the Redfield and Dandini campuses. Reference services to nursing, veterinary tech, and paralegal students are very sophisticated and require high-level research skills that professional librarians have. Librarians also teach information literacy skills to students in our library tour program. Reference librarians need to be located at the satellite educational centers to provide equivalent service to students and faculty located there.</p> <p>TMCC Strategic Goals: Academic Excellence, Student Success, Facilities, Welcome and Supportive Environment</p>
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Resources Needed	To provide equivalent services at the satellite educational centers will require additional staffing, space, and technology. Classified library staff will need to be hired to serve students at each center and expand open hours. Professional librarians are needed for reference services and teaching information literacy skills. Expand space at Meadowood and plan for a larger service area when the second building opens.
Partnerships Needed	VPAA, persons responsible for space at Meadowood, Redfield, and Spanish Springs; Facilities Services
Person(s) Responsible	Library Director
Timeline	2007 – move library to larger, first floor space at Meadowood Center 2007 – Newly hired librarian - split time between Meadowood and Redfield Libraries; classified staff person splits time between sites 2009 – Full-time classified staff person at each library 2013 – Enlarge space at Meadowood when we open the second building; part-time librarian for Spanish Springs; assessing needs for full-time librarian at each library
Evaluation	Need to reevaluate space needs every few years to ensure that the programs that live at the different campuses are supported by library services and holdings.

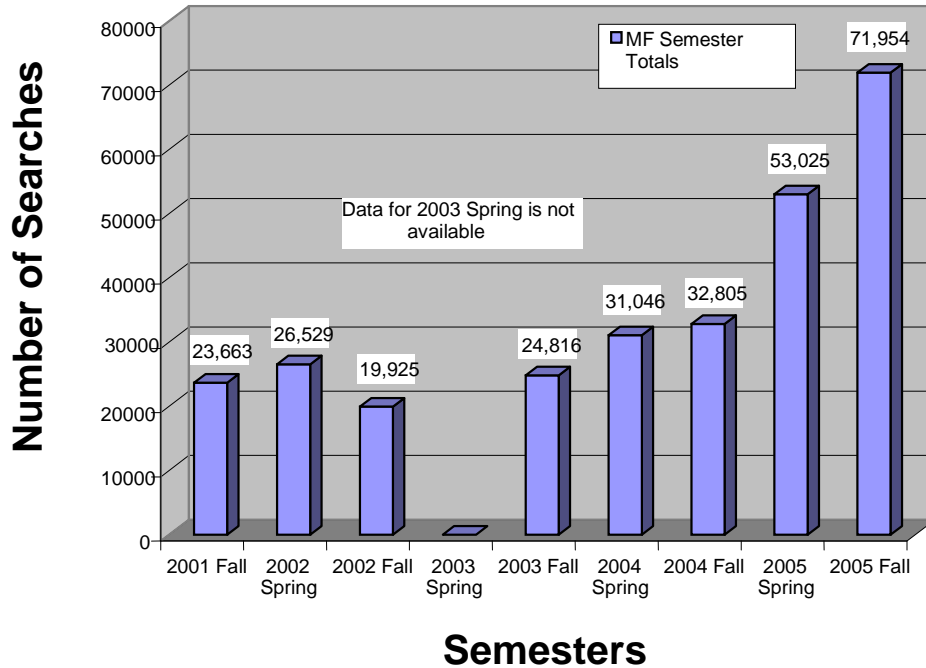
Initiative #3

Expansion of Online Course Offerings through 2013

Expansion and Improvement of Course Offerings (from Divisions' Academic Master Plans 2006-2013)

Division	
Art & Hum	English – create an appropriate web curriculum
MSET	Develop online courses
WDCE	Expand online courses
Soc Sci	Sociology – online classes – use of best practices
Soc Sci	Business – offer more online classes
Soc Sci	Economics – offer more online classes
Soc Sci	Political Science – increase online offerings of courses other than PSC 103

EBSCOhost MasterFILE Premier Searches



<p>Description & Justification</p>	<p>Expand online services—information literacy skill development, reference services, and electronic reserve.</p> <p>The vision and values statements in the Academic Technology Plan lean towards a natural collaboration with the library. Samplings of those statements are listed below:</p> <p>“TMCC will be viewed as a technological leader providing superior access to the resources of scholarship...(vision statement)”</p> <p>“Faculty will use technology to develop new instructional methods that address the needs of students with different learning styles...(vision statement)”</p>
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	<p>“Provide more and improved technology in the classroom to serve all students and faculty (<i>values statement</i>)”</p> <p>“Integrate virtual library services into the curriculum of traditional and e-learning classes (<i>values statement</i>)”</p> <p>The library provides the “resources of scholarship” with online databases that have more than doubled in the last six years. Statistics from the database we have had the longest, EBSCO, show a steady increase in use (see above).</p> <p>In brick and mortar classrooms and library, students develop their information literacy skills through training and use of the online databases, along with the online book catalog and reference collection. With the growth of online classes, developing students’ information literacy skills becomes the challenge. The library and librarians need to develop ways to work in the digital classrooms across the academic disciplines in order to provide reference services and develop online students’ information literacy skills. Listed are possible ways to deliver these services:</p> <ul style="list-style-type: none"> • Virtual Reference Services • Info Coach – librarians team up with online faculty to “coach” their students through research assignments • Electronic Course Reserves <p>TMCC Strategic Goals: Academic Excellence, Student Success, Technology</p>
Resources Needed	If an “info coach” pilot project is successful, eventually a librarian may need to be hired to coordinate the service. If there is an increase in electronic reserves, a classified staff person would need to be hired.
Partnership Needed	Academic departments need to encourage online faculty to collaborate with librarians to provide reference services and develop information literacy skills in their students.
Person(s) Responsible	Library Director, librarians
Timeline	2008 Info Coach pilot program; if pilot is successful develop service in 2009 possibly hiring additional librarians by 2013; technology skills would be an important component in hiring
Evaluation	At the end of the pilot project, evaluate services provided to online students.

Initiative #4

Expansion of Courses & Services through 2013

Expansion and Improvement of Courses & Services (from Divisions' Academic Master Plans 2006-2013)

Division	
Art & Hum.	English – develop English component of the learning community program
Art & Hum.	Developmental English – outreach to WCSD
Art & Hum.	ESL - expand academic courses taught with a "sheltered English" concept
Art & Hum.	ESL - exploration of learning communities concept
Art & Hum.	ESL - expansion of ESL Resource Center
Art & Hum.	ESL - Multicultural Center
Art & Hum.	READ classes - mandatory classes for "high recommend" students; increased enrollment READ 090
WDCE	ABE/ESL - increase retention and persistence rates

Description & Justification	<p>Expand library services into new directions by collaborating with Departments in their service expansions.</p> <p>There are many new projects being proposed by departments that would benefit from library involvement. The library has offered to provide a librarian for the Learning Communities project but there are other projects with which the library is willing to assist.</p> <p>TMCC Strategic Goals: Academic Excellence, Student Success</p>
Resources Needed	No additional resources are needed at this time
Partnership Needed	English department
Person(s) Responsible	Librarians
Timeline	Ongoing
Evaluation	Review library impact on projects involved in.

Initiative #5

Description & Justification	<p>Migrate to new automated library software.</p> <p>Automated library system software needs to be regularly upgraded. With the problems that we have experienced with Endeavor's Voyager software and the complaints we have received from faculty, we may consider returning to Innovative Interfaces Inc (III) software. UNR librarians have encouraged us to return to III. We will need to migrate to another system by 2013.</p> <p>TMCC Strategic Goal: Technology</p>
Resources Needed	Additional one-time funding to purchase the software
Partnership Needed	NSHE libraries, IT
Person(s) Responsible	Library Director
Timeline	Purchase software by 2013
Evaluation	Determine whether the new automated software is meeting the needs of acquisitions, cataloging, course reserves, reference librarians, students, and faculty.

Initiative #6

<p>Description & Justification</p>	<p>Expand services—provide digital media for students and faculty to access online. One of Teaching Technologies initiatives for the E-Learning Program is to increase the “use of technology in all aspects of instruction” through “implementation of new media solutions for both assisted and stand-alone web classes.” The library can collaborate in this area by purchasing digital rights to video. It will still require technology development to deliver the content and faculty willing to use it, but in our experience faculty are excited about the possibilities of enriching their online class.</p> <p>TMCC Strategic Goals: Academic Excellence, Student Success, Technology</p>
<p>Resources Needed</p>	<p>IT to develop the technology to deliver the content in a password-protected environment.</p>
<p>Partnerships Needed</p>	<p>IT, Teaching Technologies, academic departments, and faculty</p>
<p>Person(s) Responsible</p>	<p>Library Director, librarians</p>
<p>Timeline</p>	<p>2007 - Media Services and IT develops the delivery system; library purchases digital rights to a few videos; Teaching Technologies help online faculty by linking media to online class pages; librarians advise faculty of digital media resources</p>
<p>Evaluation</p>	<p>Review usage statistics; get feedback from online faculty and Associate Dean of Teaching Technologies.</p>

Initiative #7

<p>Description & Justification</p>	<p>Expand services—circulate laptop computers for in-library use and install WiFi network in satellite libraries. In the libraries on the satellite campuses, the space is so limited that diversifying the use of the space is helpful to provide full service. If WiFi was installed and the library provided laptop computers for student use, an entire class could be taught information literacy skills during a library tour and the next hour students could use the same tables and space to create posterboards for a group assignment. It actually saves money as less space is needed to serve a variety of needs.</p> <p>TMCC Strategic Goals: Finance and Institutional Effectiveness, Technology</p>
<p>Resources Needed</p>	<p>The purchase of laptop computers and installation of a WiFi network is a costly expenditure. A pilot project could begin with the purchase of 6 laptop computers and the installation of the network. If the project is successful and many additional computers are purchased, a library security system may need to be installed at each satellite library.</p>
<p>Partnerships</p>	<p>IT</p>
<p>Person(s) Responsible</p>	<p>Library Director, branch manager</p>

Timeline	2008 – begin pilot project and install WiFi; if successful purchase another 6 computers for each branch and a security system
Evaluation:	Review usage statistics, problems experienced to determine success.

Initiative #8

Description & Justification	<p>Digitize resources and convert applicable forms from paper to electronic.</p> <p>The library needs to convert many of its paper handouts and forms to a digital format. When a faculty member needs to place a reserve, there is no need for him/her to leave the office. All faculty need to do is complete the digital form and send the books or videos through campus mail to the library. Faculty can also request material for purchase through an online form. That form serves a double duty, the first is to promote the fact that faculty can make requests for purchase, and secondly, a faculty member can conveniently request materials from the comfort of home or office. The following items can be digitized:</p> <p>Forms:</p> <ul style="list-style-type: none"> Course Reserve Film Requests Materials for Purchase Requests <p>Student Handouts:</p> <ul style="list-style-type: none"> Research Guides <i>and/or</i> eResearch Guides <p>Miscellaneous Materials:</p> <ul style="list-style-type: none"> Library Policies <p>TMCC Strategic Goal: Finance and Institutional Effectiveness, Technology</p>
Resources Needed	No additional resources are needed
Partnerships Needed	None
Person(s) Responsible	Librarians
Timeline	Begin project in 2007; ongoing
Evaluation	Review progress.

Initiative #9

Description & Justification	<p>Promote library resources—standardize publications.</p> <p>The library creates a number of handouts each year. We need to promote the library by developing a standard library logo that is on all our publications.</p> <p>TMCC Strategic Goal: Finance and Institutional Effectiveness</p>
Resources Needed	No additional resources are needed.
Partnerships Needed	It may be helpful to consult with the PIO.
Person(s) Responsible	Librarians, library staff
Timeline	Begin project in 2007
Evaluation	Logo developed and approved

Initiative #10

Description & Justification	<p>Create a new model of service by housing library services with the Writing Center, the Tutoring Center, the ESL Resource Center, and the computer lab when the second building opens on the Meadowood campus or at the new Spanish Springs facility.</p> <p>The Meadowood campus would provide the perfect environment to pilot the combination of many academic support services under one roof and in shared space. The library is a natural place to provide resources for these support services and students can benefit from having everything in one spot.</p> <p>TMCC Strategic Goals: Facilities, Finance and Institutional Effectiveness, Welcoming and Supportive Environment</p>
Resources Needed	The second building at Meadowood is necessary for the space requirements.
Partnerships Needed	Support from the President's Office, to the academic support services, Facilities Services, etc.
Person(s) Responsible	Library Director
Timeline	Start planning now
Evaluation	Evaluate services from the perspective of students, faculty, and departments.

Conclusion

The most pressing issue for the TMCC Libraries is providing equivalent service to students at the satellite educational centers and through distance education. This service has been praised by faculty and students and earned the library a commendation from the 2005 Accreditation team:

“The library staff is commended for providing students and staff with outstanding service and increased access to digital resources, despite limited resources.”

It will take additional library faculty, staff, physical space, technology, and fiscal resources to equalize service across the libraries and to help students to develop the information literacy skills needed to become successful life-long learners.