

**HAWAII COMMUNITY COLLEGE
ANNUAL UNIT REVIEW TEMPLATE**

**Edwin H. Mookini Library and the
University of Hawaii, West Hawaii Library
and Learning Center (WHLLC)**

December 15, 2007

Lari-Anne Au and Laurel Gregory

Hawai'i Community College
Annual Program Review
Edwin H. Mookini Library and West Hawai'i Library and Testing Center

I. Narrative and Analysis of Data

A. Statement on the mission or purpose of the unit, including the target student population

Mission statement and goals of Mookini Library (East Hawai'i):

The Edwin H. Mookini Library serves the University of Hawai'i at Hilo (UHH) and Hawai'i Community College (HawCC) and its primary mission is to support the academic programs of both institutions. The Library also supports academic collaborations and addresses various information needs of the University of Hawai'i system. The Library provides resources in print and alternative formats that supplement and augment classroom instruction and support individual research and exploration. To achieve its mission, the Mookini Library:

- monitors, anticipates and responds to changing academic needs;
- provides resources to support the curricula, with a special emphasis on undergraduate programs;
- provides access to resources to help students and faculty meet their information needs;
- has a library instruction program with the goal of promoting information literacy, leading to life-long learning and self-empowerment;
- utilizes technology to enhance access to library services and collections; and creates an environment that is conducive to the study, use, circulation and preservation of resources.

Mission of the West Hawai'i Library and Testing Center:

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. The Center supports all Hawaii Community College students taking classes from or residing in West Hawaii. It also supports other local students taking classes or programs through distance education from other University of Hawaii community colleges and universities.

B. Information on External Factors Affecting the Unit

Mookini Library (East Hawai'i):

The library in East Hawai'i is in a unique position because it supports two institutions. Most of the statistics provided in this assessment reflect usage of both HawCC and UHH and cannot provide a clear picture of library usage of only HawCC students. The library does not have the ability to separate some of the reported statistics by institution (e.g. reference questions, gate count). The number reported for online searches was derived from looking at a select number of databases that are heavily used by students.

Because the Mookini Library is a shared facility with UHH, HawCC students have access to more resources than students at other community colleges in the UH system. HawCC students

do 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.

West Hawai'i Library and Testing Center:

The unit must support all UH system students who reside in the West Hawaii area, but receives all of its funding directly through Hawaii Community Colleges.

C. Required External Measures, If Applicable

Mookini Library (East Hawai'i):

The library currently does not have any required external measures. The UH Community Colleges are developing a template for library assessment.

West Hawai'i Library and Testing Center:

No other required external measures are currently required, but the UH Community Colleges are working on developing an assessment tool template for all community colleges in the system, which will have more data elements and SLO/PLOs.

II. Action plan

Mookini Library (East Hawai'i):

1. The library will find and use better methods of collecting data for assessment.

The library would like to work with the library systems department at UH-Manoa to look at the possibility of having separate categories for HawCC students and UHH students in the Voyager system. The library will also test additional software to collect online database use.

2. The library will expand its resources to support the curricula needs of HawCC programs.

The library will increase the number of databases students can access from home if the databases are appropriate for undergraduate community college students. The library will work with faculty to buy materials to support new programs (e.g. Fire Science). Books will be added to the READ collection, a collection that is heavily used by English reading classes.

3. The library will update student learning outcomes for the library instruction program to reflect current information literacy standards set by the Association for College and Research Libraries.

Resource Implications

1. Budget

In FY2006-07, Hawai'i Community College provided funding to the library in addition to the salary of the HawCC Librarian. Funds are used to purchase additional library materials, pay for HawCC's share of Voyager and other databases, and provide library services. Continued funding is needed to continue services and cover the increasing costs of library materials.

2. Personnel

Progress has been made in increasing personnel. In addition to the Hawai'i Community College librarian, the library created a new staff position in Library Systems to assist students with technical, computer related questions and to help maintain equipment. This position fulfills the legislative mandate set in 1990.

West Hawaii^Exi Library and Testing Center:

Action Plan April, 2007 items:

1. As the College develops college and program level SLO's that include a more defined need for student information literacy, the WHLCC will initiate Unit SLOs that align with the College. **Status: Not yet done. Since the college is not yet to this point, a suggestion has been made that the unit adapt national standards in this area appropriate for the size and scope of the unit. This will be pursued in tandem with whatever the UH Community College libraries develop as a whole.**
2. Continue to build or adapt the library collection according to the needs of the programs offered at the Center. Environmental studies and forest ecosystem management are two programs that will be added to the Center curriculum in the next few years. **Status: while little was added to the physical collection in the past year, the students who use the Center did benefit from the system level subscription to Ebrary, which was incorporated in the Voyager online catalog records for ease of use. This added over 39,000 monographs to the virtual collection available to students and staff for free.**
3. Participate in the planning and development of a new and larger instructional site for the Center. Both the temporary relocation to larger leased quarters or the design and construction of a permanent facility will be welcomed. **Status: The building projections for a new Center have changed and the project has been downsized considerably. It will now be a challenge to fit the current activities and projected needs into a footprint no larger than the space used at the current facility. Estimated occupancy date is unknown.**
4. Continue to replace computer work stations on a regular basis per the HawCC technology replacement plan. **Status: New flat screen monitors were purchased and installed in the past year for most of the public workstations. Students love them and they create more space around each workstation area for students to use.**

New Action items:

Earthquake book loss replacement. The College was awarded \$5,401.03 from FEMA to replace the 206 books that were lost due to damage in the October 15, 2006 earthquake. The Library and Learning Center staff is reviewing the items lost and consulting with current instructors and students to select and purchase replacement books and DVDs by the April 15, 2008 federal deadline.

Biennium Budget 2009 Request for an Educational Specialist 1.00 FTE Band A

As identified in the UH Center West Hawaii Unit Review in 2006: The need for additional staff to augment support services, hours of operation, the ever-increasing demand for proctored testing for DE and Center academic programs, and the projected addition of the ESL computer assisted delivery of non credit instruction whose planning is underway. Should a new Center be built and occupied by Fall 2009, the Library and Learning Center needs to be prepared for the influx of additional students, both to Hawaii Community College program and other UH system classes and programs supported by the Center.

Library Data

	East Hawai'i	West Hawai'i
Demand		
Campus Enrollment	1,200	253
Number of Faculty	60	12
Efficiency		
Number of Librarians	1	1
Number of staff	0	1
Number of service hours	84	59.3
Number of bibliographic instruction/ presentation sessions for students	90	7
Number of students in bibliographic/ presentation sessions	1042	78
Number of reference questions*	8,276	864
Number of informational questions*	30,955	n/a
Gate count/usage statistics*	391,048	n/a
Annual subscriptions to online resources/FTE students and faculty*	56	264
Non-electronic Acquisitions/FTE students and Faculty*	\$308	\$0
Library Budget Allocations/College Budget	\$374,978	\$142,124***
Outcomes		
Circulation total*	111,098	690
Intrasystem Loans total*	189	75
Number of searches on online databases*	**61,293	4769

*Numbers for East Hawaii reflect usage by both HawCC and UHH

**Total for a select number of full-text databases

*** West Hawaii budget – (salary data is an estimate and includes Librarian, Library Assistant 4, and Learning Center Coordinator)

Testing Data

	East Hawai'i	West Hawai'i
Demand		
Campus Enrollment (FTE)	1200	253
Efficiency		
Hours open	n/a	59.3
Number and description of staff	n/a	1 APT
Student help hours	n/a	640
Number of compass tests administered	n/a	450
Number of Distance Learning tests (for and DL course and including non-system testing)	n/a	373
Local campus tests proctored	n/a	119
Testing budget/College budget	n/a	(within Library)