California Community Colleges Chancellor's Office
Library and Learning Resources Program

Advisory Committee Guide
Revised – May 31, 2017

PURPOSE

The Library and Learning Resources Program Advisory Committee advises the California Community Colleges Chancellor's Office on topics relating to effective planning and delivery of services in the California Community Colleges libraries and learning resources programs. The committee also informs the Chancellor's Office of changes and trends in the educational environment, and in library and learning resources programs.

PROGRAMS

The Library and Learning Resources Program Advisory Committee is responsible for two major programs areas:

Library Services—library instruction and information competency; collection management and development (print, multimedia and electronic formats); reference; circulation and access; interlibrary loan and resource sharing; operations and management; facilities and technologies;

Tutoring and Learning Assistance Services—collegewide and/or departmental tutoring and learning assistance centers; tutoring and learning assistance program design; facilities and technologies.

BACKGROUND TO THE COMMITTEE

In 1985, the California State Library awarded a federal Library Services and Construction Act (LSCA) grant to the Chancellor's Office for a pilot project to demonstrate the importance of a system focus on library services. It provided resources for a program coordinator and support staff, for a project advisory committee, and support for activities designed to assist collaboration, coordination and communication among library managers and library faculty. It also provided support for the development of certain tools, such as the data collection tool. The grant proposal was written by a group of community college library managers on behalf of the Chancellor's Office, and covered a three-year project.

The advisory committee, which included representatives from UC, CSU, private academic and public libraries, worked with the program coordinator to:

1)   assist in the implementation of the project;

2)   assure input from the library community;

3)   establish necessary linkages for project activities;

4)   provide evaluation to the California State Library about the effectiveness of the project; and,

5)   make a recommendation to the Chancellor's Office about establishment of a permanent position.

The Chancellor's Office acted upon the recommendation of the advisory committee by submitting a budget change proposal (BCP) to provide funding for a permanent position. At the same time, the current consultation process was instituted, and a Chancellor's Library Advisory Committee was established.

Over the course of time, the scope and breadth of the committee's charges have been increased, and the specifics of committee membership have been revised. The committee's current title (Library and Learning Resources Programs Advisory Committee) reflects this evolution.

MEMBERSHIP

The membership of the Library and Learning Resources Program Advisory Committee is composed of the following representatives who are appointed by the Chancellor upon nomination by the appropriate group:

1)   Three (3) members as representatives of the Academic Senate (ASCCC);

2)   Two (2) members as representatives of the Chief Instructional Officers (CIO) – one CIO and one manager of a library and/or learning resources program;

3)   Two (2) members as representatives of professional organizations, who shall be the current presidents (or the president's designee) of:

   a)   the Council of Chief Librarians, CCC (CCL-CCC),
   b)   the Association of Colleges for Tutoring and Learning Assistance (ACTLA).

4) One (1) member as representative of students, nominated by the Student Senate for California Community Colleges (SSCCC).

5) One (1) member as representative of the Chief Executive Officers (CEO).

6) One (1) member as representative of the Chief Student Services Officers (CSSO).

7) One (1) member as representative of the Chief Business Officers (CBO).

8) Chancellor's Office staff.

OPERATION OF THE COMMITTEE

The committee regularly meets four (4) times per academic year; the schedule of meetings and meeting locations are determined by the committee.

The committee will review the committee documents at least every two years.

Term of Committee Members

A member is appointed to a two-year term, and may be reappointed at the end of that term to a second two-year term.

Responsibilities of Committee Members

Each member of the Library and Learning Resources Program Advisory Committee carries a special responsibility to:

1) facilitate the flow of information and awareness within the library and learning resources programs communities, within the member's organization, with fellow members of the Library and Learning Resources Program Advisory Committee, and with other Chancellor's Office committees and staff:

   a) about the work of the committee,

   b) about ideas, issues and concerns being raised and explored in library and learning resources programs, and

   c) about other ideas, issues and concerns being raised and explored in related local, state and national contexts.

2)   assist with the organization and conduct of committee work when it is augmented by subcommittees, task forces or other working bodies which include field representatives from library and learning resources programs.

Term of Committee Chair

The Library and Learning Resources Program Advisory Committee is chaired by an individual elected from among the members representing the colleges for a two-year term.

Responsibilities of Committee Chair

1)   work with CCCCO staff to advance the work of the committee;

2)   develop each meeting's agenda (with committee members and CCCCO staff input, and plan work of the committee;

3)   coordinate the work of the committee with that of other CCCCO committees and groups;

4)   identify leadership and members for task forces, workgroups, projects, etc.;

5)   monitor progress of work; and,

6)   represent the committee at Consultation Council and with other groups.

FUNCTIONS

The Library and Learning Resources Program Advisory Committee is established to:

1)   provide input from the personnel (faculty, staff and administrators) and users of California Community College library and learning resources programs;

2)   review established systemwide library and learning resources programs and services, and make recommendation for improvement when necessary;

3)   recommend guidelines for programs and projects being developed for library and learning resources programs;

4)   participate in the consultation process by providing input and advice to Chancellor's Office committees and the constituent groups of the Consultation Council on matters of mutual interest and concern;

5) advise upon the development, maintenance, interpretation and distribution of appropriate data collection and evaluation mechanisms for library and learning resources programs;

6) review proposed and established provisions in the California Education Code and the California Code of Regulations relating to library and learning resources programs for the effective planning and delivery of services to faculty, students and staff; develop recommendations for revisions, additions and/or deletions as necessary;

7) advise on means to communicate in a timely and effective manner with library and learning resources personnel and other appropriate groups;

8) advise upon the development of cooperative and collaborative programs among California Community Colleges library and learning resources programs, and with intersegmental and multi-type agencies.