**Technical Services Program Review Agenda**

# Edison State College

**March 19, 2010**

**(Draft 2/15/10)**

**Desired Outcomes:**

* Review staff deployment
* Review technical services workflow and efficiency
* Maximize the use of available technology for TS functions
* Identify and implement new technology and policies if needed

**9:00-10:00** **Technical Services Program Review**

**Group Meeting:**

**Introduction and Overview** **Bill Shuluk, Edith Pendleton, R Beeson**

**Focus Group Discussion**  **Public Services Staff—all campuses**

**(Linda McCarthy) Technical Services Staff—all campuses**

**10:00-10:45**  **Serials/Acquisitions General Discussion Staff from all campuses involved with**

**(Cherie McCraw) Serials and acquisitions**

**10:45-11:30 Cataloging and Interlibrary Loan**  **Technical Services and ILL staff from all (Dave Whisenant /Linda McCarthy) campuses**

**11:30-1:00 Lunch with available staff**

**1:00-2:30 Documenting Workflow and Observation—One-on-One/Small Group** M**eetings**

**(Technical Services staff from other campuses may be included if available)**

(1:00-1:45) Serials Cherie McCraw/Diane Jackson/Joan James/Collier?

(1:45-2:15) Acquisitions Cherie McCraw/Cindy Campbell

(1:00-1:45) Cataloging Dave Whisenant/Steve Kolberg

(1:45-2:15) Interlibrary Loan Linda McCarthy/Donna Malaschak

**1:00-2:30 “Be the book” Linda McCarthy/relevant staff/student assistants**

Follow the steps a new item moves through beginning to end

* Acquisitions/Cindy Campbell
* Cataloging/Steve Kolberg
* Processing/???? Student?
* Available to users/Peggy Phetterplace

**2:15-3:00 Wrap-Up Evaluation Team/Bill Shuluk**