Non-Instructional Program Review – Annual Update Template

Service Area/Administrative Unit Name

Service Area/Administrative Unit Name: Click or tap here to enter text.

Submitter: Click or tap here to enter text.

I. Annual Update Form: Progress towards Achieving Goals

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

For Existing Goals, copy and paste each goal from your Program Review.

Goal 1
Provide persuasive data via BAP and program review to reinstate Library Tech I part-time position

Progress
Completed

Resource Requested?
No

Goal 2
Research fesability of hiring a contract instruction librarian/technology expert for Alma-Primo and remote reference materials

Progress
In progress, currently being discussed

Resource Requested?
No

Goal 3
Research chat reference programs for price and quality

Progress
Completed. Currently using Cranium Café.

Resource Requested?
No

Goal 4
Research cost of video streaming service

Progress
Completed. Acquired Films on Demand.

Resource Requested?
Choose an item.

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Goal 5

N/A

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

For New Goals, complete the below information.

GOAL #1

Increase awareness of Library programs and services

Objective 1

Increase use of library through curriculum

Actions, Tasks

Coordinate with faculty and incentivize faculty to create research-based assignments

Outcomes, Measures, Assessment

At least 50% of faculty offer research-based assignment with library research requirement and visit

Objective 2

Create a clear-cut tutorial scheduling process so faculty can easily schedule library tutorials

Actions, Tasks

Create a Microsoft form with appropriate questions and instructions

Outcomes, Measures, Assessment

Solicit faculty feedback and schedule library research tutorials

Objective 3

Utilize marketing on website, Canvas, BCC Resource Hub, Email and other forms of advertisement to reach student base directly

Actions, Tasks

Imagine, design and assign marketing to staff

Outcomes, Measures, Assessment

Increased library usage

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 3: Build Community

Choose an item.

Choose an item.

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GOAL #2

Ensure adequate coverage and operation of Library and Library—Fort Irwin Services

Objective 1

Ensure all library technician positions are staffed

Actions, Tasks

Hire for library tech I 50% or combine with other 50% position for two full time library tech I positions

Outcomes, Measures, Assessment

Increased workforce

Objective 2

Hire reliable substitute worker

Actions, Tasks

Hire substitute coverage at Main Campus and Fort Irwin

Outcomes, Measures, Assessment

Increased staffing options

Objective 3

Hire student worker

Actions, Tasks

Request student worker allocation and hire student worker

Outcomes, Measures, Assessment

Increased staffing options

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 3: Build Community

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

Choose an item.

GOAL #3

Promote use of both print and electronic resources for students to increase student success and retention rates

Objective 1

Utilize website, Canvas, BCC Resource Hub, Email and other forms of advertisement to reach student base directly with clear instructions on how to access print and electronic resources

Actions, Tasks

Post accessible links and information on how to access databases and catalogs

Outcomes, Measures, Assessment
Increase student use of databases and catalog

Objective 2
Encourage faculty to utilize research-based assignments which incorporate reference and research

Actions, Tasks
Build sustainable program which educates faculty on how and when to use library services in curriculum

Outcomes, Measures, Assessment
Create a clear-cut tutorial scheduling process so faculty can easily schedule library tutorials

Objective 3
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)
Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 3: Build Community

Choose an item.

GOAL #4
Improve and ensure functionality of online library resources

Objective 1
Research possibility of hiring part-time technical librarian

Actions, Tasks
Estimate cost, draft job duties, consider candidate pool

Outcomes, Measures, Assessment
Resolve online technical issues with catalog and database access

Objective 2
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

Objective 3
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)
Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

Choose an item.

Choose an item.

GOAL #5
Build community

Objective 1
Host community events

Actions, Tasks
Assign and develop community events

Outcomes, Measures, Assessment
Host 2-4 community events for a wide variety of age groups and backgrounds

Objective 2
Secure funding

Actions, Tasks
Consider how these events will be funded if hiring readers or professionals, and how much they will cost

Outcomes, Measures, Assessment
Allocate resources in budget accordingly

Objective 3
Identify public and student interests

Actions, Tasks
Survey public and students on interests of events, including reading, story time for kids, etc.

Outcomes, Measures, Assessment
Assess interest in specific topics or events

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)
Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

Choose an item.

II.   Resource Requests: What does the area need to meet its goals and objectives?

Areas can submit their requests for resources by utilizing the Resource Request Form. Requests should be evidence-based and tied to goals and objectives.

This form may also be updated and submitted in Years Two and Three if needed.