HAWAI'I COMMUNITY COLLEGE COMPREHENSIVE UNIT REVIEW REPORT

Library Support

November 30, 2012

Reporting Period: July 1, 2007 to June 30, 2012
Assessment Period: July 1, 2009 to June 30, 2012

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Unit Review at Hawai'i Community College is a shared governance responsibility related to strategic planning and quality assurance. It is an important planning tool for the college budget process. Achievement of Unit Outcomes is embedded in this ongoing systematic assessment. Reviewed by a college-wide process, the Unit Reviews are available to the college and community at large to enhance communication and public accountability.

HAWAI'I COMMUNITY COLLEGE
COMPREHENSIVE UNIT REVIEW REPORT
Library Support

Part I: Insert Annual Unit Review, if applicable. Insert data elements provide by UHCC system or unit generated, if NOT included within your Annual Review.

Introduction:

The majority of Hawai'i Community College students and faculty reside in the Hilo area and are served by the Mookini Library of the University of Hawai'i at Hilo. Those attending classes or distance education students residing on the west side of the island are served by the Library & Learning Center of the UH Center West Hawai'i in Kealakekua. Both libraries are covered in this annual review.

Mission Statements and Program Descriptions:

Mookini Library (East Hawai'i):

The Edwin H. Mookini Library is a gathering place and a gateway to many sources of learning and knowledge for the University of Hawai'i at Hilo and Hawai'i Community College 'ohana as well as our diverse Hawai'i Island community. With a spirit of aloha and commitment to excellence, the Library provides resources, instruction, and services to encourage academic success and develop information-literate, lifelong learners.

The Mookini Library houses the following resources on three floors:

- 234,000 monograph volumes
- 86,000 microform pieces
- 9,000 audiovisual items
- 71 current print serials
- Course reserves with materials contributed by instructors
- Special Hawai'i an Collection with access to Hawai'i an monographs, maps, and Hawai'i an language newspapers on microfilm
- 100 PCs located on all floors that have access to the internet and Microsoft Office 2010 programs
- two scanners
- four televisions with 2 DVD players and 2 VCRs
- an accessible PC in the Reference Area loaded with Jaws and Zoomtext
- a video magnifier (Optelec) on an adjustable table
- an electronic classroom with an instructor's computer, projector, and 27 PCs is used for library instruction
- nine study rooms located throughout the second and third floors of the library; four of these rooms have monitors with internet access

- Student media production room with projector and computer with Adobe Creative Suite 6
- three copy machines
- three microform reader-printers
- ATM machine

UHCC Common Student Learning Outcome: "The student will evaluate information and its sources critically."

Mookini Library (East Hawai'i):

In addition to the UH CC Common Student Learning Outcome, the Mookini Library has student learning goals and outcomes which were developed using different standards, including the Association of College and Research Libraries' (ACRL) Information Literacy Competency Standards for Higher Education. These additional goals reflect the entire process of information literacy (http://guides.library.uhh.hawaii.edu/content.php?pid=283951&sid=2529357).

The library assesses the competencies in information literacy through the use of online library programs used by many English 100 and English 102 classes, student and faculty surveys, and the use of clicker technology. Most English 100 classes are taught information literacy skills through Laulima, the UH system's course management system. Librarians created a program with modules and quizzes that students are assigned to complete as homework. In these classes, a pretest is administered as a benchmark during the first session and a final quiz is given to test student learning during a second session. There is usually a 20 percent difference in pre-test and final quiz scores. Scores are sent to instructors, who generally incorporate the library program into their final grades.

The Hawai'iCC librarian has been investigating the use of other methods to measure students' understanding of the research process. The Hawai'iCC librarian uses clicker technology to gauge student understanding of information literacy and is investigating ways to use the technology as an assessment tool. In Fall 2012, the Hawai'iCC librarian created a short exercise using Google Docs to gather data on students' research habits. A link to the exercise is found on the library's Get Started guide (http://guides.library.uhh.Hawai'i .edu/basicresearchskills).

Beginning in Fall 2010, the library also sends a survey to faculty members who have used the library instruction program. The survey is sent at the end of each Fall semester for feedback on the impact sessions may have had on students' research assignments. Feedback about the library instruction program has been very positive.

West Hawai'i Library and Learning Center:

The mission is to provide services and resources to help students succeed in their classes. The Library & Learning Center is an environment that encourages active but independent learning. The staff seeks to personalize instruction while helping students build confidence and insight into their own learning experience.

This facility services faculty and staff who are based at the UH Center, West Hawaiʻi, in Kealakakua, and students living in the general area of West Hawaiʻi (Kau – Kohala). The Center supports all Hawaiʻi Community College students taking classes in West Hawaii. It also supports other local students taking classes or programs through distance education from other University of Hawaiʻi community colleges and universities. In less than 2,500 square feet, the Library and Learning Center supports the library, testing, and tutoring needs of students and instructors in West Hawaii. It contains:

- Study space and small discussion tables
- 18 Student computer workstations including one with ADA related software
- 2 Printers and one scanner
- 1 Media playback station
- 1 Public Photocopier
- A Course Reserve Collection
- Over 6, 000 circulating books, videos, and DVDs

The librarian and staff, in scheduled sessions and informal interaction with students, foster the **UHCC Common Student Learning Outcome: "The student will evaluate information and its sources critically."**

Part I. Quantitative Indicators for Program Review

Both libraries use external measures agreed upon by the UH Community Colleges (UHCC). The UHCC libraries approved a data template for library assessment in October 2008, with some small modifications made in August 2009 and October 2010.

Notes:
Major revisions were made to the data template in July 2011 by the UHCC system office. Data presented in 2009-2010 was calculated in a different way and can be found in the previous Academic Support Unit annual reviews on the Hawaiʻi Community College Assessment website. Because of these revisions, only 2010-11 and 2011-12 data is presented in this review.

The Mookini Library in East Hawaiʻi is in a unique position because it supports two institutions. Most of the statistics provided in this assessment reflect usage of both HawaiʻiCC and UHH users, and cannot provide a clear picture of library usage of only HawaiʻiCC students. The library does not have the ability to separate some of the reported statistics by institution (e.g. item circulation, reference questions, gate count). In some of the reported data, FTEs for both HawaiʻiCC and UHH are used as well as the total number of Mookini librarians to give a more representative view of usage.

Common Satisfaction Measurement:

Included in the data are the results for the UHCC Library Satisfaction Measurement Common Survey. The West Hawaiʻi Library and Learning Center has administered the survey to West

Hawaiʻi students since Spring 2009, while the Mookini Library began administering the survey East Hawaiʻi students in Spring 2010. The relevance of this data and how it will be used to assess unit health is yet to be determined. Additional questions about faculty satisfaction were added in July 2011.

UH Hilo - UH Community Colleges Common Library Student Satisfaction Survey

2012-Percentage of 270 Responses	Strongly Disagree	Disagree	Not Applicable	Agree	Strongly Agree
I usually find enough books to meet my course needs.	.01	.02	.24	.41	.31
I get enough articles from the library databases to meet my class needs.	0	.02	.26	.4	.3
The library staff guide me to resources I can use.	.01	.01	.13	.3	.54
The library's instruction sessions have increased my understanding of libraries and research.	.01	.02	.09	.34	.54
The library website is useful.	0	.02	.09	.33	.56
The library's computers meet my needs.	.01	.04	.13	.35	.47
I feel comfortable being in the library.	.01	.02	.1	.33	.55
2011-Percentage of 268 Responses	Strongly Disagree	Disagree	Not Applicable	Agree	Strongly Agree
I usually find enough books to meet my course needs.	0.007	0.02	0.16	0.59	0.22
I get enough articles from the library databases to meet my class needs.	0.007	0.015	0.18	0.62	0.18
The library staff guide me to resources I can use.	0.02	0.007	0.09	0.51	0.38
The library's instruction sessions have increased my understanding of libraries and research.	0.02	0.01	0.05	0.47	0.46
The library website is useful.	0.01	0	0.07	0.50	0.42
The library's computers meet my needs.	0.01	0.007	0.09	0.51	0.38
I feel comfortable being in the library.	0.02	0.01	0.05	0.48	0.43
2010	Strongly Disagree	Disagree	Not Applicable	Agree	Strongly Agree
I usually find enough books to meet my course needs.	0	0.04	0.17	0.57	0.23
I get enough articles from the library databases to meet my class needs.	0	0.03	0.3	0.5	0.17
The library staff guide me to resources I can use.	0	0.007	0.1	0.46	0.43
The library's instruction sessions have increased my understanding of libraries and research.	0.01	0	0.04	0.46	0.48
The library website is useful.	0	0.02	0.14	0.42	0.42
The library's computers meet my needs.	0	0.02	0.13	0.48	0.37
I feel comfortable being in the library.	0	0.02	0.08	0.46	0.44

UH Center West Hawaii - UH Community Colleges Common Library Student Satisfaction Survey

	West Hawaii Library Spring Surveys 2009 - 2012													
	2009	**2010**	**2011**	**2012**		**2009**	**2010**	**2011**	**2012**		**2009**	**2010**	**2011**	**2012**
% of Responses 2009: 111 2010:115 2011:79 2012: 98	Yes	Yes	Yes	Yes		No	No	No	No		N/A	N/A	N/A	N/A
I usually find enough books to meet my course needs.	0.61	0.74	.66	.70		0.14	0.07	.10	.11		0.25	0.19	.24	.19
I get enough articles from the library databases to meet my class needs.	0.74	0.70	.66	.85		0.04	0.08	.06	.03		0.23	0.22	.28	.12
The library staff guide me to resources I can use.	0.86	0.96	.85	.93		0.00	0.00	0	.01		0.13	0.04	.11	.06
The library's instruction sessions have increased my understanding of libraries and research.	0.64	0.72	.71	.77		0.05	0.03	.00	.02		0.32	0.25	.29	.21
The library website is useful.	0.85	0.87	.87	.92		0.03	0.03	0	0		0.13	0.10	.10	.08
The library's computers meet my needs*	0.86	0.91	.84	.93		0.10	0.00	.06	0		0.02	0.03	.08	.07
I feel comfortable being in the library.	0.92	0.97	.94	.96		0.02	0.00	.0	.01		0.04	0.03	.04	.07

*Question amended in 2011 to read "The computer resources in the library contribute to my success at the College".

COLLEGE : Hawaii Community College (Serviced by Mookini Library and UH Center West Hawaii)	Mookini Library 2011	UH Center West Hawaii 2011	Mookini Library 2012	UH Center West Hawaii 2012
Library Data (Overall Health)				
Demand Measures (Health)				
Number of informational and reference questions per student and faculty FTE*	7.35	8.79	8	8
Number of students attending presentations sessions per student FTE	.72	.53	.954	.57
Number of circulations, electronic books used, full-text journal articles downloaded per student and faculty FTE*	57.4	5.27	43.6	7
Number of web accessible computers per student FTE*	.03	.04	.02	.05
Efficiency Measures (Health)				
Number of informational and reference questions answered per FTE librarian	4,571	3,600	4,712	3,024
Number of book volumes per student FTE*	58.5	14	42.6	12
Total materials expenditures per student FTE*	$125.63	$12.53	$95.59	$3.00
Total library expenditures per student and faculty FTE*	$287.81	$275.58	$340.68	$383.04
*Mookini Library numbers reflect usage by both HawCC _and_ UHH FTE - no way to differentiate				
Effectiveness Measures (Health)				
Common Student Learning Outcome: The student will evaluate information and its sources critically.	see narrative			see narrative
		2011		2012
Faculty satisfaction measurement – 1 or 2 questions I usually find enough course resources to meet my needs.	Not asked	4 responses Yes: 4 No: 0	Not asked	22 responses Yes: 21 No: 1
I am satisfied with the service I receive from the library staff.	Not asked	Not asked	Not asked	24 responses Yes:24 No: 0

Part II. Analysis of the Unit

 (Analysis should include a description of current services, hours open per week, number and description of staff and faculty positions, and student worker hours per week. Additional information may include use of volunteers.)

Mookini Library (East Hawaiʻi):
Hours and Staffing:
The Library is open during the academic year and average of 75.5 hours a week, with special hours for Finals. The library consists of five main units: Access Services, Public Services,

Library Administration, Library Systems, and Technical Services. There are eight full-time librarians and fifteen paraprofessional staff members. One Public Services librarian is assigned as the Hawai'i Community College liaison (Hawai'iCC librarian). The Hawai'iCC librarian communicates with faculty to ensure there are materials to support the curriculum. The Hawai'iCC librarian solicits suggestions for resources, including serials, when budget permits and gets feedback when deciding to cancel subscriptions. The Hawai'iCC librarian regularly attends Academic Support meetings and is notified of new programs.

The Hawai'iCC librarian is the main subject liaison who is responsible for selecting library materials to support Hawai'i Community College programs. She works with several other subject liaison librarians to purchase materials to support specific programs, e.g. Nursing, Agriculture. The subject liaison list is located on the library homepage (http://guides.library.uhh.Hawai'i .edu/content.php?pid=282705&sid=2327584)

Distance Education Support:
The library supports all users, including distance learning students. There is one Distance Learning Librarian, who communicates with faculty and students to promote library resources and maintains the library's Distance Learning webpage, which has information about library services for distance learning students. The Distance Learning Librarian administers the English 100 library program in Laulima for online classes. The library has used different methods, including Adobe Connect and Skype, to provide library instruction to distance learning students.

List of courses, workshops and other held each year and attendance

Mookini Library	2008-2009	2009-2010	2010-2011	2011-2012
# of sessions*	82	80	93	126
# of participants	1065	1025	1258	1794

*individual classes may have scheduled more than one session

Strengths:
Because the Mookini Library supports the UH Hilo bachelors and masters programs, and is a larger facility than Hawai'i Community College could support on its own, Hawai'iCC students and faculty benefit in these ways:

Access to more resources than students at other community colleges in the UH system. Hawai'iCC students, faculty, and staff may not have remote access to all databases listed on the library website due to licensing and other restrictions, but can access all databases when they are using computers in the library. In addition to greater access to resources, Mookini Library is open longer hours than other community college libraries in the system.

The services of a larger professional staff and their expertise. While only one librarian is assigned to be the liaison librarian to Hawai'iCC, all Mookini librarians and staff members provide services to Hawai'iCC students, faculty, and staff.

A well developed information literacy program. The Hawai'iCC liaison librarian partners with the other UH Hilo instructional librarians to teach library use and information literacy via classes and custom instructional modules in the UH Laulima system.

<u>Weaknesses:</u>
There is currently a lack of the ability to separate out Hawaiʻi CC users from UHH users in most of the quantitative data collected. This limits its usefulness for assessing services to Hawaiʻi CC students and faculty.

It is difficult to do outreach to students because the library is located on upper campus. Many students who have classes on the Manono campus never come to the library.

Students may have difficulty finding library resources on the library website without instruction. They may find it difficult to locate information on their own.

Action Plan: Mookini Library (East Hawaiʻi)

Action Plan Tasks	Year	Responsible Party	Update
Work with Intensive English Program/ESL instructors to expand graded readers collection	2011-12	Lari-Anne Au	Ordered first list of readers in Spring 2012. Will add additional titles in Spring 2013.
Update Mookini Library SLOs and assessment methods	ongoing	Lari-Anne Au and other UHH librarians	Worked with Laurel Gregory in Summer 2011 to come up with unit outcomes and assessment plans. Created an online exercise in Fall 2012 to collect additional data for assessment. Plan to update exercise in Spring 2013.
Find other methods to administer common UHCC student survey to reach more students	2011-12	Lari-Anne Au	Created form in Google Docs in Spring 2012. Will also continue to use print forms and Laulima. Plan to benchmark data for comparisons.

<u>West Hawaiʻi Library and Learning Center</u>:

The LLC is open Monday – Friday, 7:45 a.m. – 4:30 p.m. Current staffing consists of one librarian (faculty) one regular educational specialist, and one casual hire educational specialist, and one .3 fte student library assistant. There are also student assistants who serve as peer tutors in English and Math and monitor the computer lab, but do not assist with any library related services. Student assistants and student peer tutors are utilized during fall and spring semesters.

General library use and information literacy instruction is available informally on demand or more formally through sessions scheduled for individual classes. The staff and student assistants offer help on how to use the college information system (MyUHPORTAL) which includes campus email, class registration and transcript records, and the Laulima class management system. Staff also help students learn how to use Microsoft Office modules to write papers and complete other assignments.

A collection of information material resources (books, videos and DVDs) is maintained by the staff, with new items purchased based on the discussions with students and resident instructors. Due to limited space, the staff makes an effort to remove outdated items as soon as newer materials are added to the collection. Electronic information resources, in the form of article databases like those from EBSCO and more than 98,000 electronic books, are available on site or from home, with access gained through the UHH proxy server, per the MOU agreement with UHH. In addition to this immediate access, all circulating materials in the library collections of UH Hilo, UH Manoa, UH West Oahu and each of the UH community colleges, are available at no charge through the UH Intrasystem Loan system.

Distance Education Support:

In West Hawaiʻi, library related services are available to both on site and distance education students living in the West Hawaii area (Kau – Kohala). If users cannot come to the campus for the use of resources or instruction, the library staff can be reached by phone, fax or email. Distant users can initiate their own intra-system loans, but must come to the library to pick them up and return them for mailing back to the owning library. Articles not from a full-text database can be supplied by the UH Manoa Hamilton Library as pdf files to the distance user. Some distance learning class instructors have put information literacy modules into their course content, often in consultation with the library staff.

List of courses, workshops and other held each year and attendance

West Hawai'i	2008-2009	2009-2010	2010-2011	2012-2011	
# of sessions	10	13	16	15	
# of participants	160	187	216	229	

Strengths

Access to information resources. Even with the small size of the facility, the LLC still offers a small but relevant collection of books and DVDs for circulation, free and timely delivery of materials from other UH system libraries, and instant access to over 98,000 electronic books to the user's desktop. Through the UH library system, users have access to full text articles from over 12,000 periodicals and journals, indexed in 34 electronic databases. Additional journals and databases are available through the MOU with UH Hilo.

Access to immediate individualized assistance and literacy instruction. The experienced staff is always available to help with any library related or academic support question. The LLC functions as the academic hub for West Hawaii students, offering help library services, test proctoring, tutoring, and computer application usage. Many of the students are on a first name basis with the staff.

Weaknesses

The facility is too small for a growing student population. There is not enough space for

individual studying, meeting in groups or enough computer workstations during peak morning and early afternoon times.

Not enough permanent staff. An APT position, vacant since 2009, was filled in fall 2011 and a casual hire APT position was hired in October 2011 to help alleviate the work load when the civil service library tech position became empty. The Center director is in the process of abolishing the civil service position and establishing another APT educational specialist position. This would staff the LLC with one faculty and two APT educational specialists who provide test proctoring and student assistant and student tutor supervision as well as typical library services. Having a casual hire APT has been a great help but the position really needs to be filled with a regular staff member who can take on additional responsibilities than those assigned to a casual hire. When the new Center is opened in 2014, expected student enrollment growth and requests for additional hours of operation will make another APT position necessary. This has been proposed in the last few annual reviews.

A more formal information literacy program is needed. While several West Hawaii based instructors work closely with the staff to introduce beginning library use and information literacy into their classes, a more consistent and measurable program would help to meet the college SLOs. The librarian and educational specialist started to work on an adaptation to the Laulima unit that the Mookini librarians use to introduce information literacy to UHH and Hawaii CC students in 2011. Kate Sims, English professor and Laulima expert, was able work with the librarian during the summer and the first iteration of the Laulima unit will be used in a distance education English 102 class in the fall 2012 semester. The unit has been adapted to work for both West Hawaii on site classes and for any Hawaii CC distance education class.

Action Plan: UH Center West Hawai'i Library and Learning Center (West Hawai'i)

Action Plan Tasks	Year	Responsible Party	Update
Build or adapt the materials collection according to the needs of on site programs	2011-2013	Laurel Gregory and Karen Au	Ongoing – Summer 2012 -Weeded collection and security striped all materials in preparation for move to Palamanui
Participate in the final library space planning for the new Center at Palamanui, review plans open for bid 2012, Construction starts in 2013.	2011-2013	Laurel Gregory and Karen Au	Ongoing – discussed with architects spring 2012
Replace or update computer workstations and related technology on a regular basis	2011-2013	Laurel Gregory and ITS	ITS schedule is followed. Ongoing improvements in the wireless network.
Initiate assessment of a unit SLO that aligns with the College SLOs	2011-2013	Laurel Gregory	Ongoing- testing a Laulima Info Lit Unit
Investigate use of UHH Laulima library instruction module for West Hawaii classes	2011-13	Laurel Gregory and Karen Au	Done – Finished with Kate Sim's help. Used with first English class fall 2012. Spring 2013 - add other classes.
Administer common UHCC student survey	2011-2013	Laurel Gregory	Done April 2012 Next: April 2013

Fill vacant APT B position generated by Learning Center Coordinator retirement	2010-2012	Beth Sanders	Done August 2011.
Add an APT Band A Educational Specialist to support the growing distance education library and testing services now and when the new facility is built at Palamanui in 2013.	2008-2014	Beth Sanders	Approved in HawCC ADP review April 2009. Submitted in UH Center Comprehensive Unit Review Dec. 2009, 2011 and again in Annual Review Dec. 2011. Have used a casual hire APT A since Oct 2011– Complete by June 2013
Initiate the use of the PRIMO "One search"electronic information access option for students and faculty in West Hawaii	2012-2013	Laurel Gregory, and the staff at UH Mookini Library	Software set up began summer 2012, anticipate launch in Spring 2013
Revise the LLC web pages to include reflect changes in electronic information sources accessed from UHH Hilo MOU	2013	Laurel Gregory with webmaster Dan Fernandez	Will start Spring 2013

Part IV. Resource Implications (physical, human, financial)

Budget Request: Mookini Library (East Hawai'i)

The amount that Hawai'i Community College spends on library support for its students, faculty, and staff in East Hawai'i is negotiated with UH Hilo through a Memorandum of Understanding (MOU). The funds provided by Hawai'iCC are used for the salary of one librarian at UHH. This librarian is assigned to provide library instruction to Hawai'iCC students, to participate in reference assistance, and to build the collection in areas related to Hawai'iCC programs. This funding also helps support the Mookini Library's monograph collections, electronic resources subscriptions and intrasystem loans to Hawai'iCC faculty and students. This amount has not been reviewed nor increased recently. The MOU needs to be updated and renegotiated to reflect current needs.

Budget Request: UH Center West Hawai'i Library and Learning Center (West Hawai'i)

The Library and Learning Center in West Hawai'i falls under the general academic support services of the UH Center West Hawai'i and as such does not have a discreet budget managed by the Library staff. Staff and student assistant salaries, the annual cost of the Voyager online catalog system, supplies and resource material purchases are made from the general UH Center budget. The annual subscription costs for online article databases are covered for all of Hawaii Community College users by the UHH Mookini library, per the MOU on library services between the two colleges.

The Director of the Center, Beth Sanders, has included a funding request for a new APT Educational Specialist Band A in the last UH Center Comprehensive review to support the growing enrollment now and when the new facility is built at Palamanui.

Part II:

Because library support services are provided by both the Mookini Library in East Hawaiʻi and the UH Center West Hawaiʻi Library and Learning Center, the responses to each part are separated by location.

A.   Unit Effectiveness

    1.   In Table 1, write a brief narrative describing the unit and how it supports the College's mission and Institutional Learning Outcomes (ILOs).

Table 1: Description and Alignment with Mission and ILOs

Unit Description:

> East Hawaiʻi (Mookini Library)
> The Mookini Library is a joint use facility between Hawaiʻi Community College and UH Hilo and is located on the upper campus in Hilo. The library houses books, journals, DVDs, microforms, government documents, and other resources on three floors.   In addition to print resources, Mookini Library provides access to online subscription databases, including EBSCOhost, Science Direct, and JSTOR.
>
> The library has a Hawaiian Collection with access to Hawaiian monographs, maps, and Hawaiian language newspapers on microfilm. There are over 100 PCs located on all floors that have access to the internet and Microsoft Office 2010 programs. The library provides reference assistance and library instruction sessions to help students find, evaluate, and use information.
>
> While all librarians and library staff assist HawaiʻiCC students and faculty, one Public Services librarian is assigned as the Hawaiʻi Community College liaison (HawaiʻiCC librarian). The HawaiʻiCC librarian communicates with faculty to ensure there are materials to support the curriculum by soliciting suggestions for resources when budget permits and getting feedback when deciding to cancel subscriptions. The HawaiʻiCC librarian regularly attends Academic Support meetings and is notified of new programs.

How does this Unit support the College's mission?

> East Hawaiʻi (Mookini Library)
> The library aligns with the Hawaiʻi Community College mission by providing services to all students. The library supports student learning by providing research assistance, which includes finding library materials, answering technical computer questions, and answering informational questions about campus. Students can also make appointments to meet with librarians for more in-depth research assistance.   Librarians teach library instruction sessions that supplement class assignments and help students to seek, find, and use the best sources.
>
> The library also supports Hawaiʻi Community College's mission by providing materials in different formats that supplement student learning, including print and online resources. Mookini Library works with instructional faculty to provide library resources to meet the needs

of their academic programs. The library ensures that there is a balanced collection so that students have access to resources covering various disciplines. The library maintains a Hawaiian collection to support unique programs in Hawaiian studies.   The Hawaiian librarian collects resources with a special interest in materials about Hawai'i Island to reflect the institution's unique location, to support programs with an emphasis on Hawai'i, and to encourage research on Hawai'i topics. In support of the curricula, the collection includes books on Hawaiian culture and history. This special collection is housed in a separate room of the library and includes a reference collection, vault and Hawaiian map collection.

ILO: Our graduates will be able to communicate effectively in a variety of situations.
How does the Unit support the ILO:

The library provides collections and technology to help students improve their communication skills. The library collections represent the best information that has been thought and expressed. Reading helps students to improve their vocabulary which will improve their written and oral communication skills. The library also offers students access to PCs with Microsoft Office which students use to write papers and create presentations.

ILO: Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
How does the Unit support the ILO:

The library promotes information literacy, which is the process of finding, evaluating, and using sources to fulfill an information need. To help students become information literate, the library offers library instruction sessions which teach students how to research and evaluate information. Students also seek assistance in the research process at the Information desk and through individual appointments.

ILO: Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.
How does the Unit support the ILO:

The library collects a variety of resources to help students gain knowledge. A focus is placed on Hawaiian and other local materials that are significant to Hawai'i Island to support instructional programs. The library collections supplement information that students learn in class.

Unit Description:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The mission is to provide services and resources to help students succeed in their classes. The Library & Learning Center is an environment that encourages active but independent learning. The staff seeks to personalize instruction while helping students build confidence and insight into their own learning experience.

This facility services faculty and staff who are based at the UH Center, West Hawai'i, in Kealakakua, and students living in the general area of West Hawai'i (Kau – Kohala). The Center supports all Hawai'i Community College students taking classes in West Hawaii. It also supports other local students taking classes or programs through distance education from other University of Hawai'i community colleges and universities. In less than 2,500 square feet, the

Library and Learning Center supports the library, testing, and tutoring needs of students and instructors in West Hawaii. The staffing consists of one librarian, one regular APT educational specialist, one casual hire APT educational specialist, and one.5 library student assistant. The staff also supervises other student employees who are assigned to peer tutoring or computer lab monitoring. All staff members also do placement and course test proctoring.

How does this Unit support the College's mission?

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The Library & Learning Center aligns with the Hawai'i Community College mission by providing library related, test proctoring, and peer tutoring services and instructions to all students, staff and faculty. The library supports student learning by providing research assistance, which includes finding library materials, answering technical computer questions, and answering informational questions about campus. The librarian and educational specialist teach information seeking instruction sessions formally and on a personal on demand basis that help students complete their assignments successfully. The LLC maintains a Hawaiian collection to support unique programs in Hawaiian studies.

ILO: Our graduates will be able to communicate effectively in a variety of situations.
How does the Unit support the ILO:

It supports this ILO by providing access to quality information that can be used in helping students to organize their papers, presentations and responses to class discussions. Easy access to computers and assistance with Microsoft Office software is essential to promote student mastery of the written word and presentation techniques.

ILO: Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
How does the Unit support the ILO:

The LLC promotes information literacy to both students and instructors by instructing them about how to find, evaluate and use a variety of electronic and print sources to meet an information need. Instructors can schedule sessions for their classes, or individuals can get immediate on demand assistance in the LLC or by email or telephone.

ILO: Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.
How does the Unit support the ILO:

The LLC staff tries to maintain an atmosphere that promotes learning by modeling respect for each person using the facility, as crowded as it might be at times.

2. In Table 2, list the Unit's top 3 goals/plans from the last Comprehensive Review period and an evaluation of accomplishment over the review period.

Table 2: Previous Goals

Goal 1:

| East Hawaiʻi (Mookini Library) |
| Workshops to promote library resources. |

Goal 1Evaluation:

| East Hawaiʻi (Mookini Library) |
| Librarians offered weekly Learn@Your Library workshops in 2009-10. Attendance for these workshops was very low. In response to the small attendance, librarians began to schedule Book-a-Librarian sessions. Members of the UH community can schedule an appointment to meet with librarians on various research needs through a form located on the library website (http://library.uhh.Hawaiʻi.edu/book_librarian.html). The total number of students using the Book-a-Librarian program greatly surpassed the students who participated in library workshops. |

Goal 2

| East Hawaiʻi (Mookini Library) |
| Create and administer UH Community Colleges common library surveys. |

Goal 2 Evaluation:

| East Hawaiʻi (Mookini Library) |
| The HawaiʻiCC librarian began administering the UHCC common library survey in 2010. The survey is given both in print and online. Comments given through the survey are analyzed and used to improve library services. Benchmarks need to be set to further assess resources and services. |

Goal 3

| East Hawaiʻi (Mookini Library) |
| Transfer temporary position lines to permanent lines. |

Goal 3 Evaluation:

| East Hawaiʻi (Mookini Library) |
| The library was successful in hiring a permanent Public Services librarian as the liaison librarian for Hawaiʻi Community College. |

Goal 1:

| West Hawaiʻi (UH Center West Hawaii Library & Learning Center) |
| Promote library resources to encourage information literacy in our graduates. |

Goal 1Evaluation:

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
One of the frustrations of the library staff has been the difficulty of getting instructors to incorporate this skill into their classes. Except for the English department, the response to offers to assist instructors to make this part of their class has been sporadic. Now that this idea is in both the ILOs and the GELOS, we have made some progress in having instructors incorporate a graded unit into their course assignments that makes students practice information gathering, evaluation, and source citing as part of their learning. Besides English classes, there have been history, psychology, zoology, and a University 101 class that have adopted this idea. An introduction to Information Competency unit has been developed in Laulima and has been tested by an English class in Fall 2012.

Goal 2

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
Participate in the final space planning for the LLC space at the new Center –Palamanui.

Goal 2 Evaluation:

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
Though the planning for Palamanui has gone on for years, it looks as if the site will actually be developed in 2013-2014. The library staff has reviewed all iterations and done its best to assure that all of the LLC student needs will be met in the new space. The square foot allotted to the LLC is modest, and a more substantial space is not planned for development for several years.

Goal 3

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
In preparation for the increased enrollment and service needs at Palamanui, request another APT educational specialist position to be added when the new facility is opened.

Goal 3 Evaluation:

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
The addition of this position was approved in HawCC ADP review April 2009 and submitted in UH Center Comprehensive Unit Review Dec. 2009, 2011. It remains in the LLC Annual Review this year. If Palamanui opens for classes in Fall 2014, this position will allow better service and more hours of operation.

3. In Table 3 list the Unit Strengths and Weaknesses
     a. Briefly describe the unit's top 3 strengths and 3 weaknesses to include:
        1) An analysis of data elements - demand, efficiency & effectiveness (Data may be determined by UHCC System Units or campus units)
        2) Other pertinent information

Table 3: Strengths and Weaknesses

Strengths

S1:

East Hawaiʻi (Mookini Library)
The library provides adequate resources to meet students' needs.

Evaluation:

East Hawaiʻi (Mookini Library)
Mookini Library is a joint-use facility with UH Hilo and provides resources that are not usually available through community college libraries. While HawaiʻiCC students may not have remote access to some databases, they can access all online databases when using computers in the library. The library also provides more than 240,000 print monographs and 80,000 online books.

S2:

East Hawaiʻi (Mookini Library)
The library provides instruction to promote skills needed to find and evaluate resources.

Evaluation:

East Hawaiʻi (Mookini Library)
Mookini Library has a well developed information literacy program. The HawaiʻiCC librarian along with other Mookini librarians teach library instruction sessions and use various methods, including a program in Laulima to teach information literacy skills.

S3:

East Hawaiʻi (Mookini Library)
The library is open longer than other campus units and provides a variety of study spaces and equipment that enhance student learning.

Evaluation:

The library is open 75.5 hours a week during the semester from Sunday through Friday. The third floor and some areas on the second floor are designated as quiet study areas. Students have access to PCs on all three floors of the library, two scanning stations, and video playback equipment. The library also offers nine study rooms. Four of these study rooms have internet access for students to collaborate on assignments using Google Docs. The library also opened a student media production room in Fall 2012. This room has two Macs with Adobe Creative

Suite 6 software and a projection system for students to create and practice presentations.

S1:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The library provides adequate resources to meet students' needs.

Evaluation:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
Because of the MOU arrangement with UH Hilo, all students, including those taking classes in West Hawaii or through distance education, actually have access to many more electronic information resources than other UH CC students attending colleges of the same size.
The majority of the students answering the annual survey are satisfied with their ability to find enough books (70 %) and electronic articles (85%) to meet their needs.

S2:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The library provides instruction to promote skills needed to find and evaluate resources.

Evaluation:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The library staff encourages instructors to take advantage of the offer to come to classrooms or have the class come to the library or computer lab to discuss information research techniques and strategies. Since 2009, the positive student survey responses regarding the value of these formal sessions has increased from 64 % to 77 %. The students responding that they didn't have any formal instruction decreased from 32% to 21%.   There is still a long way to go but the trend is in the right direction. Also, students ask for and receive help on an as needed individual basis, which seems to be a preferred option for many students.

S3:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
Because of its small size, the LCC staff gets to know many students and faculty on an individual basis, which makes the staff more approachable when seeking assistance.

Evaluation:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The response to the annual survey question, "The library staff guides me to resources I can use", remains high (86% in 2009 and 93% in 2012). The responses to the question "I feel comfortable being in the library" are also consistently high (92% in 2009 and 96% in 2012). Considering that the facility has some space and noise issues, these are very positive responses.

Weaknesses

W1:

East Hawaiʻi (Mookini Library)
The library website enables students to find information resources on their own.

Evaluation:

East Hawaiʻi (Mookini Library)
In one survey administered by the library, students expressed some dissatisfaction with the ease of using the library website. Students who are not familiar with the library website may find it difficult to use to search for books and articles.

W2:

East Hawaiʻi (Mookini Library)
Library information resources are reliably available when and where students need it.

Evaluation:

East Hawaiʻi (Mookini Library)
This was another area that students indicated some dissatisfaction. Respondents to the survey may be referring to the difficulty of finding resources through the library's different databases. Students who have not had library instruction may also be unfamiliar with the login for remote access to online databases.

W3:

East Hawaiʻi (Mookini Library)
The library is located on the upper campus and is not convenient to students who only have classes on the Manono campus.

Evaluation:

East Hawaiʻi (Mookini Library)
The library's location makes it inaccessible to some students who are located at the Manono campus.   Parking on the upper campus can be a deterrent for students who do not have a parking pass.

W1:

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
The library website does an inadequate job of enabling students to find information resources on their own.

Evaluation:

> West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
> Though the main Hawaii CC website has been completely revamped and improved in the last five years, the site for the Center has no skilled staff member to revise it or keep it current. The librarian can make some minor changes, but the entire site needs drastic revision.

W2:

> West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
> The LLC is too small and too noisy at times for people to study, test, and work without distractions.

Evaluation:

> West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
> Most students have been very tolerant of this issue but are looking forward to a new facility with better conditions. The staff monitors cell phone usage and general noise levels as best they can.

W3:

> West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
> Not enough students go through any kind of formal information literacy introduction in their classes.

Evaluation:

> West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
> The N/A or not applicable responses to the annual survey question about information sessions remains fairly high (32% in 2009 and 21% in 2012). As mentioned in the annual review, now that the information literacy component is present in the ILO and GELOs, more aggressive marketing of this idea should get a better response from instructors located in West Hawaii.

4.   Unit Outcome Assessment

Use a separate copy of the rows in Table 4 below for each outcome assessed. Describe the assessment method, summarize the data gathered and briefly describe any changes or improvements made based on assessment.

Table 4: Unit Outcome Assessments

Unit Outcome Assessed:

Students will be able to critically evaluate information sources.

Assessment Method:

East Hawaiʻi (Mookini Library)
The library assesses the competencies in information literacy through the use of online library programs used by many English 100 and English 102 classes, student and faculty surveys, and the use of clicker technology.   Many English 100 classes are taught information literacy skills through Laulima, the UH system's course management system. Librarians created a program in Laulima with modules and quizzes that students are assigned to complete as homework.   Classes using this program visit the library twice. In the first session, a pretest is administered as a benchmark during. During the second session, a final quiz is given to test student learning. There is usually a 20 percent difference in pre-test and final quiz scores. Scores are sent to instructors, who generally incorporate the library program into their final grades. In addition to the Laulima program, the Hawaiʻi CC librarian also uses clicker technology to gauge student understanding of information literacy and is investigating ways to use the technology as an assessment tool. In Fall 2012, the Hawaiʻi CC librarian also created an exercise for library sessions in Google Docs to assess students understanding of searching and evaluating sources. Mookini Library also administers surveys to assess the efficacy of library services. The UHCC Library Satisfaction Measurement Common Survey (common library survey) is administered to students and asks questions about the availability of library resources and services. The library also surveys faculty who have participated in the library instruction program at the end of each Fall semester for suggestions and feedback on the effect the sessions had on student learning.

Summary of Assessment Data:

East Hawaiʻi (Mookini Library)
Mookini Public Services librarians study data gathered from the library's English 100 program in Laulima at the end of each semester. Although test data is for both UH Hilo and Hawaiʻi Community College, more than 90% of students who participated in this program answered the questions on how to evaluate sources correctly. Final quiz scores are generally 20% higher than pretest scores. Feedback from the Fall 2011 faculty survey was positive and reinforced that library instruction sessions helped students to be successful in their research assignments. Most students also

indicate that library instruction sessions were helpful through the UHCC common library survey.

Changes/Improvements from Assessment:

East Hawai'i (Mookini Library)
Additional questions in the student survey will be added to get feedback on the students' ability to evaluate sources. Assessment tools will be made for the Google Docs exercise.

Assessment Method:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The Laulima unit introducing Information Literacy to West Hawaii on site students and Hawaii CC distance education students.

Summary of Assessment Data:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
This Laulima unit has just been adapted from the unit that has been used successfully in East Hawaii for several years. Fall 2012 is the first time the unit will be used in a class. The initial results (Oct. 2012, English 102) have been promising, with pretest and final quiz score improvements of about 15%. Most of the class earned an A or B on the assignment

Changes/Improvements from Assessment:

West Hawai'i (UH Center West Hawaii Library & Learning Center)
More instructors will be asked to participate in the unit in Spring 2013. The unit will be revised according to student and faculty feedback.

5.   Describe trends noted over the review period, comparisons to any applicable standards, such as college, program, or national standards from accrediting associations, etc. Include, if relevant, a summary of Satisfaction Survey Results and any external factors affecting the program, special studies and/or instruments used, i.e. CCSSE, etc. Describe any additional Unit changes not included elsewhere.

East Hawaiʻi (Mookini Library)
The library administered LibQUAL, a satisfaction survey run by the Association of Research Libraries, in Fall 2011. Hawaiʻi Community College students that participated in the survey indicated that they were satisfied with the amount of resources available, staff assistance, and library hours. Two areas that had lower levels of satisfaction were for the statements "a library website enabling me to locate information on my own" and "providing reliable access to resources when and where I need them."

The library has administered the UH Community Colleges Library Satisfaction Measurement Common Survey to students beginning in Spring 2010. Survey results are reported in the annual unit review. Since the survey has been administered, more than 70% of students who responded have indicated that they finding enough articles to meet their needs.   In 2012, 72% have indicated that they find enough books to meet their needs, which is down from 80% in 2011. More than 80% of respondents have said that staff have guided them to library resources they can use. In 2012, 88% of students agreed that library instruction sessions have increased their understanding of libraries and research.

The library began surveying faculty whose classes have participated in the library instruction program in Fall 2010. In Fall 2011, 95% of faculty who responded agreed that the sessions have provided information that was useful for class assignments and have probably improved the quality of the students' work, while 90% agreed that the sessions contributed to the overall information literacy of the students.

As shown through the program indicators that are reported in the annual unit review, more than 70% of the student FTEs participated in the library instruction program in the last three years. The total numbers of sessions and students who have participated in these sessions have steadily increased during this time period.

The informational and reference questions answered have also remained steady per student FTEs as well as by librarian FTE. The computer login used by UH Hilo changed in Fall 2011 to the UH system login, which has caused a decrease in the number of computer login questions but has enabled librarians to have time to answer more in-depth research questions. The change in computer logins has made it easier for students to use the library's computers.

The number of book circulations and online articles has fluctuated during this time period but has remained over 40 items per student FTEs. This may be both a reflection of lower

usage of some library materials as well as the growth in student FTEs over the last four years. The library has been weeding its print collection which may be reflected in the lowered volumes per student FTE. The library removed 3,000 more volumes than it added in FY12. Most of the newer monographs are available as online books, which are not included in this number.

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The results of the Libqual survey are discussed in the East Hawaii section. So few people answered the survey from West Hawaii that the data was not deemed relevant by the UH Hilo staff who reviewed that data. The CCSSE does not include questions about library usage.

6.   **Goals and Forward Thinking**

List the Unit's top 3 goals for Unit success in the next Comprehensive
Review period in Table 5. Briefly explain how these goals align with
the ILOs. Do these goals have counterparts within the UH system? What
innovations are being considered for reporting unit outcomes?

Table 5: Goals and Alignment

Goal 1

East Hawai'i (Mookini Library)   Find different methods of instruction to engage students and provide data for assessment.

ILO alignment

East Hawai'i (Mookini Library)   Incorporating different methods to better engage students and help them to become information literate will help to meet the second ILO to have graduates who "will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges."

UH System

East Hawai'i (Mookini Library)   This goal may align with Goal B. Learning, Research, and Service Network; Strategic Outcome by teaching students skills that are needed to compete in a global information environment.

Innovations

East Hawai'i (Mookini Library)   The Hawai'iCC librarian created an exercise using Google Docs that asks students to search for books and articles on a topic and explain how they chose which resources to include in their list. Updates will be made to the exercise to meet different classes' needs so that it can be used in more library instruction sessions.   The Hawai'iCC librarian will also explore ways of using clickers to engage students and collect data to assess student learning.   Working with Mookini Library's Distance Learning librarian and instructors, the Hawai'iCC librarian will implement other methods for use in teaching distance classes information literacy skills.

Goal 2

East Hawai'i (Mookini Library)   Improve discovery of the library's collection resources by implementing new collection management tools.

ILO alignment

> **East Hawaiʻi (Mookini Library)**
> Offering other methods that will enable students to search library resources will help to meet the second ILO by allowing them to gather information faster and have more time to focus on evaluating and analyzing ideas presented in those resources.

UH System

>

Innovations

> **East Hawaiʻi (Mookini Library)**
> The library will implement Primo, a discovery tool which will allow students to search through library subscription databases from one search box on the library homepage.

Goal 3

> **East Hawaiʻi (Mookini Library)**
> Outreach to departments who have not used library services.

ILO alignment

> **East Hawaiʻi (Mookini Library)**
> Reaching out to campus departments to share more information about available library resources aligns with the second ILO as faculty include using available library resources in their assignments.

UH System

>

Innovations

> **East Hawaiʻi (Mookini Library)**
> The HawaiʻiCC librarian will meet with different departments to discuss library services and resources that will help students. The HawaiʻiCC librarian will work with the library's Head of Public Services to find other ways of marketing library resources to the campus.

Goal 1

> **West Hawaiʻi (UH Center West Hawaii Library & Learning Center)**

Use the Laulima Information Literacy Unit and find different methods of instruction to engage students and provide data for assessment.

ILO alignment

West Hawai'i (UH Center West Hawaii Library & Learning Center)
Incorporating different methods to better engage students and help them to become information literate will help to meet the second ILO to have graduates who "will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges."

UH System

West Hawai'i (UH Center West Hawaii Library & Learning Center)
This goal may align with Goal B. Learning, Research, and Service Network; Strategic Outcome by teaching students skills that are needed to compete in a global information environment.

Innovations

West Hawai'i (UH Center West Hawaii Library & Learning Center)
 Follow East Hawaii's lead in creating actual exercises that follow up on the ideas introduced in the Laulima unit that asks students to search for books and articles on a topic and explain how they chose which resources to include in their list.

Goal 2

West Hawai'i (UH Center West Hawaii Library & Learning Center)
Improve discovery of the library's collection resources by implementing new collection management tools – PRIMO One search

ILO alignment

West Hawai'i (UH Center West Hawaii Library & Learning Center)
Offering a more user friendly method that will enable students to search library resources in one query will help to meet the second ILO by allowing them to gather information faster and have more time to focus on evaluating and analyzing ideas presented in those resources.

UH System

Innovations

West Hawai'i (UH Center West Hawaii Library & Learning Center)
The library will implement Primo, a discovery tool which will allow students to search through library subscription databases and other full text sources from one search box on the library homepage.

Goal 3

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
Outreach to West Hawaii instructors and online instructors who have not used library services.

ILO alignment

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
Reaching out to instructors to share more information about available library resources aligns with the second ILO as faculty include using available library resources in their assignments.

UH System

Innovations

West Hawaiʻi (UH Center West Hawaii Library & Learning Center)
The Laulima Introduction to Information Competency unit will be offered to all instructors for their classes. Practical exercise modules tailored to individual course can be done.

B. **Action Plan for Unit Improvement**

Complete Table 6 to provide justification for Unit budget requests
(examples given in italics; delete & replace with Unit's items; equipment maintenance should be included)
*Budget Categories: P=Personnel; SE=Supplies Enhanced; Eq=Equipment (>= $5K)
  Budget Guidelines: Position requests should be listed separately; NO B Budget requests should be included
**Strategic Outcomes Goals and Performance Measures are: A1.1, B4., C1., D3., E2., etc.

Table 6 Prioritized Top 3 Cost Items ("G" funded requests only)

Priority

East Hawaiʻi (Mookini Library) The Memorandum of Understanding (MOU) that sets the terms of library funding from Hawaiʻi Community College needs to be updated and renegotiated. The last agreement was made in 2006. The memorandum covers funding provided by HawaiʻiCC for library resources and services.

$ amount & budget category* (Except R/M)

East Hawaiʻi (Mookini Library) Amount to be determined by the MOU.

** Best fits which Action Strategies in the Strategic Plan and how?
(If it does not match to any of the existing Action Strategies, you may write a new one for recommendation.)

East Hawaiʻi (Mookini Library) Funding for the library best matches, B1. Provide the necessary academic and student support services focused on high risk students. The services provided by the library support student learning by providing resources and instruction that supplement class work.

Addresses which strength or weakness?

East Hawaiʻi (Mookini Library) Strength 1 and Weaknesses 1 and 2 ensuring that resources will be made available and are easily accessible to students.

If currently grant funded, please explain:
(put date when funding ends and indicate HawaiʻiCC commitment to support)

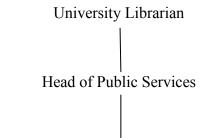| |
|---|
| Not applicable. |

Priority

<u>West Hawaiʻi (UH Center West Hawaii Library & Learning Center)</u> Funding a new APT educational Specialist A position

$ amount & budget category* (Except R/M)

$42,000 (?) Personnel   Amount to be determined by current salary schedules

** Best fits which Action Strategies in the Strategic Plan and how?

(If it does not match to any of the existing Action Strategies, you may write a new one for recommendation.)

Addresses which strength or weakness?

<u>West Hawaiʻi (UH Center West Hawaii Library & Learning Center)</u> Weakness 3. More staff time could be devoted to instructional unit development and assessment.

If currently grant funded, please explain:

(put date when funding ends and indicate HawaiʻiCC commitment to support)

n/a

Table 7 Facilities, Equipment and Staffing

Use Table 7 to indicate Repair and Maintenance, if appropriate. Copy the nature and description of problem sections as needed. Table 7 will be given to the Vice Chancellor for Administrative Affairs. Include an organizational and staffing chart as Attachment A.

Table 7: Repair and Maintenance

Nature of Problem

Not applicable.

Describe location: Building(s) & Room(s)

Not applicable.

Nature of Problem

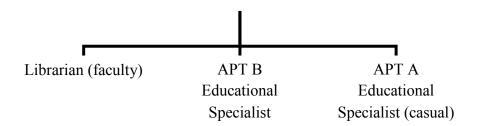| |
|---|
| West Hawai‘i (UH Center West Hawaii Library & Learning Center)
n/a – The facility is in leased space and most of the repair and maintenance issues are resolved with the landlord. |

Describe location: Building(s) & Room(s)

Attachment A: Unit Organizational Chart: UH Hilo

University Librarian

|

Head of Public Services

|

Public Services Librarian III (Hawaiʻi CC Librarian)

Unit Organizational Chart: UH Center West Hawaiʻi Library & Learning Center

UH Center West
Hawaiʻi Director

| | |

Librarian (faculty)   APT B
Educational
Specialist

APT A
Educational
Specialist (casual)

.5 Library Student Assistant

HAWAIʻI COMMUNITY COLLEGE COMPREHENSIVE UNIT REVIEW REPORT

FORMAT FOR ALL UNIT REVIEWS

1) Font: New Times Roman Font, 12 cpi

2) Margins: 1" top, bottom, left, right

3) Text Spacing: Single Spaced

4) Paragraph spacing: Double Spaced, no indentations

5) Page numbers: bottom/center

6) Unit Review Title and Part Numbers and Titles in Bold

7) NO Table of Contents

8) NO Appendices

9) NO Pictures

10) Avoid Headers/Footers (if needed, bottom-left footers only)(0.5)

11) Title Page: see Template

12) Unit Review page length: approx. 8 pages w/out Budget sheets;

Submission:

Submit one electronic copy to the CERC Chair, suggest PDF format, if possible.

Part I: Insert Annual Unit Review

Part II: Complete Attached Comprehensive Unit Review Template