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Assessment Work Team Essence Notes

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Assessment Work Team

June 29, 2015

Essence Notes

Attendance: Bede Mitchell, David Lowder, Jessica Minihan, Lisa Smith, Lori Gwinett, Jessica Williams, Jermaine Bryant, Fred Smith, Kendria Lee, Lili Li, Alva Wilbanks-Recording Secretary.

Bede assigned the following as the first order of business for the work team:

- Review the charge of the Assessment Work Team.
- Discuss the status of the work team.
- Discuss the status of the Library Assessment and Planning Officer position.
- Use the library's FY15 Institutional Effectiveness Report as a guide in developing the FY16 plan, with a final version by Library Convocation and a plan in place by the start of Fall Semester.

Bede noted that although the institutional effectiveness report has a September deadline, he anticipates having a draft ready by the next meeting of the work team on July 13.

The group reviewed the charge of the work team, making one insertion as indicated in red.

*The Assessment Work Team plans, **and implements as needed**, institutional effectiveness measures for the Library, reviews the results, and recommends improvements to policies, procedures and services based on the results.*

Membership: *Membership is open to all interested library personnel. The Library Assessment and Planning Officer will serve as an ex officio member.*

Process Notes: *The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team. Team meeting agendas will be prepared in advance and sent to Zach-l, with an invitation for interested personnel to attend as visitors. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via Zach-l and archived in Digital Commons. Team decisions must be ratified by the library faculty in the form of recommendations that are distributed at least three days before the library faculty meeting when the recommendations are to be considered.*

Kendria and Lili will serve as co-chairs of the Assessment Work Team. Lili will be serving as Interim Library Planning and Assessment Officer until the mid of fall semester when a decision will be made if he will continue in that assignment, if a national recruitment will be initiated, or if a vacant position becomes available how it can be redescribed.

Next, the group reviewed the library's FY15 Institutional Effectiveness report which is generated by the Office of Institutional Effectiveness. The report was completed by Bede using various data collected over the year by Kendria. Bede described the two types of institutional effectiveness reports:

- A report revolving around student learning outcomes. The student learning outcomes that are expected of every course (major) that is taught. A graduate majoring in that course should have mastered each of the indicated learning outcomes. (Librarians don't participate in this report. However, in the report we

do participate in, we have elected some of the learning outcomes that are indicated in ISD librarians instructional sessions, as one of our objectives.)

- A more generic institutional effectiveness report is the one we and every other unit on campus complete. The report revolves around a unit establishing goals, outlining a plan to achieve the goals, and documenting results that will show if what we are doing is achieving our goal.

Discussion centered around the tools used in the process of acquiring and evaluating our effectiveness such as the LibQual Survey which we conduct every three years. The work team will need to evaluate the activities that have been used to see if they should be continued, and also working to find better ways to obtain feedback in order to better identify our effectiveness.

Bede reviewed each of the goals/objectives of the institutional effectiveness plan in detail, noting outcomes, weaknesses, etc. Decisions will need to be made regarding which of these objectives need to be continued, which should be dropped, and, determine if new goals/objectives should be added.

Bede reported on a new study from the Association of Research Libraries that we might consider but the cost is extremely high at \$7000. He asked that if anyone is aware of studies other libraries are using to let him know.

Fred asked that the group consider looking into the low book usage data in an effort to identify the cause.

Regarding the institutional effectiveness goal about instituted demand-driven purchasing of print books in addition to e-books, David reported that he is waiting on information from the vendor (Coutts) before he can implement the system. When the service will be implemented is unknown at this time.