Proposal Title: MVC Library Online Database Funding

Originator and Position: Sherri Moore, Librarian, Department Chair

Area Dean: Michael Beckham

Campus: Menifee

Area Vice President: Dr. Rudolph Besikof

Budget Account Code: 11 227 0000 0 6120 0000 6313

*Total Amount Requested: 30,000.00

*Please complete all applicable portions of “Section VI - Projected Expense File” now to determine the “Total Amount Requested” above.

Please check:

| One-Time Funding: ☐ | On-Going Funding: ☒ | Safety: ☐ |

1.) For what are you asking? 2.) Why is the request timely and important? 3.) Where was the need identified? Please answer these three questions in 250 words or less. See instructions for further explanation.

1. Additional funding for library materials (e-books, and online database subscriptions)

2. Library funding is insufficient to keep the materials collection current and keep up with inflation. The library materials budget has remained flat for years, and there is no process in place to augment the budget automatically based upon student FTE growth, new programs, new courses, additional course offerings, or inflation.

3. The need has been identified in previous MVC Library program reviews (2009-2015), unit plans, and MSJC educational master plans. Details are given in the appropriate sections below.

Section I – Program Review and Learning Outcomes - 20 points possible

1.) Identify support from your 2014-15 Comprehensive Program Review (CPR) or 2015 – 16 Annual Program Assessment (APA) for this request (8 points). Link to Program Review

MVC Library CPR 2014-2015, Materials budget, p.7: “The price of materials continues to increase and the library struggles to cope with inflation. The price of many of the subscription databases
is based upon student FTES. As FTES increase, so does the price of these databases. Example of price increase: The Films on Demand streaming media database fee in 2014 was $9,104/yr. it started out at a rate $7,718/yr. in 2012.”

p.7 “Database price increases are approximately 5% each year.”

P.7 “Additionally, funds are insufficient to keep the collection current and replace outdated material. According to ACRL (Association of College and Research Libraries) standards, 3-6% of a library’s collection will become outdated each year....”

P.8 “Since the last program review no progress has been made in establishing a funding formula for library materials and supplies. There are no budget increases based upon FTE growth, inflation, or the addition of new courses or programs. Supplemental funding is also needed to purchase resources to support new programs and courses. The library will continue to submit RAPS for additional funding for library materials.”

p.8 “ From the 2010 Library and Technology Unit Plan Revision “Develop a plan for incrementally increasing library budgets especially when subscriptions to electronic databases are tied to enrollment growth.” (p9)

2.) How will this request help improve student learning in the course and/or program (12 points)? [Link to Learning Outcomes]

The library’s information resources support research in all MSJC disciplines and courses. Without adequate material, the quality of student research is compromised and in turn students may be less than successful in their course assignments. Example: Many instructors require that students use only scholarly journal articles and academic press books. If inadequate materials exist, students cannot readily meet the requirements of the assignment. Additionally, many PLOs and CLOs from various disciplines depend upon library materials to support their courses:

Legal Assistant Program: “Conduct legal and non-legal research using correct legal methods.”

Liberal Arts: “Locate and evaluate information by selecting and using appropriate research methods and tools.”

Social Behavioral Sciences: “Evaluate information by selection and using appropriate research methods and tools.”

Communications: “Locate, read, and critically evaluate research (traditional and electronic), comparing and contrasting research methodologies used in the discipline.”

English: “Conduct research appropriate to a narrowly specific topic, understanding how to find and
evaluate the credibility of sources, incorporating information, concepts and ideas from outside sources through summarizing, paraphrasing, and quoting to develop strong, well-supported arguments, citing sources according to Modern Language Association guidelines.”

**Humanities:** “Discover and evaluate information using appropriate research methods and tools.”

**Library:** “Students will be able to navigate the library's website, select and search an appropriate catalog or database to fulfill information needs.”

### Section II – Alignment with Institutional Priorities via the Strategic Plan - 25 points possible

1.) How is your request aligned to the strategic goals below? Check all (typically 2 – 6 goals total) that apply. Click [here](#) for the 2016-17 Prioritization Allocation Rubric (PAR) for points-weighting during scoring.

#### 2014-17 Strategic Plan Goals

| ☒ | 1. Reduce time to completion of student educational goals and increase degree, transfer and certificate completion. |
| ☒ | 2. Drive institutional decision-making using internal and external data to inform planning and prioritize resources. |
| ☐ | 3. Refine staffing plan and process |
| ☒ | 4. Improve fiscal responsibility that is sustainable for the long term |
| ☒ | 5. Identify sustainability strategies to improve efficiencies in processes district-wide |
| ☐ | 6. Expand and improve student involvement in campus life |
| ☒ | 7. Promote quality of institution through enhanced communication within the community (internal/external) |
| ☒ | 8. Enhance the overall campus life experience |
| ☒ | 9. In an effort to serve students build bridges between instructional services, student services and administrative services |
| ☒ | 10. Increase the College’s visibility, value and recognition in the service area |

2.) Please describe the connections between the goals you checked and your proposal (200 words maximum):
1. Student Success: Students are encouraged by their instructors and the tutoring center to take advantage of the library’s resources in completing their research assignments. By using the library’s academic resources, students find more suitable material to fulfill the requirements of their assignments, and are more successful in their courses.

2. Systematic Planning and Assessment: During each database renewal cycle, statistics on use are gathered to determine which databases are being used/underused and whether cancellations or additions are needed.

4-5. Fiscally Sound Position: The librarians at each campus work together to determine the cost/use ratio of each database subscription. If a particular database is becoming too costly, an effort is made to find a replacement or alternative resource. The goal is to provide uninterrupted and continuous materials to meet research needs.

7-9. The library’s electronic resources support student learning and faculty teaching across the district, as well as support the information needs of the entire campus community. MSJC can take pride in its support of resources that contribute to student success and support information needs of the entire district.

10. The MSJC Libraries are open to the general public and serve as a resource to the local community, including high school students. This places MSJC in a favorable light with our constituents, especially when voting for tax increases or bond measures that support MSJC.

Section III – Alignment with Institutional Plans - 15 points possible

Explain how your proposal is supported by the following plans: 2009-16 Educational Master Plan (4 points), Distance Education Plan (4 points), Technology Plan (4 points) and/or Facilities Master Plan (3 points). Link to Plans

MSJC Education Plan 2009-2016 states that “collections are growing and usage is high, but ongoing budgetary support appears to be low...” (p51).

Library and Technology Unit Plan Revision 2010: “Develop a plan for incrementally increasing library budgets especially when subscriptions to electronic databases are tied to enrollment growth.” (p9)

MSJC Distance Learning Plan Aug. 2011: Accessibility and Security Standards, “DE students will have access to sufficient library resources that may include a “virtual library” accessible through the web.” (p22)
Section IV – Goals and Measurable Outcomes – 30 points possible

1.) Describe your goal(s) for this project (10 points). How will this improve student learning or enhance institutional services? For a review of goals, see pp. 18 – 20 of a presentation via this link.

The goal is to provide adequate funding for the library’s electronic databases, to keep up with price increases/inflation. Electronic resources are essential for student research across the curriculum, and critical to our Distance Education program.

2.) What are the measurable outcomes for this RAP (10 points)? That is, how will progress toward meeting your goal(s) be identified and/or measured? Click here for learning outcome reference materials.

Measurable Outcome: Electronic databases will have adequate funding for renewal, and no cancellations will need to be made. Example: Ebscohost e-book collection subscription, Lexis Nexis Academic Universe, Films on Demand, etc.

3.) Explain how your outcomes are tied to your CLOs/PLOs/AUOs/SLOs (10 points).

The MSJC Libraries support the PLOs and CLOs of various programs and courses at MSJC. The library is not a “program” in the traditional sense in that we do not offer courses that lead to a certificate or fulfill degree requirements. Our resources support others as documented in these course CLOs and department PLOs.

Comm 104 - Advocacy and Argument 6455 - The student should be able to locate, read, and critically evaluate research (traditional and electronic), comparing and contrasting research methodologies used in the discipline.

Sociology 105: Research: Students will apply relevant research to their argument.

Legal 107: Students should be able to research legal issues through statutory and case law resources.

PLOs

Legal Assistant Program: “Conduct legal and non-legal research using correct legal methods.”

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Section V – Implementation Plan – 10 points possible

What are the steps that you will take or need to be taken to implement this proposal?

1.) Who is in charge of implementing the project (2 points)? Sherri Moore

2.) What are the projected start and end dates (2 points)? Database renewals are on 2 cycles (January – December, and July-June. First projected start date is July 1, 2016.

3.) What other departments will need to assist to assist with the acquisition/implementation of the project (2 points)?

   Business Services for payment of invoices

4.) When will the outcomes be measured (2 points)? Starting in July 2016, with the 2016-2017 budget.

5.) How will you measure the desired outcomes (2 points)? By determining the cost of the databases that are up for renewal, and the amount of funding available to continue the subscriptions.

Section VI - Projected Expense Profile
For the object codes and titles below, please indicate the monetary amounts requested.

Object Code 4XXX
Supplies and Materials: N/A. Amount requested: Click here to enter text.
Supplies and Materials: N/A. Amount requested: Click here to enter text.
Supplies and Materials: N/A. Amount requested: Click here to enter text.

Object Code 5XXX
Services: N/A. Amount requested: Click here to enter text.
Services: N/A. Amount requested: Click here to enter text.
Services: N/A. Amount requested: Click here to enter text.

Object Code 6XXX
New Equipment/Building or Site Improvements: 6313. Amount requested: 30,000
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.

(S2) Subtotal from Non-Personnel Requests: 30,000.00

Total Proposed Budget (sum subtotals (S1) and (S2) above): 30,000.00

3. Secondary Effects (if this proposal is approved)

If a Classified/Administrative Personnel Prioritization Request is being submitted in tandem with this RAP, what additional space, if any, is needed to accommodate this position: N/A

For equipment and technology requests, will additional space be needed to accommodate the requested equipment? If so, where is the proposed location? N/A

Will requested equipment require maintenance agreements or support personnel? If so, what the projected costs? N/A

Please list future year anticipated needs and estimated financial needs. NOTE: This section refers to any anticipated funding not addressed by this RAP but required in the future. This will not be automatically funded. A new RAP must be completed in the future.

Fiscal Year: 2016-2017 Anticipated need: Library materials: electronic books and online databases. Estimated amount: 30,000.00
Fiscal Year: Click here to enter text. Anticipated need: Click here to enter text. Estimated amount: Click here to enter text.
Fiscal Year:  Click here to enter text. Anticipated need:  Click here to enter text. Estimated amount:  
Click here to enter text.