PROGRESS REPORT

For faculty on a year-long Sabbatical Leave there shall be two (2) Progress Reports. For Faculty on a semester-long Sabbatical Leave there shall be one (1) Progress Report. The report(s) shall be submitted at the following time(s):

(i) End of October
(ii) End of March

The Progress Report is to be submitted to the Mentor. Failure to do so can result in non-progression of the Sabbatical.

Section 12-1A.9.b(1). Agreement between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015-June 30, 2018)

Please complete the following Progress Report to the best of your ability. Submit the completed report to your Mentor via email by the due dates listed in the contract (and above). Submit the report during the semester in which you are taking the sabbatical.

Objective 1 (copy with the percentage from your approved application):

Objective 1:

Conduct a literature review on the topic of academic libraries and learning spaces (65%) 

I. Review library science literature via Chabot Library databases onsite and remotely
   o Annotate 5-7 books
   o Annotate 35-40 articles

II. Contact faculty member(s) at SJSU School of Information and Library Science and UCLA School of Information to help guide the review of the literature
   o Susan E. Parker, UCLA Deputy University Librarian
   o Dr. Michael Stephens; Assistant Professor, SJSU

III. Use Chabot Library’s Noodle Tools Citation Manager to develop an annotated bibliography and produce Summary Report

Documentation for Objective 1 (copy with the percentage from your approved application):

Annotated bibliography & Summary Report
What progress have you made so far?

If I had to estimate a percentage, I’d say I’ve completed about 35% of Objective 1. I’ve began my research process by first scanning widely the resources (i.e., books and articles) available through Chabot’s Library’s databases. I have scanned approximately 20-25 articles, from this sample, I’ve closely read and annotated 3-5 articles. The initial scan of the literature has led me to other resources outside of Chabot Library, this has required visiting other nearby libraries (i.e., Cal State East Bay).

I’m also gathering resources (i.e., reports) from various industry professionals as well as library colleagues I have met during my sabbatical. This approach, although slow at the beginning, relies on relevant literature recommend by experts in the field, and thus, will shed more applicable knowledge and appropriate findings. I recently returned from a Library Design Institute (see Objective 3 below), where I met multiple architectural firms, who provided valuable resources to help guide my research project. Similarly, last week I returned from a trip to Southern California, where I visited nine different library facilities and met with each respective Library Director from each site, who offered valuable insight having either renovated or constructed a library building. The idea of visiting with Library Directors, who were involved in renovating and/or constructing a new library building, came from my early scan of the literature, which suggested speaking with faculty and/or administrators intimately involved in the process. This signals a shift of focus in my research, rather than focusing on interviewing two Library Science professors, as outlined in my original proposal, I’d like to highlight and learn from practical experiences shared by professionals in the field. Although this shift may privilege practice over theory, I’d still like to hear from Library Science professors, the plan is to reach out to 1-2 professors and gather their theoretical perspectives.

Lastly, in regards to Objective 1, I have yet to input my annotations into Noodle Tools Citation Manager, I have chosen to first record my annotations using Microsoft Word. To this end, I have created a running Word document with annotations from each article read thus far; once completed, I will then copy and paste the citations elements into Noodle Tools Citation Manager.

Questions for clarification:
1. When is final sabbatical report due?
2. Do I submit final report to my mentor as well?

Objective 2 (copy with the percentage from your approved application):

Objective 2:
Identify and visit recently completed library construction projects at college campuses that mirror Chabot’s academic environment and student demographics (25%)
I. Research recently completed library constructions projects and/or newly renovated library buildings

II. Identify & visit (physically or virtually) at least four (4) recently completed library building projects—see potential list below:
   - Hayward Public Library (New)
   - University of California San Diego (Renovated)
   - Auraria Library (Renovated) shared by the University of Colorado Denver, Metropolitan State University, and the Community College of Denver
   - Moraine Valley Community College Library (New); Palos Hills, IL

III. Survey library administrators, faculty and classified professionals involved in the project
   - Review sample surveys to develop a more tailored survey that documents the planning and design process
   - Conduct survey to identify:
     - Project logistics
     - Best practices
     - Lessons learned
     - Library building guidelines & regulations

IV. Document the planning and design process through the collection of literature, surveys, artifacts, and photographs

Documentation for Objective 2 (copy with the percentage from your approved application):
   - Travel Blog
   - Summary Report

What progress have you made so far?

The progress made toward the fulfillment of this Objective has been significant and near completion. As mentioned above, I recently visited nine library facilities, either newly renovated or constructed, where I gathered interviews, photos and citations for further research.

See list of library sites visited below:

- Palomar College
- MiraCosta College
- Saddleback College
- Southwest Los Angeles College
- Los Angeles Trade-Technical College
- Pierce College
- Los Angeles Harbor College
- East Los Angeles College
- Rio Hondo College
In addition, I visited Vancouver Community Library during my visit to Vancouver, WA where I attended the Library Journal Design Institute. Also, as a Library Commissioner for the City of Hayward, I have been closely involved in the planning process of Hayward’s new Public Library. Next week, I plan to meet with Hayward Library Director to interview him and learn from his experience managing a library construction project.

During each site visit and meeting with the Library Director, I have collected notes, photos, interviews, library materials, etc.; the end goal, as outlined in the original proposal, is to create a travel blog and summary report. Now that I’ve collected about 90% of the content, I will begin constructing an electronic travel blog using Chabot Library’s LibraryGuides to make all content readily available.

Questions for clarification:

Objective 3 (copy with the percentage from your approved application):

**Objective 3:**

Attend conferences and/or webinars with a focus on planning and designing libraries (10%)

- research and identify conferences and/or webinars with a focus on planning and designing libraries
- attend at least two (2) conferences and/or webinars—see potential list below:
  - Internet Librarian Conference; Fall 2017; Monterey, CA
  - create a log of contacts with research institutes, associations, seminars attended, attendance at discussions, speakers, etc.
- keep detailed notes from conferences and/or webinars

Documentation for Objective 3 (copy with the percentage from your approved application):

- Summary Report

**What progress have you made so far?**

In reference to Objective 3, I have now attended one major conference, Library Journal Design Institute; as noted above, in addition, I will begin an online course starting next week, see course details below:


The completion of the course will satisfy this objective. The knowledge and skills gained from both professional development opportunities will be included in a final summary report with the eventual goal of informing and shaping the visioning of Chabot’s new Library building.
Questions for clarification:

If you have more than three objectives, please copy and paste the format used above to address each of the additional objectives.