

Faculty Position Request Form Year 2012~2013

For Academic Affairs Advisory Group Recommendation	Date(s) Considered:	
	(To be completed by The Vice President of Academic Affairs)	
	<input type="checkbox"/> Recommended to Approve (Indicate Ranking) ➡	
	<input type="checkbox"/> Not Recommended to Approve ⤴	
Explanation:		

Directions: Complete a separate request for each position. Forms must be signed by the originating Division Chair/Director and the appropriate supervising administrator. Use additional sheets as needed.

A. General Information

Position Title:	Librarian
Department:	Library
Division:	Library

Check all that apply:	
<input type="checkbox"/>	New Position
<input type="checkbox"/>	100% Assignment
<input type="checkbox"/>	Split Assignment Identify Split %
<input type="checkbox"/>	Replacement: Identical Position
<input checked="" type="checkbox"/>	Replacement: Modified Position Identify faculty being replaced:
	Mary Anne Teed
<input type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	
Division Chair or Supervising Administrator	
Dean, Academic Affairs or Student Services	
All conflicts/disagreements should be discussed prior to submission of this form. In the event the division chair or dean does not support the position, provide reasons:	

B. Description of the Position/Assignment

1. Describe all aspects of the position, including non-teaching assignments.

This is a faculty librarian position, modified to reflect changes in technology that, in turn, have changed the methods that the library uses to provide relevant information services to the students, faculty, staff and community served by the library.

Currently, we have four (4) full-time faculty librarians, with the following primary responsibilities:

- Division Chair / Electronic Resources (Stephanie Tetter).
- Instruction & Reference (Bill Easton)
- Public Services (Deborah Ruiz)

- Technical Services (Catherine Webb)

The request is for a replacement for the librarian position previously held by Mary Anne Teed. This position has been vacant since January, 2008.

We are requesting a faculty librarian with primary responsibility for Digital Services. The full-time faculty librarians' responsibilities include shared participation in providing reference and instruction. In addition, in collaboration with the Library Division Chair, Library Systems Technology Coordinator, and the Librarians overseeing Public Services, Technical Services, and Instruction, this responsibilities of the Digital Services Librarian will include :

- overall vision, functionality, and ongoing revision of the Library website
- integration of resources and applications into library website on distance education courses
- Management of social media, including virtual reference service (via text, IM, etc.)
- management, maintenance, and access to electronic resources and tools including subscription databases, e-journals, and e-book collections
- exploration, evaluation, and deployment of standard and emerging technologies
- digitization of archival resources

2. Aspects of college's mission being addressed by position:

- Transfer to four-year colleges
- Basic skills instruction
- Career Technical Education (CTE)
- Student support services

3. Is this position categorically funded? Yes No

C. Rationale for the Position

1. Description of need. Please include information on the effects on the program, your division, the college, and the community of filling the position versus not filling it.

College libraries are the core location (both physically and electronically) for students to extend their learning beyond the classroom. In 2009, the Governor signed Executive Order S-06-09, which seeks to increase digital literacy in California to support a 21st century workforce. This order calls on institutions of higher education in California to provide education and training in the acquisition of digital literacy skills that include information literacy and competency. A Digital Services Librarian can spearhead this effort.

For many years, MPC's library faculty included several librarians, one of whom was paid an annual stipend as "Library Director." In addition, the MPCTA contract specified additional pay for the library director or designate for one week at full pay plus 6 weeks at 20 hours per week (summer).

In January, 2007, following the sudden resignation of the Library Director, three of the four remaining full-time faculty librarians agreed to share the library administrative duties pending recruitment for a replacement during spring, 2007. In 2009, following two unsuccessful recruitments, the college contracted with a consultant who recommended administrative management of the library plus other "learning resources" on campus. Due to budgetary constraints, this recommendation has never been acted upon, and in 2010, the librarians requested Division status, to be re-evaluated after three years. The library's Electronic Resources & Instruction librarian became Division Chair in fall, 2010, a position that requires an extra ten weeks of service per year.

This agreement for Division status recognized that the growth of the library necessitated full-time management. It is possible that with a permanent Office Manager, the library Division Chair duties might be handled in less than 35 hours per week; however, the experience of the librarians over the past year is that the library Division Chair spends virtually all her time on administrative duties related to the library function and the LTC building. This means that the librarian responsibilities of whichever faculty member is functioning as the Division Chair are left undone other than the few hours (available as release time for the Division Chair functions) that we are able to have devoted to them.

Regardless of whether the library comes under a new Dean, as recommended by the outside consultant, or continues as a Division with a rotating Division Chair, library work has changed significantly in the past several years, and the "Library Director" position as defined prior to 2007 is not relevant to the library of today.

The MPC library is not moving forward. We are eager to do so, but are limited by lack of library faculty. Among services that we have had to suspend are two projects that are important in today's college libraries: providing reference service via chat, IM, etc. and our social network presence (Twitter, Facebook, etc.) Both of these would be managed by a Digital Services Librarian.

We have been fortunate to be able to maintain our current (reduced) hours of operation, and have made some progress in our attempts to enhance services for faculty, staff, students and community users that allow implementation of technology that can enhance the library's mission, to "...provide and organize information to support the diverse instructional programs and services of the college so that all patrons, through instruction, can become critical and effective users of information." However, we will not be able to really move ahead with enhanced services until we are adequately staffed and can maximize our use of technology.

Title 5 of the California Code of Regulations (§58724) contains minimum standards for numbers of library faculty based on student FTES. According to this formula, and the data on FTES for Fall 2010 and Spring 2011, the MPC library should have at least 5 faculty librarians.

Hiring a Digital Services librarian to become part of the team of faculty librarians at MPC will allow expansion of educational technology throughout library services, enabling full delivery of information resources to the entire community, including those at the Ed Center in Marina.

2. If this position is new or modified, is it addressed in MPC planning documents, such as the college's Educational Master Plan, the Division's most recent Program Review or Program Review Update, and/or the Department's Action Plan?

Yes (Please cite below.)

No (Please explain below.)

The library's Program Review 2009-10 included the report from the consultant that recognized the potential for an effective library that exists at MPC. This effectiveness would be exemplified by "staff that is ready and willing to do what is necessary to effectively serve the college community, actively engaging with the college leadership." The support team recognized the "lack of fulltime faculty" as an area that prevents the library from moving forward, and that the program improvement plan describes "the need for an additional librarian in order to meet the needs of students and community members."

Our Program Review annual update next spring will outline some of the specific possibilities that the library needs to explore in order to fulfill its potential. Many of these revolve around responsibilities to be managed by a Digital Services librarian.

3. Is this position required by external licensure, accreditation, or legal mandates? If so, please explain.

no

4. Is this position recommended by a CTE advisory group? If so, please explain. If this is a CTE position, please provide Labor Market Information (LMI) for any occupations in which the instructor will provide instruction or training.

no

5. Program size (To be completed in conjunction with Institutional Research Office):

It is important to note that while the library offers credit courses that can be measured in FTES and FTE, and the chart below reflects the growth in enrollment in our for-credit courses, the larger mission of the library is to be (to quote Dr. Garrison) “the central core and identity of the college.” The library should bring the resources of the Library to bear in pursuit of the college’s strategic direction -- not necessarily easily quantified. However, a look at the growth of library services, as shown in the chart below, provides a glimpse of the demand for information services.

In addition, the statistical categories for which we report data to the state have changed and no longer exactly match the categories shown below. For example, the total below of “reference transactions” is now tracked as separate categories for “circulation desk interactions,” “reference desk interactions,” and “tech desk interactions.” The number shown below for “current cardholders” is now tracked as “active patrons,” so rather than indicating the total number of cards the library has issued, we will have more relevant data on the number of individuals who have cards and are actively using library resources.

Also note that we have partial statistics for 2009-10 and 2010-11, due to staffing changes and growth in the demand for library services over the past few years. Our new Technical Services librarian has developed statistical tracking processes that will allow us to provide complete year-to-year comparative data beginning in 2011-12.

a.

	2003-04	2007-08	2008-09	Change from 2007-08 to 2008-09	Change from 2003-04 to 2008-09
Reference transactions	22369	31563	42484	+35%	+90%
Items circulated	23014	47843	55715	+17%	+142%
Classroom presentations	64	108	88	-19%	+38%
Current cardholders	10799	22811	25791	+13%	+139%
Computer use	148892	379139	436674	+15%	+193%

FTES Credit and Noncredit History

	FTES (Credit)	FTES (Noncredit)
2008-2009	19.43	0
2009-2010	30.73	0
2010-2011	45.23	0

b. FTE

	Full-time	Adjunct
2008-2009	.75	.70
2009-2010	1.1	.83
2010-2011	1.85	4.10

6. Programmatic plans for this and future years:

As a result of discussions with the Superintendent/President and the Vice President of Academic Affairs, the librarians are currently planning a course to introduce information competency and literacy to students at the Basic Skills level. This effort will include a strong emphasis on areas to be managed by the Digital Services Librarian.

Other areas of focus for the Digital Services librarian will include:

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- work with the Instruction librarian to embed the library’s digital resources into the curriculum (for all LIBR courses plus other Distance Ed offerings)
- Work with faculty to tie course material to information available from the information portal on the library website. This will be of particular benefit to students enrolled at the Ed Center at Marina.
- plan and deliver face-to-face workshops for both faculty and students on topics related to the library’s online resources
- develop tutorials to provide instruction in the use of information resources

7. First two years’ assignment for this position.

- a. Teaching responsibilities: Full-time librarians teach for-credit courses on an overload basis. Our practice is to wait at least one semester before asking a new librarian to teach an online course. We also expect the Digital Services librarian to develop instructional workshops and tutorials, as well as possibly one or more new courses related to digital literacy.

Fall		Spring		Fall		Spring	

- b. Other duties and/or programmatic responsibilities (i.e., program/curriculum development, program coordination, facilities oversight, outreach, etc.):

As technology evolves, librarians' responsibilities change. As part of the team of faculty librarians, the Digital Services librarian's assignments will include time at the reference desk and face-to-face instruction sessions, as well as the option of teaching an online course.

Other responsibilities included in this assignment are:

- management of virtual reference service for students at Marina and in online courses
- management of electronic reserves
- development of a digital repository of archival material
- participation in regional efforts to digitize and preserve historical items
- management of information service utilizing social media
- development of discipline-specific research tools
- liaison with faculty to increase incorporation of digital resources into courses
- liaison with IT

8. Office/location to be assigned:

Possible reassignment of office space in the LTC (adequate space is available, as the position replaces a faculty member who retired).

9. Other related resources needed:

Office exists (see above)

10. Other considerations:

The Electronic Resources & Instruction Librarian, currently the Division Chair, is planning to retire, and if the library remains a division beyond 2013, there will be two vacancies, with a Division Chair needed to be assigned from among the three remaining faculty librarians.

If we do not hire a replacement for the vacant position, MPC will soon be in the position of having a serious shortage of librarians.