

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

Planning years: 2025-26 through 2027-28

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

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 most recent review cycle, as applicable. Enter the planning cycle year at the top of the table below.

2023 - 2025 Planning Years AUO and SLO Assessment Results			
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Assessment Measure/Target	Outcome
E6: Increase the effectiveness	AUO #1: Digitize collection items	Target: Digitize photographs, yearbooks, and catalogs to increase their discoverability	Yearbooks have been digitized. Digital catalogs/most

of communication both within the college and the external community.		<p>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>Baseline year: 2022-23* Measure(s): N/A* Data Source(s): N/A*</p>	inventory lists have been aggregated into a single searchable list. 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>Target: 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>Baseline year: 2022-23* Measure(s): N/A* Data Source(s): 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.
<p>E6: Increase the effectiveness of communication both within the college and the external community</p> <p>C3: Encourage a campus-wide culture of creativity and scholarly innovation.</p>	AUO #3: Catalog the collection.	<p>Target: Catalog items currently housed on shelves, in drawers, and in boxes to make collection items and materials more accessible.</p> <p>Baseline year: 2022-23* Measure(s): N/A* Data Source(s): N/A*</p>	<p>Some cataloging has been completed; the project is ongoing.</p> <p>During the academic year when the Librarian was LTT at CRC, donations continued to arrive at Special Collections causing a backlog. Special Collections has connected with LIBT 348 and has been made available as an internship option for students in the course to aid cataloging efforts.</p> <p>Additionally, in Fall 2024 Special</p>

			Collections connected with Student Associated Council to explore how to revive the longstanding tradition of creating a time capsule per each graduating class.
C8: Maintain the quality and effectiveness of the physical plant in order to support access and success for students (i.e. modernization, TAP improvements, equipment purchases, etc.).	AUO #4: Provide a temperature-controlled environment for the collection.	<p>Target: 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.</p> <p>Baseline year: 2022-23* Measure(s): N/A* Data Source(s): N/A*</p>	Funding was requested in the previous cycle (2019-2021); however, it appears that the equipment was never purchased or installed (likely due to pandemic-related shutdown/move to remote operations in March of 2020.) Funds were requested again in last year's program plan, and the funds were awarded. Purchase and installation is now ongoing during Spring 2025.
C10: Support participation in professional development activities for all college employee groups.	AUO #5: Engage in continuing education and training in the field (Archivist)	<p>Target: 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 archivists seek new training.</p> <p>Baseline year: 2022-23* Measure(s): N/A*</p>	Ongoing; The Special Collections Librarian/Archivist has attended online workshops, information sessions, the 2023 Society of California Archivists' Annual General Meeting, and other continuing education opportunities. Librarian also took the 2023-2024 CRC LTT Librarian position to further develop general librarian skills.

		Data Source(s): N/A*	
E6: Increase the effectiveness of communication both within the college and the external community C3: Encourage a campus-wide culture of creativity and scholarly innovation.	AUO #6: Apply for grants from institutions such as the National Endowment for the Humanities Preservation Assistance	Target: The archivist will work with the division Dean on grant applications to obtain additional funding for projects. Baseline year: 2022-23* Measure(s): N/A* Data Source(s): N/A*	Current Librarian/Archivist is returning from year-long LTT position break; ongoing. Special Collections will continue to seek out grants to aid in digitization efforts to encourage the use of archival material in various campus-wide projects such as anniversary celebrations or student projects.
Narrative:			

2. 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.

Coming back into the 2024-2025 academic year, we are utilizing the remaining funds allocated to supplies listed in the previous program plan's appendix to finalize purchasing and installing those materials as needed.

3. 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 returned in the fall of 2024 and has resumed work on ongoing projects.

During the year previous to the current Librarian taking the LTT position (2022-2023), the work of the program was able to be revived from the COVID-induced closure. Special Collections has slowly seen an increase in foot traffic from curious students and faculty visiting after seeing displays during convocation. Opportunities to increase awareness of Special Collections occur semi-regularly through the support of the Librarians who bring touring classes to visit, the Staff Resource Center presenting the collection through Professional Development for staff and faculty and the various individuals who visit to complete research or explore their personal connections with the collection.

SECTION II: FUTURE GOALS, DIRECTIONS, AND STRATEGIES

(Required update every three years)

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 continue to be ongoing over the next three years.

Special Collections has made efforts to connect with the campus community through multiple avenues as we continue to work through the increasing catalog of items. While a larger emphasis has been placed on connecting with staff and faculty, Special Collections has also been able to increase student engagement through supporting student learning in ENG CW 450 (SP 2024) publishing *Susurrus* and student leadership by the Student Associated Council in learning historical context for activities such as the annual time capsule. Ideally, initiatives such as these will increase in the next three years in addition to continuing the more technical aspects of preserving Sacramento City College's history.

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. Be sure to enter appropriate the planning cycle year at the top of the tables below.

2025-26 Planning Years 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. Work with visiting alumni, faculty, and staff to record their experiences or identify photo subjects.
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 the 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. Continue to prioritize research appointments and create a welcoming environment for students to visit and explore.
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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 (Required annually)

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 AVO/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 CCCC allocations, as well as general fund dollars.

2025-26 Planning Years 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 collection materials (SEE APPENDIX)	AUO # 3	Ongoing	Nanette Reyes Cruz	Archival supplies (glue, paperclips, storage boxes, etc.) ¹ \$1000 Movable shelving for storage area ² \$250 Blackout curtains, rods ³ \$150	Yes	Previous Program Plan N/A N/A

Continue to fund Special Collections Librarian position, minimum of .4 FTE	Connects to all AUO's in Plan	Ongoing	Marcia Selva (Dean, Language Arts and Library)	Salary and Benefits for .44 FTE position ⁴ \$40,000	Yes	Previous Program Plan
				Total Cost:	\$41,400	

Narrative:

¹Given the delicate nature of many 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.

²Movable shelving would help greatly with the organization and accessibility of the small storage area. Currently, the storage area is housed directly next to a large section of silent study space on the Library's 3rd floor and can cause significant disruptions to the students' peaceful environment if it needs to be accessed during the middle of the day. (see photo in Appendix)

³Again, given the delicate nature of collection items, sunlight and excessive heat can cause damage. The large window in the Special Collections room currently allows for potentially damaging sunlight to enter the room and contributes to the room often getting to above the recommended temperature for storage and display of collection items, particularly in the summer. Blackout curtains hung with a tension rod would provide protection from the sun and would likely assist in keeping the room cooler as well, would require no special hardware to install, and could be removed as needed without causing damage to walls.

⁴Figure 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.

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 is the year you are currently planning for (i.e. the upcoming academic year). For example, this plan is being written during the 2024-2025 academic year; the first year of this plan is 2025-2026.

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.