Learning Resources Unit Planning 2011-2012 (District)

Here is the list of the three unit plans from our meeting on March 30, 2011:

1. Objective Title: <u>To improve library service</u>
   Strategic Priority: #1 (Develop and maintain a learning-centered culture)

   District-wide Action Plan: Analyze library facilities (space) for maximum usefulness to students and present plans for expansion and/or reuse of facilities as needed.

2. Objective Title: <u>To continuously provide and enhance library resources</u>
   Strategic Priority: #1 (Develop and maintain a learning-centered culture)

   District-wide Action Plan: Continue to analyze collection and provide new resources (print and non-print) to support Baccalaureate programs

3. Objective Title: <u>To provide innovative technology</u>
   Strategic Priority: #5 (Identify and develop short and long-term financial, facility and technology resources of the College)

   District-wide Action Plan: Facilitate implementation of Primo library catalog   (this will need to include tasks with timelines for staff training, user education, notices to students & faculty, etc)

   District - Wide Action Plan: improve access to e-books, plan and execute a pilot program with the Nursing Division that would place Nursing Library Reserve materials on e-readers replacing print copies and monitor usage for possible implementation with other Academic Programs.

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: Learning Resources-Rush Library _____

UNIT PLANNER: Professor Shuluk- Head Librarian_____

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   X   Student Learning Objective

Objective Title: To increase staffing in Circulation Services
College Priorities and Goals 2009-2012
Primary Priority – #5-Library Services are an Academic Unit but we provide direct student support in all academic areas and level of service is critical for the effective delivery of services. 5A. allocation of financial resources aligned with College priorities- College priorities have always been centered on service to students and the learning environment, staffing levels are a crucial component of these two College priorities.
_____

Objective Description: hire a new full-time Learning Resources Assistant.
_____

_____.

Strategy/Action Plan/Tasks:
- **Create proposal for new full-time LRA.**
- **Profile of candidate should include experience in Library environment, preferably Academic Libraries and have experience with cataloguing.**
- **Train new employee in Library circulation operations, including cataloguing.**
- _____
- _____
- _____
- _____

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.
- _ _____
- _____
- _____
- _____

Facilities: Does this objective require a change to facilities?   Yes   ☐   No   X

Technology: Does this objective require a change to technology?   Yes   ☐   No   X

Funding: Does this objective require new funding?   Yes   ☐   No   X
Explanation- there is a personnel line dedicated to a present part-time employee in the Rush Library Budget for the year 2011 in the amount of $25,000. This employee will only utilize a small portion of this line (approx. $5,000). The remaining $20,000 would be dedicated to the new part time LRA. This is contingent upon the line remaining in the

new budget for 2012.
                If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Department Administrator and Vice President of Division prior to data entry in SPOL.

_____   _____

    Department Administrator   Vice President, Division

Institutional Research, Planning & Effectiveness

Received Date: _____   Date in SPOL: _____

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: **Learning Resources-Rush** _____

UNIT PLANNER: **Professor Shuluk**_____

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   X   Student Learning Objective   ☐

Objective Title: **revise Library Manual .**_____
College Priorities and Goals 2009-2012
3. Provide vibrant relevant programs- the Rush Library continues to provide relevant programming but the need exists to provide a close examination and updating of procedures and policies to ensure operations remain consistent with College priorities and procedures and to maintain levels of service.
Objective Description: update and revise current policies/ procedures manuals – this has a local component for the Rush Library and District component – staff and faculty at the Lee Rush Library will complete the project for the Rush Library and include those District functions such as circulation, ILL, cataloguing and acquisitions

_____

_____.

Strategy/Action Plan/Tasks:
- **Use the summer semester to complete the revisions and additions.** _____
- **Faculty Librarians Shuluk and Bigelow and two Learning Resources Assistants will compose the working group.** _____
- _____
- _____

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.
- Completion date set for September 2011._____
- _____
- _____
- _____

Facilities: Does this objective require a change to facilities?   Yes   ☐   No   X

Technology: Does this objective require a change to technology?   Yes   ☐   No   X

Funding: Does this objective require new funding?   Yes   ☐   No   X

             If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Department Administrator and Vice President of Division prior to data entry in SPOL.

_____   _____

Department Administrator   Vice President, Division

Institutional Research, Planning & Effectiveness

Received Date: _____   Date in SPOL: _____

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: Learning Resources-Rush _____

UNIT PLANNER: Professor Shuluk-Head Librarian_____

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   Student Learning Objective   X

Objective Title: To create a new online Research Tutorial ._____
College Priorities and Goals.2009-2012.
Primary priority-#5-Identify and develop short and long term technology resources of the College. c. engage faculty and staff to create a comprehensive plan that will provide the necessary technology for learning and productivity. Informational literacy is an integral part of the comprehensive plan as evidenced in the Technology and Information Mangement Gen Ed requirement. An effective online Research tutorial is a critical supporting component of this Gen Ed requirement and an effective tool for both traditional and on-line students.

Objective Description: develop and implement a new online Research Tutorial that implements new web technology and meets the informational literacy needs of students
_____

_____.

Strategy/Action Plan/Tasks:
* **Create content.**_____
* **Work with webmaster to create new graphic presentation.**_____
* _____
* _____

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.
* _____
* _____
* _____
* _____

Facilities: Does this objective require a change to facilities?   Yes   ☐   No   X

Technology: Does this objective require a change to technology?   Yes   X   No   ☐

Funding: Does this objective require new funding?   Yes   ☐   No   X

          If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Department Administrator and Vice President of Division prior to data entry in SPOL.

_____   _____
    Department Administrator   Vice President, Division

Institutional Research, Planning & Effectiveness

Received Date: _____   Date in SPOL: _____

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: _____ Learning Resources __Charlotte _____

UNIT PLANNER: _____

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   Student Learning Objective

Objective Title: **To** ___Improve library service_____

Objective Description: ___Plan and implement regular staff training (quarterly), including one (1) day-long staff retreat per year_____.

Strategy/Action Plan/Tasks:

☐ ___Identify training needs (databases, public service/communication, technical aspects of library work, etc.)

☐ ___Schedule regular training for individuals (new hires) as needed, and full staff quarterly _____

☐ ___Schedule and plan staff retreat for August, 2011 _____

☐ _____

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.

☐ _____

☐ _____

☐ _____

☐ _____

Facilities: Does this objective require a change to facilities? Yes No

Technology: Does this objective require a change to technology? Yes No

Funding: Does this objective require new funding? Yes No

                        If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Senior Vice President, Operations **or** the Vice President, Academic Affairs prior to data entry in SPOL.

Institutional Research, Planning & Effectiveness

Received Date: _____ Date in SPOL: _____

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: **Collier Campus Learning Resources**

UNIT PLANNER: **Anthony Valenti**

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.
Priority 5 Goal B

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   X   Student Learning Objective

1. **Objective Title:**   **To improve Library services.**
Objective Description: Add 8 more computer workstations to the existing 40 in the public computer area.

Strategy/Action Plan/Tasks:
- Obtain Quote from OFDC for 8 new Nova desks and 8 new chairs.
- Submit request for funding for FY 2012 to pay for the additional Nova desks and chairs.
- Submit New Technology Request for 8 Computer desktops with Monitors for the 8 new Nova desks.
- Work with campus Facilities and IT to set up and install once all furniture and equipment has arrived.

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.
- Total number of available computer workstations will be 48.
- _____
- _____
- _____

Facilities: Does this objective require a change to facilities?   Yes   ☐   No   X

Technology: Does this objective require a change to technology?   Yes   X   No   ☐

Funding: Does this objective require new funding?   Yes   X   No   ☐

If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Senior Vice President, Operations **or** the Vice President, Academic Affairs prior to data entry in SPOL.

_____   _____
  Dr. James W. Browder   Dr. Steve Atkins

Institutional Research, Planning & Effectiveness

Received Date: _____   Date in SPOL: _____

Annual Unit Plan Objectives 2011-2012

DEPARTMENT/DIVISION: **Collier Campus Learning Resources**

UNIT PLANNER: **Anthony Valenti**

Institutional Priorities and Goals: Objectives are related to the Edison State College priorities and goals as indicated on the College Priorities and Goals, Academic Year 2009-2012. Each objective must have one primary priority (I – VIII) and goal (A – D) and no more than two sub priority/goals.
Priority 5 Goal B

Objective Purpose (maximum submitted are 2 Operational/1 Student Learning for Administration and Staff; 1 Operational/2 Student Learning for Department Chairs/Faculty):

Operational Objective   X   Student Learning Objective

1. **Objective Title:** **To improve Library services**

Objective Description: Add 3 more tables with 4 chairs each to increase the amount of study area seating.

Strategy/Action Plan/Tasks:
- Obtain Quote from OFDC for 3 new study tables and 12 new chairs.
- Submit request for funding for FY 2012 to pay for the additional desks and chairs.
- Work with campus Facilities to set up and install once all furniture has arrived.

Assessment Measure: How will the achievement of this objective be measured? Measures should be quantified and specific.
- New total amount of Study tables will be 13
- New total amount of chairs for study tables will be 52.
- _____

Facilities: Does this objective require a change to facilities?   Yes   No   X

Technology: Does this objective require a change to technology?   Yes   No   X

Funding: Does this objective require new funding?   Yes   X   No

          If yes, please attach the New Initiative Budget Request form prior to approval.

Approval: This objective requires the signature of the Senior Vice President, Operations **or** the Vice President, Academic Affairs prior to data entry in SPOL.

_____   _____
    Dr. James W. Browder   Dr. Steve Atkins

Institutional Research, Planning & Effectiveness

Received Date: _____   Date in SPOL: _____