

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs

**SUBUNIT: Library
TIME PERIOD March 2013**

DEPARTMENT: Curriculum Materials Ctr.

RESPONSIBLE PERSON: Ricci E. Taylor

TITLE: CMC/Supervisor

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – CURRICULUM MATERIALS CENTER						
NO.	UNIT OBJECTIVES	ACTIVITIES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1.	To enhance the Curriculum Materials Center book collection and resources.	1. Enhance the Curriculum Materials Center to better supplement College of Education course criteria.	To observe and evaluate the use of the CMC resources by compiling a survey to observe and evaluate the use of the department.	To improve the quantity, and quality of resources for classroom instruction and professional development.		To improve the quantity, and quality of resources for patron's, faculty, and staff.
		2. Evaluate and purchase current English textbooks.				
		3. Review and update Curriculum Policies and Procedures as appropriate.			On-going with updates to the Curriculum Policies and Procedures.	
		4. Train and supervise student workers on a daily basis.			The CMC currently has 2 trained work-study students.	

		5. Collect statistical data on the use of the Curriculum Materials Center and report to the statistical committee.			Statistics for the month of March have been submitted to the Statistical committee. The Curriculum Department had a total of 81 circulation transactions for the month March.	
		6. Perform shelf reading for the Curriculum Materials Center			Weekly shelf reading done by CMC staff.	
		7. Discard and weed materials in the CMC.			Discarded out of date items. Donated items to teachers from the Zelia Stephens Early Childhood Center.	
		8. Coordinate with Levi Watkins Library Club to provide quality community service to ASU and the surrounding community.			Planning an activity to read at the Early childhood center for National Library Week.	
		9. Coordinate with Zelia Stephens Early Childhood Center to plan activities for the children.			On-going	
		10. Create bulletin boards and displays.			A bulletin board was created for Women's History Month.	
		11. 3M Tag the Library Collection.			The month of March we have tagged 600 books in curriculum.	