

MCCLPHEI Deans and Directors Annual Conference

Bunker Hill Community College Library and Learning Commons

Institutional Report 2018-2019

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Due: May 31, 2019

INSTRUCTIONS:

- Complete the sections below. In the Narratives section (questions 1-12), please answer for FY 19 (or roughly June 2018-May 2019); in the Data Elements section (question 13), please report FY 18 data.
- To see what you did last year, go to https://drive.google.com/drive/folders/1iHQDBYH5Sgk2NPdy7RHcqMZZHhN8_S53?usp=sharing and then click on the 2018 folder.
- Share your report with all directors by email attachment to the MCCLPHEI list at mcclphei-l@library.umass.edu by Friday, May 31, 2019. Reports will be saved/archived in a shared google folder accessible only to those who have the link.

NARRATIVES:

1. Briefly describe the top three accomplishments in the last year for your library/libraries:

First Accomplishment

Staffing – through appropriate funding from the College, BHCC's library has filled two full-time librarian positions, which have been vacant for about one year. Although that is unremarkable, it is remarkable that BHCC librarians and staff maintained continuity of high-quality services and operational hours during the entire time.

Second Accomplishment

Building awareness about Digital and Information Literacy and how to effectively integrate these frameworks in curriculum and curricula across all of the disciplines. Also, Digital and information literacy emerged as a central component of the new General Education Program Foundations, paving the way for its integration across the curriculum.

Third Accomplishment

Fourth Accomplishment

Provided subject matter expertise (library resources) to enhance Faculty Development and Engagement. As an example, BHCC's librarians enhanced access to Open Educational Resources (OER) including resources that provide diverse points of view, diversity such as race, gender, intergenerational, e.g., and uncovering OER by diverse authors, researchers, writers, teachers and librarians across disciplines.

Fifth Accomplishment

Archives and the Digitization of primary sources about BHCC, Charlestown and the community. With the help of an Archives Assistant in 2018-2019, BHCC Library created a 12 minute presentation entitled "International Relations, Inclusivity and Diversity at Bunker Hill Community College," to *The Third Rail* student newspaper through the library's website.

2. Briefly describe any major impactful institutional administrative/organizational changes:

None.

3. Summarize any renovations/new construction/changes to library space/facilities:

BHCC's librarians asked: How "We" Could Reimagine the Library? How could we imagine a renovated library – one in which study spaces, small group work spaces, teaching and learning classroom(s), book and shelves, computers and technological tools, administrative offices could be grounded in a framework of equity and cultural wealth? What does this renovation look like, feel like and sound like? What is happening in these reimagined library spaces that can inform our thinking and our practice?

Although renovations should begin in the summer of 201, we began to practice what we envisioned as possible. Small changes included: new chairs, carrels, tables, natural lights, colors on walls, and added diverse and inclusive artwork through the entire library.

4. Describe any technological and digital advances/changes/projects: including digital initiatives, digital humanities, major upgrades, or installations:

The library added new database subscriptions to better serve its students and the courses that they take. The new ones are: AP Images (from EBSCO), Alternative Press Index (from EBSCO) GenderWatch (ProQuest), Mometrix (Test Preparation eBooks), AtoZ World Food (from World Trade Press), Global Road Warrior (from World Trade Press), Rock's Backpages, Grove Music Online, and MathSciNet. In addition, during renewal times, we evaluate renewal by looking at statistics, deciding to renew or cancel.

To present these resources, we provide links to them on our website which are easy to find. Coupled with this accessibility, the library's website has been constantly added to and edited to keep it relevant and fresh.

Another major digital initiative has been presenting physical items in the archives digitally. We have had an archives assistant dedicated to curating and creating presentations on different aspects of the college's history providing access to items not easily accessible before.

5. Summarize your most significant campus collaborations/partnerships:

BHCC's librarians in collaboration with the Teaching and Learning Center, Student Learning and Assessment (SLOPE), Learning Communities, The Writing Center, and the Center for Equity and Cultural Wealth *have* partnered and created field trips, which include: The Museum of African American History, The Chelsea Community, The Roxbury Community, Deer Island, Chinatown and the Pao Arts Center, Boston's Hyde Square Neighborhood and the Latin Quarter District, Walking Tour of the Boston Pride Route, The Isabella Stewart Gardner Museum, The Islamic Society of Boston Cultural Center, and the Mount Hope Cemetery, Forest Hills and Jamaica Plain field studies.

6. Summarize your initiatives related to diversity and inclusion:

See five above.

7. Describe the most impactful assessment activities/projects have you conducted:

Assessment has not been one of our library's strong points. We have attempted several types of assessment both quantitative and qualitative methods.

8. Summarize your library's involvement in Open Educational Resources on your campus.

"In spring 2017, BHCC announced its participation in the Open Education Resources (OER) Degree Initiative, which is sponsored by the national community college reform network Achieving the Dream (ATD). The OER Degree Initiative seeks to boost college access and completion, particularly for underserved students, by engaging faculty in the redesign of courses and degree programs through the replacement of proprietary textbooks with open education resources. To date, more than four cohorts of faculty have developed more than 33 OER courses, many of which are being piloted in multiple sections. In 2018-2019, 174 OER course sections across a range of disciplines served more than 2,400 students.

9. What haven't you been able to accomplish this year and why?

Online and Blended Learning – although BHCC librarians are embedded in Moodle through videos, yet there has been little effective online discussions.

Learning Assessment, as summarized above BHCC's librarians use Qualtrics Analytics, Springshare Analytics and some other tools the problem has been inconsistency. At the College, librarians do not assess learning. They do not get to see graded assignments even those drawn from library research assignments.

10. List some trending areas/topics (or activities you are paying attention to on your campus/in the profession) and how they are impacting your institution:

- Learning Analytics and Data
- Evaluating Digital and Information Literacy Instructional and Learning for both physical and digital environments
- Learning Spaces

11. What special topics would you like to discuss at the annual meeting or at future MCCLPHEI meetings?

- Diversity and inclusion
- Cultural Wealth and Equity in Academic Libraries

12. Any other information you would like to add:

This questionnaire pretty much covers it all!

13. DATA ELEMENTS as of end of FY 18:

See next page

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Staffing:

<p>Total student FTE at institution</p>	<p>According to our Institutional Research Office, “We typically report fall FTE for DHE and IPEDS. As fall 2019 has not happened yet, we do not have that. For fall 2017, FTE was 7,510 and fall 2018 7,223 based on a full-time course load of 15 credits.”</p> <p>“If the form is looking for annual FTE, AY2019 ends with the completion of Summer I. AY2017 FTE was 8,374 and 2018 8,133, also based on 15 credits. “</p>
<p>Total number of librarians (FTE) (excluding senior library leader)</p>	<ul style="list-style-type: none"> • Full-Time Librarians 5.60 FTEs • All BHCC Librarians possess a minimum of an ALA-accredited Master's degree in Library and/or Information Science (M.L.I.S. or M.L.S.).
<p>Total number of staff (FTE) (excluding librarians and including senior library leader)</p>	<ul style="list-style-type: none"> • Part-Time (Library Assistants) 10.90
<p>To which union(s) do library staff belong:</p>	<p>The majority of BHCC personnel are unit members of either Massachusetts Community College Council (MCCC) or American Federation of State, County and Municipal Employees (AFSCME).</p> <p>Full and part-time day faculty and professional staff fall under the MCCC Contract.</p> <p>Specific terms of employment, compensation</p>

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	and performance evaluations are outlined in the Collective Bargaining Agreements. Further, AFSCME and MCCC CBA's determine the terms of employment related to compensation, performance and evaluation. https://intranet.bhcc.edu/humanresources/
To which union does the most senior library leader belong, if any:	MCCC Contract
Official title of most senior library leader:	Coordinator of Library Services
To whom does the most senior library leader report:	Director
Number of staff who report directly to the most senior library leader:	15
Total number of librarians and staff (FTE) working in Archives and/or Special Collections:	1 Library Archives Assistant
Total number of librarians and staff (FTE) working in institutional repository:	0
Total number of librarians who have at least 20% of their job responsibility devoted to instruction:	5
Total number of research instruction classes taught in FY 18:	232 IL workshops
Total number of students reached in instruction classes in FY 18:	3,759 students

Facilities:

Building (s) square footage:	17, 447 square feet of space. https://www.bhcc.edu/library/librarymap/
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Number of seats (or seats per FTE):	233
Does your library have a makerspace?	No
Does your library circulate laptops, iPads, or other educational technology?	No

Systems/software used for:

Discovery	
ILS	Evergreen NOBLE Also in 2018 became FLO Affiliate Member
Institutional Repository	0
Surveys/Assessment	Springshare assessment tools
Archives Management/Digital Collections	0
Other	GOBI = online client/website

In **FY 18**, did your library participate in:

	Yes/No
LibQual+	No
Ithaka S+R faculty/grad surveys	No
MISO	No

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MINES for Libraries	No
Other QUALTRICS	

14. Organizational Chart: Please attach or include an updated organizational chart with your report. Note: Your library's prior year's Organizational Chart may be stored in the shared google drive with last year's survey results.

Attachment no. 2