*Needs Assessment: Division Summary*

The purpose of this summary is: to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; gather any additional information at the division level that supports a needs requests; and provide the committee with some feedback on how requests are integrated into Division planning and goals. Division will check for duplicate application and advise requestors to consolidate their applications.

|  |  |
| --- | --- |
| Division Name | Library and Learning Resources Division |
| Division Meeting Date | Oct. 1st, 2010 plus communication via phone and e-mail on various dates |
| Number of Participants | 15 |

Division Feedback:

 The Library and Learning Resources Division has recently been transferred from the “Instruction” side to the “Student Services” side of the house. In addition to the departments that the Division has been traditionally been responsible for (Academic Advancement, ACAD Lab, Library, Library Computer Lab, Library Technology Program and Tutoring), the Division now includes the Office of Student Life, Student Health Services and DSP&S.
 The Division supports the budget augmentation request of DSP&S; it supports their stated goals and challenges in the EMP (p.77) to continue to provide accommodations to students with disabilities despite the drastic reduction in funding.
 The Division supports a variety of requests from the Library & Computer Lab and ACAD lab for faculty, classified staff and budget augmentation. These requests have been approved but not funded in previous Needs Assessment cycles. Additionally, the classified staff requests are very important to the restoration of the library hours and service days that were cut in 2009/2010 and to recover some of the ACAD Lab hours and service days that were cut in Fall 2010.
 Student Health Services has experienced a 40% increase in individual medical treatments and counseling and continues to grow. Student Health Services EMP one-sheet (p.83) states that additional staffing and resources are one of the challenges that the department faces. The Student Health Services stated growth and challenges merits division support for needs assessment requests for faculty, classified staff, equipment and budget.
 The Office of Student Life supports an array of student services and activities throughout the school year. User surveys indicate a high satisfaction level with the Office of Student Life (EMP p. 84).
 DSP&S, the Office of Student Life, and Student Health Services mirror the goals set forth in the Library and Learning Resources Division’s purpose and mission as stated in the 2008/2009 Division Document for Needs Assessment. “Library and Learning Resources Division, through its instructional services and programs, recognizes its primary goal to be the support of the academic programs of San Bernardino Valley College. The Library and Learning Resources Division’s professional and paraprofessional staff provides a wide range of materials and services to students, staff, and faculty in support of the instructional programs of the college (p. 1)”. Because the Division has programs and departments that are new to each other this semester, we are uncomfortable doing the optional ranking as the departments are not familiar enough with each other to weigh needs division wide. The Division endorses and supports all requests.

Rankings (Optional)

The Program Review Committee is not using Division ranking in the prioritization process this year. However, the Committee is interested in knowing the Division priorities for informational purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget | Classified Staff | Equipment | Faculty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |