

**Sacramento City College  
Strategic Planning System  
Cross-Divisional Program Plan**

**Planning years:** 2023-24 through 2025-26

**Plan Type:** Program Plan

**Planning Area:** Special Collections (Formerly known as Archives)

**Primary Division:** Language Arts and Library

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**SECTION I: OVERVIEW & REVIEW OF PREVIOUS ACCOMPLISHMENTS**

**A. PROGRAM DESCRIPTION**

The Special Collections Librarian/Archivist is responsible for developing, coordinating, and carrying out a comprehensive program of archives management for the college. Additionally, historic documents and artifacts are continually acquired either by donation or from staff, alumni and the general public, all of which must be processed and preserved by the archivist.

The program collects records of the college, materials related to local history, and other collections documenting the history of the college and surrounding area. The materials are made available for use by students, the academic community, and external researchers. The archive program stores, preserves, and arranges these collections according to standard archival practices, and provides users with access to original materials in the Special Collections Room and through scanning of photographs, the development of finding aids, and the creation of exhibits and other events.

**B: REVIEW OF ACCOMPLISHMENTS OVER THE PREVIOUS PLANNING CYCLE**

**IMPORTANT NOTE: Due to an unforeseen circumstance in which our Special Collections Librarian/Archivist was hired for long-term temporary faculty position at another Los Rios college just prior to the start of the Fall 2023 semester, we did not have an Archivist for the 2023-24 academic year and thus we cannot report accomplishments for this year. The accomplishments listed below are carried over from last year's Program Plan submission.**

1. **Outcomes assessment.** Briefly state the objectives you worked on last year and the progress you have made on those objectives since the last time the plan was updated. Provide assessment results for [Administrative Unit Outcomes \(AUOs\)](#) and/or [Student Learning Outcomes \(SLOs\)](#) from the 2020-2023 cycle, as applicable.

**2. 2020-2023 AUO and SLO Assessment Results**

College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Assessment Measure/Target	Outcome
E: Increase the effectiveness of communication both within the college and the external community.	AUO #1: Digitize collection items	<p><b>Target:</b> Digitize photographs, yearbooks, and catalogs to increase their discoverability and online search ability (ongoing project). Currently, the photographs and yearbooks are being digitized and saved on the shared “s” and external drive. The project of digitizing the over fifty-year books and catalogs is an on-going project in the archives room.</p> <p><b>Baseline year:</b> 2021-22*</p> <p><b>Measure(s):</b> N/A*</p> <p><b>Data Source(s):</b> N/A*</p>	Yearbooks have been digitized. All other projects are ongoing.
E6: Increase the effectiveness of communication both within the college and the external community	AUO #2: Preserve all analog and older digital recordings.	<p><b>Target:</b> Digitize all analog and older digital recordings to avoid loss due to deterioration of formats or obsolescence of the hardware and/or software needed to play them.</p> <p><b>Baseline year:</b> 2021-22*</p> <p><b>Measure(s):</b> N/A*</p> <p><b>Data Source(s):</b> N/A*</p>	As of the previous Program Plan, one-fourth of the project had been completed; however, the status of the remainder is unknown at this time and will need to be researched further.
E6: Increase the effectiveness of communication both within the college and the external community	AUO #3: Catalogue the collection.	<p><b>Target:</b> Catalog items currently housed on shelves, in drawers, and in boxes to make collection items and materials more accessible.</p> <p><b>Baseline year:</b> 2021-22*</p> <p><b>Measure(s):</b> N/A*</p> <p><b>Data Source(s):</b> N/A*</p>	Some cataloging has been completed; the project is ongoing.
C8: Maintain the quality and effectiveness of the physical	AUO #4: Provide a temperature -controlled environment for the collection.	<p><b>Target:</b> Purchase and use data logger monitoring equipment to monitor (with help from Operations) temperature and humidity in the Special Collections room</p>	Funding was requested in the previous cycle; however, it appears that the equipment was never purchased or installed (likely due

<p>plant in order to support access and success for students (i.e. modernization, TAP improvements, equipment purchases, etc.).</p>		<p>to prolong the life of sensitive collection materials.  <b>Baseline year:</b> 2021-22*  <b>Measure(s):</b> N/A*  <b>Data Source(s):</b> N/A*</p>	<p>to pandemic-related shutdown/move to remote operations in March of 2020.)</p>
<p>C10: Support participation in professional development activities for all college employee groups.</p>	<p>AUO #5: Engage in continuing education and training in the field (Archivist)</p>	<p><b>Target:</b> Basic archival skills on copyright, preservation, arrangement and description, digitization, disaster planning, and managing repositories are constantly being updated and are critical for all archivists. To remain relevant, archivists must be connected to trends in higher education, technology, academic libraries, and archives. Changes in standards also make it imperative that archivist seek new training.  <b>Baseline year:</b> 2021-22*  <b>Measure(s):</b> N/A*  <b>Data Source(s):</b> N/A*</p>	<p>Ongoing; SCC hired a new Special Collections Librarian/Archivist in Fall of 2022.</p>
<p>E6: Increase the effectiveness of communication both within the college and the external community  C3: Encourage a</p>	<p>AUO #6: Apply for grants from institutions such as the National Endowment for the Humanities Preservation Assistance</p>	<p><b>Target:</b> The archivist will work with the division Dean on grant applications to obtain additional funding for projects.  <b>Baseline year:</b> 2021-22*  <b>Measure(s):</b> N/A*  <b>Data Source(s):</b> N/A*</p>	<p>Previous Librarian/Archivist retired in 2020; new Librarian/Archivist hired in Fall of 2022; ongoing</p>

campus-wide culture of creativity and scholarly innovation.			
<p><b>*Notes:</b> The closure of the campus in from March of 2020-fall of 2021 due to the COVID-19 pandemic, combined with with the retirement of the previous Librarian/Archivist and gap between her retirement and the hiring of the new Librarian/Archivist in the fall of 2022, significantly limited the operations of SCC’s Special Collections for that period of time, making it difficult at this time to report on the status of several of the AUO’s in this report.</p>			

**3. Review of last year’s resource use:**

While we were able to utilize our resources for the 2022-2023 academic year, the temporary re-assignment of our Special Collections Librarian/Archivist to an LTT position at another Los Rios college left us without a Special Collections Librarian/Archivist for this academic year (2023-24). The division dean made the decision not to seek a temporary replacement for this period, as having a new person in the role for only a short time would have proved challenging for the operation of the Special Collections, likely resulting in the disruption of the workflow on various projects, as a temporary replacement would have required training and would have needed extensive guidance to attempt to pick up where our regular Archivist left off. In order to preserve the continuity of projects and make for smoother, more efficient operations in the upcoming (2024-25) year, we elected to put the program “on hold” pending the return of our regular Archivist.

As funds were needed to support other areas of Library operations, the division dean, after consulting with the VPA, re-purposed a majority of the resources for this year toward those operations.

**4. Factors affecting the work of the program.**

As mentioned previously, our current Special Collections Librarian/Archivist has been working as an LTT at another Los Rios College for the past two semesters putting on hold much of the work of the program; however, the Archivist is scheduled to return in the fall of 2024 and will resume work on ongoing projects at that time.

**SECTION II: FUTURE GOALS, DIRECTIONS, AND STRATEGIES**

**A. MULTI-YEAR DIRECTIONS AND STRATEGIES**

Special Collections’ primary multi-year goals are to continue to receive, process, and catalog materials to preserve the history of Sacramento City College; to provide safe, appropriate storage and display for delicate items/materials; and to share the collection and the college’s history with the campus and greater communities through displays, events, and other means, thus connecting directly with several college goals, particularly those dealing with college and community engagement with the collection. These efforts will be ongoing over the next three years.

**B. UNIT OUTCOMES: ADMINISTRATIVE UNIT OUTCOMES (AUOs) or STUDENT LEARNING OUTCOMES (SLOs) FOR THE PLANNING CURRENT CYCLE**

Using the templates below, list the AUOs and/or SLOs that will result from the work of the program in the planning year. These outcomes should align with and support the **College Goals**. Please feel free to add or delete additional rows as needed.

Examples of possible AUOs, SLOs, and expected outcomes/targets are provided below. These are intended to be illustrative, and not necessarily the AUOs or SLOs that you develop for your program plan.

2023-2026 AUOs and SLOs		
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Expected Outcomes/Targets
E6	AUO #1: Develop, coordinate, and carry out a comprehensive program of archives management for the college.	Continue to process materials and pictures including the arrangement, description, and creation of finding aids; descriptive cataloging; and ultimately providing access OAC.
D4, E6	AUO #2: Collect the history of the college	Continue to process and preserve donations from staff, alumni, and the general public.
E6	AUO #3: Continue the ongoing preservation and processing of materials	Continue and expand cataloging and acquisition of materials. Continue detailed creation of finding aids. Perform detailed inventories of the collection. Purchase and

		utilize an external hard drive for storage of digital collection materials.
D4, E6	AUO #4: Continue to receive, organize, and catalog donations	Display donations for all staff, alumni, students, and general public to access and appreciate.
D4, E6,	AUO #5: Maintain records in accordance with accepted standards and practices that ensure long-term preservation and the easy retrieval of documents	Expand cataloging and acquisition of materials and photos using web-based software to catalog, manage, and publish the archival collection.
D4, E6	AUO #6: Provide access to students, faculty, scholars/researchers and the general public	Create an archival website using LibGuide; lobby, gallery, and other campus displays; historical videos; participation in events that include and promote the collection.
D4, E6	AUO #7: Systematically develop and maintain a repository of the institution's cultural artifacts, spreading awareness and interest in the history and heritage of the campus.	Consultations with staff, alumni, and general public; Sacramento Archive Crawl; historical brochure.
C8	AUO #8: Provide a temperature -controlled environment for the collection.	Purchase and use data logger monitoring equipment to monitor (with help from Operations) temperature and humidity in the Special Collections Room to prolong the life of sensitive collection materials.
E2, E4, E6	AUO #9: Recruit volunteers	Re-start the Sacramento City College Special Collections Volunteer program, which is designed to expand and enhance public service to the community; volunteers provide support services to paid staff or work on special projects.

**NOTE: Some Program Plan areas may only have AUOs, and not have SLOs. Include SLOs only if your area is able to directly measure student learning.**

**SECTION III: ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE PLANNING YEAR**

Program Strategies: Explain the overall strategies that the program uses to fulfill its purpose and implement its objectives. List the timeline and responsible persons for procedures.

AUOs/SLOs: Include the AUO/SLO(s) that the program strategy is designed to address.

Resource requirements: State the resources (human, financial, facilities, and IT) needed to implement program objectives.

Previous funding sources: State the sources of funds your program received during the previous planning cycle. This may include grants, categorical funds, and CCCCO allocations, as well as general fund dollars.

2024-2025 Program Plan Resource Requests						
Program Strategies	AUOs/SLOs (include number from above tables)	Timeline	Responsible persons	Resource Requirements	Previously funded? (Yes/No)	Previous Funding Source(s)
Storage and preservation of digital materials <b>(SEE APPENDIX )</b>	AUO # 3	Ongoing	Nanette Reyes Cruz	External hard drive for storage of digital materials: <b>\$100</b>  Archival supplies (glue, paperclips, storage boxes, etc.) <sup>1</sup>  <b>\$750</b>	No	N/A

Continue to fund Special Collections Librarian position, minimum of .5 FTE	Connects to all AUO's in Plan	Ongoing	Marcia Selva (Dean)/College	Salary and Benefits for .5 FTE position <sup>2</sup> <b>\$37,000</b>	Yes	Program Plan
Provide a temperature - controlled environment for the collection (purchase of data logger to monitor temperature and humidity of Special Collections space.) <b>(SEE APPENDIX )</b>	AUO #8	Ongoing	Nanette Reyes Cruz/Marcia Selva/Operations	Data logging device <sup>3</sup> <b>\$160</b>	No (see notes below)	N/A
				<b>Total Cost:</b> <b>\$38,010</b>		

**Notes:**

<sup>1</sup>Given the delicate nature of many of items in the collection, special archival-quality supplies are needed on an ongoing basis to preserve and protect the items. Standard office supplies are not appropriate for use with delicate collection items/materials.

<sup>2</sup>Figure is an approximation based upon the current salary rate for .44 FTE for this position (approximately 16 hours per week for 17 weeks/approx. 272 hours, .44 FTE), with projected increases in both salary and cost of benefits factored in.

<sup>3</sup>Due to the campus shutdown in spring of 2020, as well as the gap between the retirement of the previous Special Collections Librarian and the hiring of the new one in the Fall of 22 and the retirement of the previous Learning Resources Dean and subsequent move of Special Collections to a new division, some information has been difficult to locate, but it appears that this purchase was never made as there is no evidence of a data logger having been purchased or installed in the Special Collections Room. And, in the 2023-24 academic year, we were not awarded enough funds to cover even the FTE for the Special Collections Librarian/Archivist salary, so we did not make these purchases this year.





#### **SECTION IV: APPENDICES**

Include appendices as needed in order to provide more information and context to the main plan. Some examples of appendices are suggested below:

- Detailed Program Data
- Details of External Requirements Affecting the Program
- Details of Funding Sources
- Measurement Tools/Procedures to Assess Objectives

Please be sure to reference any appendices you include in the main document.

## APPENDIX A: DEFINITIONS

The planning year refers to the upcoming academic year. For example, this plan is being written during the 2022-2023 academic year; the first planning year of this plan is 2023-2024.

Administrative Unit Outcomes (AUOs) include goals related to service quality, efficiency, compliance, utilization of services, student satisfaction, and employee professional development, and indirectly affect the experiences of the students at SCC. AUOs help areas develop strategies to improve service delivery and student satisfaction. Examples are shown below:

- The Writing Center will increase overall utilization rates by 3% annually.
- The Tutoring and Learning Center will increase satisfaction rates among students from disproportionately impacted groups.
- IT Services will ensure that 85% of individuals who submitted requests via Service Central receive a response and status update within 24 hours.
- Participation in the Online Teaching and Learning Academy (OTLA) will increase by 15%.

Student Learning Outcomes (SLOs) are objectives of the unit that state the major skills and abilities that students will gain as a result of their work with the program. They complete the sentence: “As the result of the work of the unit, the student will be able to . . .”. Some areas, such as Tutoring, may already have SLOs in a course outline of record (in this case, from HSER 1000), and these are what should be entered into the table below.