

ALABAMA STATE UNIVERSITY STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Ed.D. TIME PERIOD: April 2013

RESPONSIBLE PERSON: Jessica Platt TITLE: Education Doctoral Librarian

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY–Education Doctoral Department						
NO	UNIT OBJECTIVES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1.	To expand Education Doctoral (Ed.D.) library materials collection (print and electronics).	1. Review and analyze new and retrospective print and electronic materials in the areas of Education Doctorate such as education and law, history of education, education and leadership, research methodologies and education, development and education, globalization and education, etc.; Purchase needed materials that prove to be missing, lost, or incomplete.	Analyze areas of the collection that need to be strengthened for the Ed.D. program; Review of standard selection tools for recommended titles.	The collection will show an increase of 7%-10% for this fiscal year; Budget support and new acquisitions.	Read book reviews and checked to see if titles are already in collection.	Students and faculty will have access to a comprehensive material collection that will meet their academic needs.
		2. Create a list of the Ed.D. materials (books).	Using order cards that have been submitted to create a subject list of holdings.	The list will contain all resources that have been ordered for the Ed.D. program.	Continued working on acquisitions spreadsheets for the last 7 fiscal years.	Faculty members will have a comprehensive list of all new acquisitions in their program.  The database will aid in determining which areas of the Ed.D. collection need to be expanded and will also

						help identify missing and/or damaged books.
		3. Maintain the web site for the Ed.D. program and update it as needed.	Check the web site regularly to ensure that all links are working. Add links as needed.	Feedback from faculty, students, and other visitors	Edited course guides to update links; Submitted 6 titles to be featured on the What's Happening @ LWLC page (4/16/13).	Students and faculty will have access to information and library resources that are relevant, reliable, and exceptional to the requirements of the program.
		4. Create research guides for some of the Ed.D. classes in the university and teach information literacy sessions for these classes; Coordinate with the department of Information Literacy in teaching Information Literacy sessions for Ed.D. related classes.	Departments' requests and students' evaluations	Increase the number of information literacy sessions in area of Ed.D.		Increase the use of library resources and materials by faculty members and students, particularly the legal databases LEXIS-NEXIS and WESTLAW, and books in the "K" and "L" classes.
		5. Attend professional development activities.	Materials (such as handouts, programs, etc.) obtained from professional development activities	Attend as many professional development activities as possible	<p>Attended Committee on Committees meeting (4/2/13); Attended QEP webinar at LWLC (4/2/13); Attended College of Education Technology Committee meeting (4/4/13); Attended Planning Team meeting (4/10/13); Hosted Lunch &amp; Learn and conducted tour for Montgomery librarians (4/17/13); Submitted PeopleSoft Security form to Ms. Ceaser (4/22/13); Attended ALLA Convention in Montgomery, AL and presented research paper (4/24/13-4/25/13).</p> <p><b>Library Relations Team Activities:</b> Emailed Mr. Davis to request a feature on Jazz Music Library database on our website (4/2/13);</p>	Develop as a professional in the fields of Library Science and Education.

					<p>Emailed LRT members to check on advertising progress (4/2/13); Emailed LRT members requesting input for book display for Jazz Appreciation Month (4/2/13); Emailed Dr. Franklin and Mr. Davis for their feedback on the Lunch &amp; Learn invitation for National Library Week (4/2/13); Planned National Library activities (4/3/13); Spoke to Dana Vandiver in the ASU Publications Dept. to plan NLW announcement in Hornet Happenings (4/5/13); Left voicemail and sent email to Jackie Amis from WVAS regarding NLW (4/5/13); Attended meeting with Jackie Amis (4/5/13); Recorded PSA for NLW (4/8/13); Edited NLW Google Drive document and resent to Publications Dept. (4/8/13); Sent NLW content to Mr. Davis for inclusion on LWLC website (4/8/13); Conducted and attended LRT meeting (4/9/13); Contacted Publications Dept. regarding NLW flyers (4/9/13); Emailed LWLC staff to invite them to Lunch &amp; Learn (4/9/13); Called the Zelia Stephens Early Childhood Center to confirm NLW events (4/10/13); Finalized NLW flyers (4/11/13); Sent NLW, Food Drive and Game-a-Palooza flyers to Mr. Davis for inclusion on website (4/11/13); Printed flyers and made them available throughout the library (4/11/13); Emailed NLW information to ASU-INFO so that it will be sent to everyone on campus (4/15/13); Emailed ASU-INFO to request that information on the yoga class during NLW be</p>	
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					sent to faculty, staff and students (4/16/13); Hosted Lunch & Learn and conducted tour for Montgomery librarians (4/17/13); Emailed Mrs. Moten regarding LWLC brochure (4/22/13); Emailed Mr. Davis regarding LWLC brochure (4/22/13); Edited, printed and folded brochures for Information Desk and tours (4/29/13).	
		6. Increase awareness of current issues by examining professional literature in the fields of Education and Library Science, and contributing when possible.		Read <i>College &amp; Research Libraries</i> , <i>American Libraries</i> , <i>Reference &amp; User Services Quarterly</i> , <i>portal</i> , and other titles, and contribute when possible.	Read issues of <i>American Libraries</i> and <i>College &amp; Research Libraries</i> ; Submitted research paper to journal (4/3/13); Presented research paper at ALLA Convention in Montgomery, AL (4/24/13-4/25/13).	Develop as a professional in the fields of Library Science and Education.
		7. Provide outreach to the College of Education and the Ed.D. program.			Helped a study group locate 17 references on rap lyrics and individual values (4/4/13); Attended College of Education Technology Committee meeting (4/4/13); Helped graduate student locate books on the Cold War (4/4/13); Helped student locate information on diversion and the criminal justice system (4/5/13); Helped student locate articles on international piracy (4/10/13); Helped student locate books on German Naziism (4/10/13); Helped student locate information on protecting inmates and correctional officers (4/16/13); Helped student locate books and articles on emotional problems in children (4/17/13); helped undergraduate cite websites in a research paper (4/17/13); helped student find resources on internet dating	Outreach to these departments will help ensure that faculty and students have a useful and relevant collection available to them, and will increase their awareness of available services and resources.

					(4/17/13); helped student locate books and articles on prostitution as a profession (4/17/13); Emailed Ed.D. faculty to update them on interlibrary loan policies (4/18/13); Helped student locate 2 peer-reviewed articles on obesity (4/22/13); Helped student cite articles in APA style (4/22/13); Helped student locate relevant resources on the effect(s) of music on math performance (4/30/13); Helped student locate several resources on Hugo Munsterberg's impact on forensic psychology (4/30/13).	
		8. Collaborate with the Curriculum Center to provide library services to all Education faculty, staff and students.			N/A	This collaboration will result in a more balanced collection for the College of Education and more programs and services for the faculty, staff and students in the COE.