

Learning Resources Division  
Dean's Summary  
April 2014

The Learning Resource Division is a cadre of faculty, staff and student employees who are inspired and empowered by the division mission which is to *provide students and faculty with academic support, information resources and technology in engaging and supportive learning environments that promote academic and lifelong success.*

Unlike other instructional divisions, Learning Resources is a mix of services and courses and the majority of the employees are classified staff. Each area produced a Comprehensive Program Review that utilized both the provided data sheet and their own internal data for the past three years and have thoughtfully articulated the work they do in relation to the data, area outcomes and, in general, the challenges and opportunities that emerge during daily interaction with faculty, staff and students.

### **Key Ongoing Activities**

*Online Tutoring via Smarthinking.* The research and implementation process to bring online tutoring to De Anza demonstrates both innovation and integration of services between Distance Learning and the Student Success Center. Smarthinking, a web-based tool, is accessible for both on-campus and online students on a 24/7 basis via MyPortal. This means that students have access to quality tutoring in a wide range of subjects primarily for times when the Student Success Center is not open; for online students who are off-campus and need assistance; and when on-campus students need help in a specific subject area that may not be readily available at the Student Success Center. Students can access online tutoring while they are away from campus or when they are on campus. SSC and DL staff are monitoring usage during spring term to gauge and fine-tune usage of this valuable resource for De Anza students.

*Library Remodel Planning and Closure for AY 2014-2015.* The main library will be closed at the end of summer term in order to transition to swing space in Learning Center West (LCW) for AY 2014-15. The 2<sup>nd</sup> Floor of LCW will have a small collection of texts, some computers, and all of the reserve materials for students, faculty and staff use. In order to prepare for the closure, the librarians have increased subscriptions to electronic databases and decreased or canceled print subscriptions. Faculty and staff will transition to office space in the basement of LCW and utilize temporary office space that will be set up on the 2<sup>nd</sup> floor. The Open Lab currently housed in the basement of LCW will remain open and accessible to students during the closure of the main library and will undergo a technology refresh this summer. This remodel is a tremendous effort requiring a significant amount of planning, communication and compromise over many months with much more detailed work to come.

*Equity Core Team Planning.* The LR Division has a very active group of trained Equity Liaisons representing each area. This four-person team has committed to regular ongoing planning and reflection meetings and will facilitate a portion of the LR Division meeting in the fall. This team is also well represented at Equity Action Council meetings.

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*Expenditure of Measure C funds.* In January and February 2014, area leads reviewed Measure C priorities and made adjustments in order to proceed with purchasing items. The Dean met with the Vice President of Finance & Educational Resources and FF& E Coordinator to solidify the priority lists. As a result, we moved forward with purchases to finish out the transition of most Student Success Center operations to the recently remodeled ATC building. The Library also moved forward with Measure C expenditures. The 2014-15 Library remodel will utilize some Measure C funds for technology refresh and other needs that fit within the funding parameters.

*Strategic Planning for Distance Learning (DL).* Online learning has continued to increase over the past few years as demonstrated in the Program Review data sheet and other supporting documents. In late Winter 2014, we began collating common practices, standards and procedures in online learning through research and dialogue among DL staff. More internal strategic planning sessions are scheduled for spring term with the intention to involve the instructional divisions and the DL Advisory Committee in the next planning phase. The outcome of these planning efforts will be useful in articulating policies, procedures and effective practices in online learning design, delivery and assessment.

*Memberships & Active Involvement.* Faculty and staff remain engaged in a variety of committees, task forces, and organizations at the local, district and state level. DARE, Technology Task Force, Equity Action Council, SSSP, Safety Committee(s), Employee of the Month Committee, APASA, Academic Senate, Classified Senate, ACE, FA, and ETAC are several examples of campus and district involvement. Several staff and faculty also serve as student club advisors.

### **Summary of Funding Requests for Division Areas**

Budget reductions from years past still play a role in our operations: while faculty and staff have negotiated reorganization efforts and budget cuts with agility, the impact and constraints faced by the LR Division have been disruptive to serving our campus constituents. In the most recent rounds of budget cuts, the Learning Resources Division made significant sacrifices in order to help the college meet budget reduction targets. As noted in past Program Reviews, many positions were cut, unfilled, or part of a reorganization effort during the past five years. It is in this context that the LR Division has a compelling argument for thoughtful rebuilding through the funding requests noted in the CPRs for each area.

All three areas in the Learning Resource Division are reporting steady increases in utilization. For Distance Learning and the Library, this equates to higher enrollment and use of services and for the Student Success Center, this means more students are engaging in the various tutoring services offered as well.

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Additional staffing, facilities and equipment requests, the reclassification of some staff positions, and augmentation requests will assist the LR Division and the campus in making a direct and positive impact on student engagement which leads to student retention, and potentially enrollment growth.

**Overall Comments**

The areas that make up the Learning Resource Division are integral to student success and engagement at De Anza: staff and faculty in the division interweave with other instructional divisions and collaborate with student services in ongoing and intentional ways. We have leveraged our limited resources, created avenues for collaboration, and have provided solid service to the campus community even with limited staff and reduced budgets. We will continue to look for ways to work with faculty, staff, departments and divisions, focusing more sharply on interdependencies and effective, and innovative practices.