York College Library

Action Plan

2017-2022

Submitted to the York College Office of Academic Affairs

September 2017
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BACKGROUND

As part of the five-year Academic Program Review (APR) process, the Library Department formed an APR Committee in Fall 2016, with Professors John Drobnicki and Di Su as co-chairs. All full-time faculty and staff members in the department participated in the Self-Study process, whether by collecting or analyzing data. The Self-Study was officially submitted to the College’s Office of Academic Affairs on April 5, 2017, and benefited greatly from the input and suggestions of the Chief Librarian, Professor Njoki Kinyatti, and Dr. Donna Chirico, Dean of the School of Arts and Sciences. Our external reviewer, Brian Lym, Dean of Libraries at Adelphi University, visited the campus on April 20, 2017, and met with Library faculty and staff, as well as with students and faculty members from other departments. Dean Lym submitted his report on May 22, 2017.

There were 64 specific recommendations in the Library’s Self-Study and in the External Reviewer’s Report, not counting Dean Lym’s general recommendations to implement the recommendations made in the Self-Study. The full-time Library faculty were asked to go through the recommendations and categorize them as to whether they were crucial (designated by the number 1); whether they would like to accomplish them (designated by the number 2), but they were not crucial; or whether they were not important (designated by the number 3).

Of the 64 recommendations, 7 items received an average ranking of 1, meaning that everyone agreed that accomplishing them was crucial; 11 items received an average ranking between 1.13 and 1.25; and 28 items received an average ranking between 1.37 and 1.88, meaning that a significant number of Library faculty members ranked an additional 39 recommendations as crucial, while one or two people thought them to be less important or not important. Of the remaining recommendations, 18 items received an average ranking between 2 and 2.5, meaning that a significant number felt that they would like to accomplish them, but did not consider them to be crucial. No items had an average above 2.5.

In consultation with the Chief Librarian, the two co-chairs selected the recommendations for this Action Plan that they felt had a consensus of being the most important to fulfill the Library’s mission and vision, and the faculty and staff of the Library Department were given the opportunity to make suggestions before being submitted to the Office of Academic Affairs.
RECOMMENDATIONS TO BE ACTED UPON

A) Within two years:

- There is a lack of budget to cover operating expenses for the Library: the OTPS budget goes down every year; and the NTA (Non-Teaching Adjunct) budget is not sufficient to cover extra hours created by the increased annual leave (from 4-weeks to 8-weeks) for full-time faculty as a result of the new PSC-CUNY contract. Financial support for Library resources should be built into the College’s accreditation budget, since programs going through the accreditation or reaccreditation process must always demonstrate that the Library has the necessary (and up-to-date) resources to support those programs. As new courses, majors, and programs are added to the curriculum, additional funds need to be allocated to the Library to support the students in those courses, majors, and programs.

- Under the recently approved contract between CUNY and the Professional Staff Congress, all Library faculty receive eight weeks of annual leave. In order to provide adequate coverage and ensure that students receive all of the services that they expect and are entitled to, it is recommended that an additional faculty line be assigned to the Library to replace the one lost at the end of FY11.

- Policies regarding access to the Archival collections and their protection should be articulated and made publicly available.

- Maintain the subscriptions of core journals (whether in print or electronically) that are required by graduate degree programs or by accreditation bodies.

- While it is heartening to know that in the past five years the amount spent by the library on electronic resources has grown, nonetheless, considering that the cost of databases has equally grown as well and the fact that the college is adding several graduate programs, we are going to need to keep growing the amount of databases we subscribe to. We lack any specific Pharmaceutical databases and it would be advisable to purchase the PDR online. We should also be looking at Social Work databases and streaming video of patients and diagnoses for the Physician Assistant’s program.

B) Between 3-5 years:

- The Library should reorganize the current periodical stacks and discard print volumes which are no longer needed or used, or for which electronic access is available. This will make room for much needed student study space.

- Detailed finding aids should be created for materials in the Archive and made publicly available in order to gain physical and intellectual control over the materials and assist the public in gaining access. Once the finding aids are complete, records for important individual items can be created.
• Consider adding new faculty lines (Outreach, Emerging Technologies, Distance Education librarians) once funding is secured.

• The Library should continue to play a central role in advancing OER (Open Educational Resources) at York College.

• As graduate programs are growing in number and enrollment, the Library has been asked to upgrade one group study room to a “smart” group study room and create a reservation system that successfully designates this space for use by graduate students only. The Library has begun the early stages of planning for this transition, but will require support and funding to provide this service.

• The Library has not received new computers since FY14. It would be helpful if the Library received some new computers, including Macs, for student usage and also new computers for the reference and circulation desks. For example, public computers could be replaced by the IT Department on a staggered, ongoing basis (one third this year, one third the next year, and one third in the third year).
CONCLUSION

The faculty and staff of the Library Department hope to accomplish the goals and ideas expressed in the recommendations within the next five years.
APPENDIX

2012-2016 York College Library Academic Program Review Committee:
Junli Diao, Substitute Assistant Professor
John Drobnicki, Professor (Co-Chair)
Njoki Kinyatti, Professor & Chief Librarian
Christina Miller, Assistant Professor
Scott Sheidlower, Associate Professor
Todd Simpson, Assistant Professor
Holly Skir, Substitute Instructor
Di Su, Professor (Co-Chair)
Stefka Tzanova, Assistant Professor

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