



Annual Administrative Plan (AAP) - FYR 2022-23

Mission

The PC Library and Learning Commons engage the information needs of our diverse academic community in an environment that nurtures learning, fosters opportunity, and enriches the lives of our students, staff and faculty.

Roll up to Division level AAP

Carried fwd to next yr AAP

| Obj | Short title/description | Strategic Objectives | Core Themes | Due Date |
|-----|--|----------------------|-------------|-----------|
| 1 | Convert library classroom as a multimodal practice space | 1.2, 3.0, 4.2 | 1, 2, 3, 4 | 6/30/2023 |

SMART AAP Objective Schedule trainings with at least 3 faculty members to pilot the classroom use and develop a printed or online guide to classroom and technology use by 6/30/23.

Continuous Improvement Plan Utilize this space effectively for instructor training and library and CETL workshops.

Assessment

| | | |
|-------------|----------|--|
| Fall 2022 | On track | The classroom is set up and being used. IT and Library staff created a guide for its use. We have modeled its use in workshops and faculty have gotten practice using it with meetings. It is available for trainings. |
| Winter 2023 | On track | We are using the space for trainings, meetings, and sessions with faculty librarians. |
| Spring 2023 | On track | We convened a Faculty Learning Community on hyflex teaching in the space in spring and continued to use it for professional development workshops and sessions with faculty librarians. |

Final Report Add to existing technology in the library classroom with additional laptops and a laptop cart so that space can be used for library classroom sessions and professional development activities that require participants to be on computers.
Improve

Budget Requests

Roll up to Division level AAP

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| Obj | Short title/description | Strategic Objectives | Core Themes | Due Date |
|-----|--|----------------------|-------------|-----------|
| 2 | Update library print management system | 0.0, 1.2, 3.0 | 0, 1, 3, 4 | 6/30/2023 |

SMART AAP Objective Library staff will monitor printer use based on paper demands and report on how the system is working each quarter during 2022-23.

Continuous Improvement Plan On a trial basis provide free printing in the library and monitor paper usage.

Assessment

| | | |
|-------------|----------|---|
| Fall 2022 | On track | We have initiated the free printing system and kept track of paper use. For the most part it is working well, but we still need a better system for larger print jobs associated with classroom materials and OER texts |
| Winter 2023 | On track | We have continued to offer free printing, with few issues. There is still a need to allow student printing from laptops and for a way to support the cost of larger print jobs. |
| Spring 2023 | On track | We have continued to offer free printing, with few issues. There is still a need to allow student printing from laptops and for a way to support the cost of larger print jobs. |

Final Report Need a system to support larger print jobs at affordable rates without having to go off campus... either through a print kiosk or campus print shop.
Improve

Budget Requests



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| 3 | Promote use of library and CETL | 1.2, 2.3, 3.3, 4.2 | 1, 2, 3 | 6/30/2023 |

SMART AAP Objective Conduct at least one event per quarter that promotes the library (for instance, having the PC history display in the library during the Fall Spectacular).

Continuous Improvement Plan Schedule regular events and meetings in the library to promote its use.

Assessment

| | | |
|-------------|----------|--|
| Fall 2022 | On track | Library foot traffic was strong in fall. We had a PC history display in the library during the fall Spectacular and we estimate around 500 people came through the library during the event. |
| Winter 2023 | On track | We had an OER open house in the library in winter, plus two OER panels. |
| Spring 2023 | On track | The spring library open house was focused on the college's new indigenous language and culture classes and the library resources that support them. |

Final Report Maintain goal of at least one library open house per quarter.
Sustain

Budget Requests

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| 4 | Develop a training program for tutors/aids | 1.2, 3.0 | 1, 3 | 6/30/2023 |

SMART AAP Objective Training program developed by 6/30/23 and implemented by 7/1/23.

Continuous Improvement Plan Develop an onboarding training for all math lab aids and tutors.

Assessment

| | | |
|-------------|---------|--|
| Fall 2022 | Delayed | The Learning Center Coordinator has been busy meeting student needs and has not had time to develop a formal training, although informal training occurs at hire and coordinator provides ongoing mentoring. |
| Winter 2023 | Delayed | Learning Center position was made fulltime, but the person in the position took a medical leave of absence for most of winter quarter. |
| Spring 2023 | Delayed | Learning Center Coordinator was back mostly fulltime but getting caught up. Training program is now a project for next year. |

Final Report Need to develop this program next year.
Improve

Budget Requests



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| 5 | Include faculty librarian role in CETL plan | 2.3, 3.0, 3.3, 4.2 | 1, 2, 3, 4 | 6/30/2023 |

SMART AAP Objective The CETL collection will be expanded and prominently displayed by 6/30/23.

Continuous Improvement Plan The faculty librarian is working on expanding the CETL book collection and display, collecting CETL artifacts in T&L, Equity, Assessment, E-Learning, OER, and working on enhanced supports for information literacy.

Assessment

| | | |
|-------------|----------|---|
| Fall 2022 | On track | CETL continues to work with the faculty librarian on OER and CETL collections. Librarian continues to support faculty and classes. More can be done promoting information literacy across the curriculum. |
| Winter 2023 | On track | CETL continues to work with the faculty librarian on OER and CETL collections. Librarian continues to support faculty and classes. More can be done promoting information literacy across the curriculum. |
| Spring 2023 | On track | CETL and Faculty Librarian developed a plan to enhance information literacy across the curriculum through building of modules and outreach to specific faculty, starting with English and COLL 101. |

Final Report Faculty librarian will be working with faculty on information literacy and on supporting OER text selection next year.
Sustain

Budget Requests

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| 6 | Adopt hosted solution for Alma/ctcLink integration | 1.2 | 1 | 6/30/2023 |

SMART AAP Objective ALMA/ctcLink integration will be achieved by 6/30/23 in order to provide additional essential online library services that were disrupted by the ctcLink migration.

Continuous Improvement Plan The library continues to work with IT to solve this issue, but a solution seems to be close (as of September 2022).

Assessment

| | | |
|-------------|----------|---|
| Fall 2022 | On track | Will has worked with IT and it looks like this will be possible, but it is dependent on the college adopting a student email system.. |
| Winter 2023 | On track | Library continues to work with IT on keeping records up to date and streamlining process. Student email may be coming in fall, which would allow for the integration. |
| Spring 2023 | On track | Student email for fall is pending. The integration is dependent on getting the student email system in place. |

Final Report Pending adoption of student email system in fall.
Improve

Budget Requests



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| 7 | Convert Library Periodicals Room to a gallery | 4.1 | 2, 4 | 6/30/2023 |

SMART AAP Objective Have "pit" cleared of shelving and periodicals by 6/30/23, get update on library endowment funding through the foundation in January 2023, and based on available money, begin planning for converting the space to a gallery.

Continuous Improvement Plan Library periodicals are being moved to the back room of the library. Once the "pit" space is cleared, we will look into using foundation money to convert it to display space for art, student work, and/or faculty scholarly work.

Assessment

| | | |
|-------------|----------|---|
| Fall 2022 | On track | Periodicals room was mostly emptied during fall quarter and library re-housed the parts of the collection we needed to keep in the back library area. |
| Winter 2023 | Delayed | Periodicals room is clear except for a few of the built-in hanging folder shelves. Foundation money for renovation of the room is not yet available. |
| Spring 2023 | Delayed | Periodicals room is clear except for a few of the built-in hanging folder shelves. Foundation money for renovation of the room is not yet available. |

Final Report Foundation funding to renovate the room is waiting on endowment maturing, which depends on stock market.
Improve

Budget Requests