

ALABAMA STATE UNIVERSITY STATUS OF UNIT OBJECTIVES

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Ed.D. TIME PERIOD: February 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.	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.	Taught Information Literacy session (2/1/13); Taught Information Literacy session (2/7/13); Taught Information Literacy session (2/12/13); Taught 2 Information Literacy sessions (2/25/13); Taught 2 Information Literacy sessions (2/26/13).	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 meeting with Dr. Franklin and other librarians to discuss QEP (2/7/13); Met with Jenkins and Moten regarding QEP and SAILS (2/8/13); Attended Founder's Day Convocation (2/9/13); Attended QEP meeting with University College (2/12/13); Attended College of Education meeting (2/12/13); Attended Information Literacy Team meeting (2/21/13); Sent Mrs. Moten a link to possible grants (2/27/13); Attended Ed.D. student's dissertation defense (2/27/13).</p> <p><b>Library Relations Team Activities:</b> Met with Mr. Davis concerning National Library Week and other</p>	Develop as a professional in the fields of Library Science and Education.

					<p>LRT issues (2/1/13); Emailed library staff to solicit ideas/articles for <i>The Libretto</i> (2/1/13); Conducted and attended National Library Week Subcommittee meeting (2/5/13); Attended Information Literacy Team meeting (2/7/13); Sent list of National Library Week ideas to Dr. Franklin and Mr. Davis via email (2/7/13); Emailed Mr. Davis asking that he remove the iLearn announcement from the library's website (2/9/13); Wrote "What do YOU love about the LWLC?" on white board on 1<sup>st</sup> floor to get input from students (2/10/13); Hung signs in library advertising midterm hours (2/13/13); Printed Floor List brochure for students in Orientation class (2/13/13); Sent results of nametag survey to Dr. Franklin and Mr. Davis via email (2/14/13); Emailed Mr. Davis about ASU bus for ALLA Convention (2/20/13); Emailed Mr. Davis about posting CamelliaNet information on library's website (2/20/13); Sent email to Dr. Franklin and Mr. Davis about chartering an ASU bus for LWLC tour during ALLA Convention (2/25/13); Conducted and attended Library Relations Team meeting (2/26/13); Called and emailed Duplication about LWLC Information Cards (2/26/13); Conducted National Library Week Subcommittee meeting (2/27/13).</p>	
		6. Increase awareness of current issues by examining professional literature		Read <i>College &amp; Research Libraries</i> , <i>American Libraries</i> , <i>Reference &amp; User</i>	Read issues of <i>American Libraries</i> and <i>College &amp; Research Libraries</i> ; Submitted research paper to CUS Research Forum (2/14/13).	Develop as a professional in the fields of Library Science and Education.

		in the fields of Education and Library Science, and contributing when possible.		<i>Services Quarterly</i> , <i>portal</i> , and other titles, and contribute when possible.		
		7. Provide outreach to the College of Education and the Ed.D. program.			Helped student format a paper in Microsoft Word (2/1/13); Read to 2 <sup>nd</sup> graders for ASU's Day of Service/Rise and Read (2/5/13); Helped Ed.D. student locate a book on research methods (2/7/13); Located a book for an Ed.D. professor (2/7/13); Helped Ed.D. student locate book through Interlibrary Loan (2/7/13); Helped Ed.D. student locate books on teacher evaluations (2/20/13); Helped Ed.D. student access ProQuest Dissertations & Theses database off-campus (2/25/13); Taught student how to cite a legal case in a research paper (2/26/13).	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.
		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.