

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Library

Academic Year: 2025

Name(s) of Submitter(s): Kyri Freeman and Angela Cardinale

Annual Update #1 ☒ #2 ☐

**Note: An Annual Update must be submitted each year that a Program Review is not submitted.*

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:

(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. GOAL #1

Library will increase student engagement with Library programs and services.

Expected Service Area Outcome/Administrative Unit Outcome

Students will increase their effective use of and engagement with resources by 25%, directly supporting and improving outcomes in coursework at BCC as well as career or transfer. This includes engagement with library facilities, physical and online materials, interactive tutorials, and embedded librarians as well as attendance at library workshops and events.

2. GOAL #2

~~Previous: Continue to create an outstanding e-book collection.~~ Revised: Library will implement solutions to secure current collection and increase access to high-quality e-books that support student goals related to curriculum, transfer, and career.

Expected Service Area Outcome/Administrative Unit Outcome

Library will implement a revised recovery process, seeking to result in a 50% reduction in missing items; Library is also requesting additional funding to strategically expand ebook collection by 25%.

3. GOAL #3

~~Previous: Reduction in missing items, leading to cost savings for the institution and greater availability of materials for students.~~ Revised: Library will streamline data collection methods to support improved strategic planning.

Expected Service Area Outcome/Administrative Unit Outcome

Library will leverage technology to ensure data tracking is accurate and eliminate barriers to access.

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Non-Instructional Program Review- Annual Update Template

Yes ☒

No ☐

Goals have been revised as stated above. The original goals 2 and 3 were combined and an additional goal was added.

Non-Instructional Program Review- Annual Update Template

Click or tap here to enter text.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

GOAL #1 Action/Strategies

- Communicate strategically with students and faculty
- Provide high-quality embedded librarian and workshop offerings
- Partner with other campus groups to increase engagement with diverse groups
- Develop high-quality asynchronous interactive tutorials
- Implement LibChat for 24/7 online student engagement and engagement tracking
- Develop and implement social media / marketing campaign
- Utilize needs assessment survey to analyze effectiveness and guide planning

Discuss any progress on Action/Strategies.

The Library regularly communicates with students and faculty about embedded librarians, study rooms, and library workshops. Library has also requested promotion via Marketing and is developing and implementing a social media plan. The Library currently offers embedded librarians and in-class workshops as well as a range of online and physical resources promoted in the BCC Resource Hub and on the general website.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

Engagement is currently measured by student use of resources, circulation statistics, use of physical space, number of courses utilizing embedded librarians, number of courses utilizing library workshops, and event attendance.

LibAnswers/LibChat will allow the Library to more efficiently and effectively track usage and both volume and type of engagement. A needs assessment survey will be distributed to students and faculty in fall 2025 to assess and strategically plan resources and offerings. Research on student engagement and impact on success/retention rates will also be requested in fall 2025. A social media plan was recently developed and the Library will collaborate with the Teaching and Learning Center (TLSC) on a social media campaign to increase engagement this fall. Social media engagement is currently at zero. The Library has also partnered with other campus groups like Mindful Space, Special Programs, TLSC to cross-promote and support events. Library staff are intentionally and regularly collaborating with student campus groups on events and Library display initiatives. Acquisition of LibWizard will also allow the Library to create high-quality, interactive asynchronous tutorials to support instruction and student success in all modalities.

Non-Instructional Program Review- Annual Update Template

GOAL #2 Action/Strategies

- Implement and communicate improved recovery process to students
- Provide students, faculty, and staff with relevant, high-quality physical and digital resources to support coursework, research, professional development and life/career skills development
- Strategically expand access to ebooks
- Increase staff floor presence
- Secure back exit

Discuss any progress on Action/Strategies

In 2025 the Library used Alma cataloging to create and update its list of lost items. It also revised and implemented a new recovery policy. The Library needs to update its student handbook to reflect this new policy as well as communicate the revised policy widely with students. **The** Library will also identify which physical materials most often go missing and replace those with electronic materials only. A fall survey to students and faculty will assess for what types of ebooks are most in demand to guide prioritization. Library staff will also work together to ensure increased floor presence and supervision of exit.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

M&O modified the back door so it is not an exit. As of Fall 2025, students with items outstanding beyond a three-month time period will lose library privileges; however, the Library will not assess any financial fees. This will allow the Library to secure its collection while minimizing barriers to students. A fall 2025 student and faculty survey will assess relevance of current e-book collection and further needs to strategically expand e-book library and replace missing physical books with e-books. Library will assess if revised strategies have reduced missing/overdue items per goal in Spring 2025.

Non-Instructional Program Review- Annual Update Template

2. GOAL #3 Action/Strategies

- Assess current data tracking needs and methods annually
- Leverage technology to implement more efficient/effective engagement/data-tracking methods
- Reduce unnecessary barriers to students

Discuss any progress on Action/Strategies

The Library is currently in discussion about the necessity of tracking number of students using the physical space, which is currently done via a paper sign-in and manual entry to a spreadsheet. Implementing a technology such as LibAnswers will lead to a more efficient, consistent, and meaningful understanding of student engagement. Leveraging technology for study room sign-ups, embedded librarian requests, and workshop requests will also ensure a more consistent, equitable, and trackable process

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The Library is prototyping LibAnswers currently and will hopefully acquire and implement in Fall 2025. The Library is considering removing the check-in process to ensure a more equitable experience for students. MS Forms and MS Bookings have been implemented for embedded librarian, workshop, and study room requests; Library staff will assess efficacy of these approaches in spring 2025.

D) List any resources you are requesting for each goal.

1. Goal 1 ☐ Goal 2 X Goal 3 ☐

Please list the resource and how it relates to the goal.

\$5,000 in ongoing funding for Overdrive e-books

2. Goal 1 X Goal 2 ☐ Goal 3 X

Please list the resource and how it relates to the goal.

\$2039 annually for LibAnswers and LibWizard integrations

Non-Instructional Program Review- Annual Update Template

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

3. Goal 1 ☐ Goal 2 ☐ Goal 3 ☐

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

☐ Clarify the Path

☐ Entering the Path

☐ Staying on the Path

☐ Support Learning

3. Please list actions/strategies for achieving this goal/outcome.

Click or tap here to enter text.

4. Briefly explain how you will measure the goal/outcome.

Click or tap here to enter text.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.

Non-Instructional Program Review- Annual Update Template

Click or tap here to enter text.

B. NEW GOAL #2

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

6. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

7. Relationship to Guided Pathways

- ☐ Clarify the Path
- ☐ Entering the Path
- ☐ Staying on the Path
- ☐ Support Learning

8. Please list actions/strategies for achieving this goal/outcome.

Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.

Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
2	Ebook expansion	\$5,000 annually	Yes	Click or tap here to enter text.
1 and 3	LibChat/LibWizard license	\$2039/annually	Yes	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

Date: <u>6/24/25</u>	Originator: <u>Kyri Freeman</u>
Program or Department Name:	<u>Librarian</u>
Dean/Vice President/Supervisor:	<u>Angela Cardinate</u>
What are you requesting? (<i>Brief</i>)	<u>Increased funding for Overdrive E-books</u>
Amount Requested: <u>5,000</u>	<input type="checkbox"/> One-time Funding <input checked="" type="checkbox"/> Ongoing Funding
Funding Source (if known) :	<u></u>
REQUEST TYPE:	
<input type="checkbox"/> Personnel/Staffing <small>Complete Personnel/Staffing section below</small>	<input type="checkbox"/> Technology Resource <small>Complete Technology section below</small>
<input type="checkbox"/> Facilities Resource <small>Complete Facilities section below</small>	<input checked="" type="checkbox"/> OTHER

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <u>Official Job Title:</u>
Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	
<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

1. Why is the request being made?

To secure a larger amount of ongoing funding for Overdrive ebook database. • Increasingly, the college is moving to online programs and services. E-books are vital resources for students who interact with the college mostly online. In addition, they cannot be damaged, stolen, or generate late fees. • E-books are far more expensive as a one-time purchase than print books. Overdrive books cost on average \$100 or more. To adequately support our curriculum and community, we must dedicate more resources to this area. To provide one typical example, the book Effective Family Engagement Policies, which directly supports our Child Development courses, costs \$38.95 as a print book. On Overdrive, it costs 190.00. The expense is worth it to expand access to the resource, but the need for more financial support is obvious

2. a) What is the urgency for this request being made outside of the Annual Update/Program Review regular cycle?

This is the third time we have made the request and the first two times got no response (most recently 9/24).

- b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

We assess our library outcomes largely through usage statistics. Over time, especially since the post-pandemic reopening, we have seen our foot traffic drop while our electronic usage data has proportionately increased. This strongly suggests the need for a much more extensive ebook collection.

- c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

Goal #2, Goal: Expand the ebook collection by adding 500 new titles that align with current curriculum needs and student interests by the end of the academic year. Outcome (SAO/AUO): Review usage statistics and feedback from faculty and students to ensure at least 80% of the new ebooks are utilized within their first year in the collection. Conduct an annual survey to assess satisfaction with the relevance and quality of the ebook collection. Progress Goal 2: Goal: Increase awareness and accessibility of the ebook collection through targeted marketing efforts and instructional sessions. Outcome (SAO/AUO): Measure the effectiveness of marketing campaigns by tracking an increase in ebook checkouts and page views by at least 25%. Assess student and faculty familiarity with the ebook collection through pre and post instructional session surveys, aiming for a 20% improvement in awareness

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

(This question is not required for Personnel/Staffing requests.)

We would not need any additional departments or resources.

4. a) How will this resource improve student success or institutional services?

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

Students will be able to access material relevant to their courses easily online, and additionally the resources will not incur late fees or become damaged, which can also be burdens on students.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Usage statistics provided by Overdrive, the e-book provider; student and faculty needs assessments.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

This request supports higher learning by strengthening one aspect of our educational tools. It supports both traditional and distance education courses, programs, and pathways and innovates to keep abreast of our changing global society

2. [Strategic Priorities](#) / [Strategic Goals](#)

Strategic Priority #1 Innovate to achieve equitable student success Ensure students are learning
2. Embrace innovative teaching strategies to enhance student engagement, 3. Embrace innovative ways to use instructional technology to support and enhance teaching and learning

3. [Educational Master Plan](#)

Having greater access to a wide range of materials supports our students in their educational endeavors.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

Three of the seven themes of the Technology Plan connect directly with adding new technology to assist students. "Student success and access to current technology are synonymous. ""The quality of our learning environments depends on technological currency." "Wireless technology has become a mature technology able to support learning everywhere"

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

(This section MUST be completed)

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date:	<u>07/30/2025</u>	Originator:	<u>Angela Cardinale</u>
Program or Department Name:	<u>Library and Learning Support, Academic Affairs</u>		
Dean/Vice President/Supervisor:	<u>Angela Cardinale, Associate Dean of Library and Learning Support</u>		
What are you requesting? (<i>Brief</i>)	<u>We are requesting ongoing funding for an Administrative Secretary (Range 16) to support the Instruction Office in Academic Affairs with daily clerical and administrative needs.</u>		
Amount Requested:	<u>\$78,672</u> (includes salary and benefits)	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding
Funding Source (if known):	<u>Unrestricted General Fund</u>		
REQUEST TYPE:			
<input checked="" type="checkbox"/> Personnel/Staffing <i>Complete Personnel/Staffing section below</i> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <i>Complete Technology section below</i>	<input type="checkbox"/> Facilities Resource <i>Complete Facilities section below</i>	<input type="checkbox"/> Professional Development <i>Complete Professional Development section below</i>

PERSONNEL/STAFFING REQUEST			
Is the position request for:	<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input checked="" type="checkbox"/> An existing classification	Official Job Title:	<u>Administrative Secretary</u>
Is the position requested:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time:	<u>12</u> Months/Year <u>40</u> Hours/Week

TECHNOLOGY RESOURCE REQUEST					
Indicate the category of the request:					
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network	<input type="checkbox"/> Audio-Visual	<input type="checkbox"/> License/Maintenance
Indicate the intended users:		<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____		
How will it be secured?	<input type="checkbox"/> Alarm	<input type="checkbox"/> Secure Room	<input type="checkbox"/> Secure Cabinet	<input type="checkbox"/> Cable/Lock	<input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?					

FACILITIES RESOURCE REQUEST				
Indicate the intended users:	<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____	

BUDGET ALLOCATION PROPOSAL

PROFESSIONAL DEVELOPMENT REQUEST				
Indicate the intended users:	<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Do other internal areas/departments need to be involved?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____		
Is technology needed? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____				

1. Why is the request being made?

The Instruction Office has expanded significantly in scope, overseeing multiple instructional divisions, programs, and support areas, including the Teaching and Learning Support Center (TLSC) and Career and Technical Education (CTE). This expansion has increased workload across faculty scheduling, evaluations, curriculum processing, and daily support. The Dean of Instruction and the Associate Dean of Library and Support Services, currently lacks dedicated clerical support, impacting the timeliness and efficiency of operations.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

Program Review – Section: Goals and Outcomes (Goal #1):
“Improve efficiency and effectiveness of Academic Affairs operations by adding dedicated administrative support... allowing for faster response times and increased faculty support.”

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

Instructional efficiency and faculty support are tracked through processing time for evaluations, scheduling forms, and meeting deliverables. The lack of clerical support has resulted in delayed responses and slower coordination during high-volume periods, directly impacting service quality. This new position supports improved outcomes in communication and workflow management.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

Goal #1:
“This position will reduce processing time for key tasks by 30% and improve faculty satisfaction with Instructional support services.”

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

(This question is not required for Personnel/Staffing requests.)

BUDGET ALLOCATION PROPOSAL

N/A

4. a) How will this resource improve student success or institutional services?

This role will improve institutional services by:

- Enhancing operational efficiency in instructional scheduling, evaluations, and reporting
- Freeing up leadership time for strategic planning and instructional support
- Supporting timely responses to student and faculty needs

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Time-to-complete for evaluations, scheduling, and key forms
Faculty satisfaction surveys on Instructional support
Comparison of project tracking logs pre- and post-hire

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

This staffing request supports Barstow Community College's mission to provide equitable, accessible, and affordable education by strengthening the operational capacity of both the Dean of Instruction and the Associate Dean of Library and Support Services. These two leadership roles oversee a wide range of academic and student support functions, including curriculum, scheduling, faculty evaluations, tutoring, library services, and instructional support programs that serve diverse, military-affiliated, and historically underrepresented students. Adding a full-time Administrative Secretary will help streamline daily operations, improve communication, and reduce delays that impact course access and student support. This role is essential to maintaining high-quality service and ensuring the college's mission is fully carried out across both instruction and support services.

2. [Strategic Priorities](#) / [Strategic Goals](#)

This request aligns with Strategic Priority 1: Innovate to Achieve Equitable Student Success by ensuring that the operational side of instruction and student support services functions efficiently, allowing faculty and staff to focus on teaching and student engagement. Timely scheduling, curriculum processing, and faculty support are critical to keeping students on track in their educational pathways, especially those from historically underserved populations. It also supports Strategic Priority 4: Achieve Sustainable Excellence in all Operations by addressing a clear staffing gap that impacts workflow, communication, and service delivery across Instruction and Library and Support Services. Adding an Administrative Secretary creates long-term stability, improves internal processes, and strengthens the foundation needed to carry out high-impact academic and student-centered initiatives.

3. [Educational Master Plan](#)

BUDGET ALLOCATION PROPOSAL

This request supports the Educational Master Plan, specifically Goal 3.1: Strengthen Institutional Effectiveness and Accountability by addressing a critical staffing need that directly impacts the college's ability to manage instruction, academic support, and student services effectively. The addition of an Administrative Secretary enhances the operational infrastructure necessary to carry out key initiatives in curriculum development, scheduling, instructional support, and library services. By improving response times, coordination, and internal workflows across both academic and student support divisions, this role contributes to the college's broader goal of ensuring institutional quality, responsiveness, and efficient resource use in support of student achievement.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

This request aligns with the Human Resources Staffing Plan by addressing a documented need for classified support in high-impact administrative areas. As the responsibilities of the Dean of Instruction and Associate Dean of Library and Support Services have expanded, the absence of a dedicated Administrative Secretary has created operational strain, delaying essential processes like scheduling, evaluations, and academic support coordination. The HR Staffing Plan emphasizes aligning personnel resources with institutional needs to ensure efficient service delivery and support student success. Adding this position ensures workload is distributed appropriately and supports long-term employee effectiveness, retention, and job satisfaction within Academic Affairs.

BUDGET ALLOCATION PROPOSAL

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

(This section ***MUST*** be completed)

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

Date: <u>8/8/2025</u>	Originator: <u>Angela Cardinale</u>
Program or Department Name:	<u>Library</u>
Dean/Vice President/Supervisor:	<u>Angela Cardinale</u>
What are you requesting? (<i>Brief</i>)	<u>Increased funding for Overdrive E-books</u>
Amount Requested: <u>\$2,039</u>	<input type="checkbox"/> One-time Funding <input checked="" type="checkbox"/> Ongoing Funding
Funding Source (if known) :	<u></u>
REQUEST TYPE:	
<input type="checkbox"/> Personnel/Staffing <small>Complete Personnel/Staffing section below</small>	<input checked="" type="checkbox"/> Technology Resource <small>Complete Technology section below</small>
<input type="checkbox"/> Facilities Resource <small>Complete Facilities section below</small>	<input type="checkbox"/> OTHER

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <u>Official Job Title:</u>
Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	
<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

1. Why is the request being made?

LibAnswers from Springshare will allow the area to make engagement and data tracking more streamlined and meaningful as well as to provide 24/7 access chat with a librarian to students, staff, and faculty, increasing access to all students. Given the high proportion of online students, this is especially essential. Current data/engagement tracking is done manually, resulting in inefficiencies and possible errors. This system, which is widely used by other CCC libraries, will greatly reduce these problems. LibWizard, another Springshare product used widely by CCCs, allows librarians to create highly-quality, interactive, asynchronous online tutorials, increasing engagement and access for all students but particularly online students.

2. a) What is the urgency for this request being made outside of the Annual Update/Program Review regular cycle?

The library requires a consistent and meaningful manner in which to track data for strategic planning. A top priority for the library is to increase engagement to support student success, which LibWizard supports.

- b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

Accurately, efficiently, and meaningfully assessing engagement and needs, which these products will allow the Library to do, will allow the program to conduct effective strategic planning and resource use. Leveraging technology tools to increase and measure engagement allows the Library to directly assess outcomes.

- c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

GOAL #1 Increase student engagement with Library programs and services.

Expected Service Area Outcome/Administrative Unit Outcome

Students will increase their effective use of and engagement with resources by 25%, directly Support and improve outcomes in coursework at BCC as well as career or transfer. This will include use of library facilities, physical and online materials, interactive tutorials, and embedded librarians as well as attendance at library workshops and events.

GOAL #3 Streamline data collection methods to support improved strategic planning.

Expected Service Area Outcome/Administrative Unit Outcome

Library will leverage technology to ensure data tracking is accurate and eliminate barriers to access.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?
Example: [Technology Assessment Form](#)
(This question is not required for Personnel/Staffing requests.)

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

Technology Assessment Form

4. a) How will this resource improve student success or institutional services?

Students will have vastly increased access to reference librarians and high-quality, interactive tutorials.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Engagement tracking and needs assessment surveys

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

This request supports higher learning by strengthening one aspect of our educational tools. It supports both traditional and distance education courses, programs, and pathways and innovates to keep abreast of our changing global society

2. [Strategic Priorities](#) / [Strategic Goals](#)

Strategic Priority #1 Innovate to achieve equitable student success Ensure students are learning
2. Embrace innovative teaching strategies to enhance student engagement, 3. Embrace innovative ways to use instructional technology to support and enhance teaching and learning

3. [Educational Master Plan](#)

Increasing and more meaningfully measuring access to librarians and resources supports our students in their educational and career goals.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

Three of the seven themes of the Technology Plan connect directly with adding new technology to assist students. "Student success and access to current technology are synonymous. ""The quality of our learning environments depends on technological currency." "Wireless technology has become a mature technology able to support learning everywhere"

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

(This section MUST be completed)

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BARSTOW COMMUNITY COLLEGE DISTRICT
Technology Assessment Form for Software and Equipment

Directions:

The requestor will work with the Director of IT and the VP of Administrative Services to complete sections A-E and attach to their Administrative Unit or Program's Budget Allocation Proposal during the Program Review process.

A. Purchase Information

1. Requestor Name	Angela Cardinale
2. Department or Program Name	Library
3. Equipment/Software Description	LibAnswers 24/7 librarian chat and data tracking and LibWizard interactive library tutorial creator, both by Springshare

B. Operational Expenses and Detailed Description of Required Services Needed

1. Software (Description and cost)	LibAnswers and LibWizard, \$2039 annually
2. Hardware (Description and cost)	n/a
3. Implementation costs	n/a
4. Maintenance a) Software b) Hardware c) Programming d) Employee Set-up e) Inventory Control	Simply an expansion of software already used by the Library
5. Subscription or Perpetual License a) yearly cost b) site licensing, per computer or per user licensing.	Yearly cost
6. Who will maintain this product/application? a) Department b) IT Department c) Vendor	Library and Springshare
7. Is the quote attached for the new software/hardware?	yes
8. Sustainability Requirement	

C. Describe the Total Cost of Ownership (V.P. of Administrative Services)

(Include total cost of project, software and equipment (including human resource costs) in description)

Total cost of ownership is \$2039 annually. There are no additional other costs.

D. Check all boxes to which this purchase applies

Mission Statement <i>(must apply)</i>	
Barstow Community College is an open-access learning environment that promotes critical thinking, communication, personal and professional responsibility, and global awareness by offering quality courses, programs, and support services.	<input checked="" type="checkbox"/>
Within accreditation standards?	<input checked="" type="checkbox"/>
Maintains fiscal integrity?	<input checked="" type="checkbox"/>
Promotes employee involvement in activities associated with professional responsibilities.	<input checked="" type="checkbox"/>
Increases student engagement, student success and student equity?	<input checked="" type="checkbox"/>
Promotes Workforce and Economic Development within the local community, the District and region?	<input checked="" type="checkbox"/>
Strategic Priorities <i>(must apply to at least 1)</i>	
Innovates to Achieve Equitable Student Success?	<input checked="" type="checkbox"/>
Ignites a Culture of Learning and Innovation?	<input checked="" type="checkbox"/>
Builds Community?	<input checked="" type="checkbox"/>
Achieves Sustainable Excellence in all Operations?	<input checked="" type="checkbox"/>

E. Acknowledgement of receipt and awareness of terms, conditions, and regulations

Title	Name	Signature	Date
Initiator Supervisor	Angela Cardinale		8/8/2025
Director of IT			
Budget Analyst			
VP Administrative Services			

F. Approval of Purchase

Title	Name	Signature	Date
Cabinet Approval			
Superintendent/President			

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

Date: <u>10/9/2025</u>	Originator: <u>Angela Cardinale</u>
Program or Department Name:	<u>TLSC and Library</u>
Dean/Vice President/Supervisor:	<u>Angela Cardinale</u>
What are you requesting? (<i>Brief</i>)	<u>Faculty Instructional Specialist</u>
Amount Requested: <u>\$95,000 + benefits</u>	<input type="checkbox"/> One-time Funding <input checked="" type="checkbox"/> Ongoing Funding
Funding Source (if known) :	<u>SEA, Strong Workforce, General fund</u>
REQUEST TYPE:	
<input checked="" type="checkbox"/> XPersonnel/Staffing <small>Complete Personnel/Staffing section below</small>	<input type="checkbox"/> Technology Resource <small>Complete Technology section below</small>
<input type="checkbox"/> Facilities Resource <small>Complete Facilities section below</small>	<input checked="" type="checkbox"/> OTHER

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <i>Official Job Title: Instructional Specialist, TLSC and Library</i>
Is the position requested:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ 11 Months/Year _____ 32 Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	
<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

1. Why is the request being made?

Both the Library and TLSC program reviews identify critical needs for consistent faculty leadership in coordinating academic support, expanding professional development, and embedding equity-based learning strategies across courses. This faculty position directly responds to those findings, providing a bridge between instruction and student services to increase engagement, close DI gaps, and strengthen institutional capacity for inclusive innovation.

2. a) What is the urgency for this request being made outside of the Annual Update/Program Review regular cycle?

The Library and TLSC Program Reviews (2025) both cite the need for a faculty-level leader to coordinate academic support and professional learning. The Library review calls for strategic integration of LibAnswers/LibWizard and instructional partnerships to increase engagement. The TLSC review identifies the lack of a faculty coordinator to oversee tutor training and faculty PD. This position will fill that gap by providing faculty leadership for coordinated Library–TLSC integration, professional development, and data-driven assessment.

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

We assess our library outcomes largely through usage statistics. Over time, especially since the post-pandemic reopening, we have seen our foot traffic drop while our electronic usage data has proportionately increased. This strongly suggests the need for a much more extensive ebook collection.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

This position will support the shared goals of increasing meaningful and outcomes-based engagement in both the Library and TLSC. This request will establish a faculty-led Instructional Specialist position to coordinate instructional programming, faculty professional development, and integrated learning-support activities across the Library and Tutoring Center (TLSC). This role will enhance collaboration between instructional and student-service areas, improve equity in student success and retention, and provide faculty leadership in accessibility, Universal Design for Learning (UDL), culturally responsive pedagogy, and AI/digital literacy.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

(This question is not required for Personnel/Staffing requests.)

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

--

4. a) How will this resource improve student success or institutional services?

Students and faculty will have increased and consistent access to research-based, relevant programming and resources that will support them in teaching and learning for successful outcomes.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Indicators will include increased engagement with academic support programs, increased faculty PD participation, improvement of transfer-level English/Math success rates for DI students, and 100% accessibility compliance for digital materials.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

This position will ensure equitable and accessible academic support to diverse students in both educational and career pathways.
--

2. [Strategic Priorities](#) / [Strategic Goals](#)

- SP1 – Innovate to Achieve Equitable Student Success
- SP2 – Ignite a Culture of Learning and Innovation
- SP3 – Build Community
- SP4 – Achieve Sustainable Excellence in All Operations

3. [Educational Master Plan](#)

This position will increase efficiency, equity, and student outcomes by coordinating instructional integration of tutoring and library services within transfer-level, CTE, and high-need courses.
--

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#) , [HR Staffing Plan](#) , [Professional Development Plan](#)

This position will directly and impactfully address needs identified in the Student Equity and Professional Development Plans. Lead faculty professional development in UDL, accessibility, AI literacy, and equity-minded instruction. This position will develop and maintain a calendar of professional development activities and create and maintain a Canvas resource hubs and
--

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

asynchronous tutorial modules for students and faculty. Supervise and mentor faculty and peer tutors; align training with CRLA and Title 5 requirements (AB 1187/1705). This position will integrate tutoring and library projects into curriculum through course collaborations and faculty workshops and collect and analyze usage and learning data across Library and TLSC Program Review and SEA Plan reporting.

BUDGET ALLOCATION PROPOSAL – OUT OF CYCLE

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

(This section MUST be completed)

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____