

A. Data and Analysis

1. Department/Program Data

	Current Year 2014-15	Previous Year 2013-14	Two Years Prior 2012-13
Number of Full-Time Classified	#	#	#
Number of Full-Time Faculty	1 @ 100%	1 @ 60%	1 @ 100%
Number of Full-Time Managers	#	#	#
Number of Part-Time Classified	1 @ 15%	1 @ 15%	#
Number of Part-Time Faculty	1 @ 20%	2 @ 20%	#
Number of Part-Time Managers	1 @ 5%	1 @ 5%	1 @ 5%

2. Department Activities

1. Class Visits
2. Library Orientations
3. Online and in person reference transactions
4. Library Website Development
5. Proposal development (technology planning)

3. Proposed Projects Requiring Additional Resources (not listed in Section B-Action Plans/Resource)

Project Name and Description	Total Additional Dollars/Staff Needed
Part time Librarian @ 20-50%	\$75 per hour
Discovery Platform (VuFind)	\$0
Content management System (ExpressionEngine)	\$1,200
Institutional or hosted server space	\$1400(hosted by external service) or \$0 (in-house hosting)

4. Outcomes (from most recent Department Review or Annual Department Reports)

Administrative Unit/Service Area Outcomes	AUO/SAO Findings
Students will demonstrate knowledge of the availability of textbooks in the Reserve Library.	SLO Survey data: 209 used; 233 heard of; 386 never heard of. (source:2013-2014 Library Addendum Accreditation Follow Up Report)
Students will demonstrate knowledge of the availability of a Virtual Library.	SLO Survey data: 320 used; 195 heard of; 310 never heard of. (source: 2013-2014 Library Addendum Accreditation Follow Up Report)
Students will demonstrate knowledge of the availability of "Ask the Librarian.	Survey and documentation of requests made through the "Ask the Librarian." SLO Survey data: 206 (25.8%) aware of "Ask the Librarian" (source: 2013-2014 Library Addendum Accreditation Follow Up Report)

Action Plans in response to the outcomes:

Improve web page structure and navigation for the library collections to increase students' ability to demonstrate knowledge of the Online Library.
Develop an outreach plan to increase the number of class visits each semester in order to increase the number of students who can demonstrate knowledge of the Online Library.

Department: Library

Planning Year 2014 for 2015 planning process

Add an "Ask the Librarian" button to the Library home page and document the number of students who use it.

Department: Library

 Planning Year 2014 for 2015 planning process

5. Progress on 5-year Goals (from most recent Program Review)

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
1. Increase student use of library databases by 20%		x			
2. Increase the number of student contacts through class visits and workshops by 15% and through reference interactions by 20%		x			
3. Library Science C110 will improve its retention rate by 50% and its success rate by 25%					Retention and success for Library Science C110 has been an ongoing challenge. Students who take the course to meet university requirements for information competency do quite well. At this point, the reason lower division students drop or fail to succeed is unknown.

Analysis of Progress on 5-year Goals

These goals remain pertinent even as progress on achieving them has been made.

6. New Annual Program/Department Goals

Goal	5 Year Goal Addressed	Project Completion Date	Lead Employee	Comments
Improve web page structure and navigation for the library collections.	1	Jan 30, 2015	Cheryl Stewart	

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 Annual Institutional Planning Report
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Develop an outreach plan to increase the number of class visits each semester	2	Jan 30, 2015	Cheryl Stewart	
Redesign Library Science C110 based on an OER textbook	3	Jul 30, 2015	Cheryl Stewart	
Hire a part-time Librarian to provide instruction, technology support, and expanded services to students and faculty members	2	Jan 30, 2015	Cheryl Stewart	
Evaluate the database collection and make changes as necessary based on curricular and program requirements.	1	Apr 30, 2015	Cheryl Stewart	

B. Action Plan and Resource Requests Based on Annual Data

Action	Institutional planning goals*	How action will improve student success or operational performance	Type of Resource	Resource needs, if any	Department priority**	Approximate cost	Potential Funding Source
Evaluate the database collection and make changes as necessary based on curricular and program requirements.	Goal 1 Initiative 1L	Improve collection ; Increase satisfaction; meet curricular needs	Database subscriptions		4	\$500-\$7000	GF, Lottery, SSSP, BSI
Develop an outreach plan to increase the number of class visits each semester	Goal 1 Initiative 1L	Connect with faculty in a meaningful way to extend services and instruction to students	Marketing and Outreach materials	Printing, Graphics, Publications	3	\$1,000	GF, SSSP
			CCL Membership			\$150	GF
			AFT Conference				
			Supplies				
	Goal 1 Initiative 1L		Personnel	Part-time Librarian - 18 hr/wk	2	\$44,000	GF
Improve web page structure and navigation for the library collections.	Goal 1 Initiative 1L	Increase success and satisfaction with research resources.	Technology	Software (see #3 Proposed Projects)	1	\$1200	Lotter, GF

*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, AUO/SAO evaluation and assessment, College Mission, or other relevant planning documents. **Prioritize the program's resource needs with 1 being the most important and subsequent numbers being less urgent.