

**South Texas College
2005-2007 Mid-Biennium Report
Library Services**

Guiding Principle **1. South Texas College will be a premier learning-centered higher education institution where student and community success are paramount.**

Strategic Outcome *1.3 Promote shared responsibility among faculty, staff, and students to set and achieve high expectations*

Performance Indicator 1.3.4: To improve the quality of the educational experience, Bibliographic Instruction (BI) for students will be tailored to the needs of instructors and students. On demand and scheduled BI will be developed. A web-enhanced, self-paced BI program will be developed to assist staff and students in information gathering and research efforts.

Action Plan:	Schedule regular BI courses.	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Develop and schedule specialized BI courses (for example: finding health information using databases and the web).	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Publicize BI courses.	Completed: n	Publicity for BI courses will follow after the Library decides on a plan.
Action Plan:	Adapt BI courses for the web.	Completed: n	New web based BI programs will follow after the Library decides on a plan.
Action Plan:	Evaluate BI courses using class and instructor feedback (see 3.2.2 and 4.1.7 below)	Completed: n	The library has collected student feedback after BI sessions. The feedback has yet to be analyzed.

Strategic Outcome *1.5 Exceed community and SACS expectations of a Level II baccalaureate degree granting institution*

Performance Indicator 1.5.2: To preclude SACS findings/recommendations all librarians will review policies and procedures to assure consistency among all of the libraries.

Action Plan:	Develop schedule for review of procedures at monthly meetings	Completed: n	Library staff reviewed and revised the Library Services procedures manual in advance of SACS visit. A regular
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review of procedures has not been developed.

Action Plan: Notify librarians of specific procedures scheduled for review at upcoming meeting
Completed: n see above

Action Plan: Review procedures in practice during monthly meeting
Completed: n see above

Action Plan: Revise procedures as needed
Completed: n Some procedures have been revised but not as part of a regular schedule of review.

Performance Indicator 1.5.3: To assure a comprehensive collection, to support both new and existing programs including the new and proposed baccalaureate degrees, input will be solicited from all divisions. Librarians will review current collection suggestions and make recommendation for acquisition. Existing collection will be reviewed for currency, accuracy and applicability.

Action Plan: Have monthly meetings with Faculty Advisory Library Collection Development Committee to review books available for ordering and discuss any concerns or suggestions they have to improve the collection.
Completed: y The Library has had regular meetings and communication with the Faculty regarding collection development.

Action Plan: Librarians will contact Collections Development Librarian with suggestions and requests for building and improving collections.
Completed: y Librarians have made suggestions to the Collection Development Librarian.

Performance Indicator 1.5.4: The SACS expectations related to Library Services for Level II accredited colleges will be exceeded through implementation of strategies developed in the Library Services IE Plan.

Action Plan: Conduct peer comparison to determine if STC library resources are comparable to similar Level II colleges
Completed: y Library Services conducted a peer comparison in advance of the SACS visit.

Action Plan: Librarians will regularly attend Instructional meetings to identify faculty needs for research and service
Completed: y Librarians have attended Instructional meetings.

Action Plan: Revise IE plan and procedures to incorporate findings
Completed: n Library Services has not yet reviewed findings.

Guiding Principle

2. South Texas College will serve as the cornerstone for the economic vitality of South Texas.

Strategic Outcome *2.3 Demonstrate excellence in fiscal responsibility and accountability to the public and taxpayers*

Performance Security awareness and procedures will be implemented, emphasized and reviewed

Indicator 2.3.5: monthly to protect college assets.

Action Plan:	Develop schedule for review of security procedures at monthly meetings	Completed: n	A regular schedule has not been developed. However, Library Services has been preparing Disaster Preparedness and Recovery plans.
Action Plan:	Notify librarians of specific procedures scheduled for review at upcoming meeting	Completed: n	see above
Action Plan:	Review procedures in practice during monthly meeting	Completed: n	Regular review has not occurred. However, Library services has been developing and reviewing emergency procedures.
Action Plan:	Revise procedures as needed	Completed: n	Procedures have not been revised as a part of a regular review. Emergency response planning has led to new and revised procedures.

Guiding Principle

3. South Texas College will foster an environment for the students and community to achieve a better quality of life.

Strategic Outcome

3.2 Develop and implement quality services in prompt response to student and community needs

Performance Indicator 3.2.2:	Students will be empowered and encouraged to shape their own educational experience through access to open computer labs and the implementation of student self-service, 24/7 anytime, anywhere web-based applications.		
Action Plan:	Schedule regular BI courses.	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Develop and schedule specialized BI courses (for example: finding health information using databases and the web).	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Publicize BI courses.	Completed: n	Publicity for BI courses will follow after the Library decides on a plan.
Action Plan:	Adapt BI courses for the web.	Completed: n	New web based BI programs will follow after the Library decides on a plan.

Action Plan:	Evaluate BI courses using class and instructor feedback	Completed: n	The library has collected student feedback after BI sessions. The feedback has yet to be analyzed.
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Strategic Outcome

3.3 Strengthen the personalized, student-centered environment

Performance Indicator 3.3.3:	The quality and accessibility of student information throughout the College will be improved by developing and implementing a mandatory cross-training module for staff at all levels and across all divisions.		
Action Plan:	The library will cross-train staff in library procedures.	Completed: y	Library staff have received training in various aspects of library service.
Action Plan:	Library staff will receive basic training in a variety of student services areas including; WebCT, IA / Banner, media equipment troubleshooting, financial aid, and registration.	Completed: y	Library staff have received training in Banner, WebCT, and Financial Aid.

Guiding Principle

4. South Texas College will nurture a culture where collaboration is valued and achievement is recognized.

Strategic Outcome

4.1 Pursue improved learning and performance through teamwork and collaboration

Performance Indicator 4.1.7:	Information literacy techniques will be advocated to encourage educational pursuits beyond the classroom.		
Action Plan:	Schedule regular BI courses.	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Develop and schedule specialized BI courses (for example: finding health information using databases and the web).	Completed: n	Librarians and Specialists have discussed how best to offer regular scheduled BI courses but have not yet decided on a specific plan.
Action Plan:	Publicize BI courses.	Completed: n	Publicity for BI courses will follow after the Library decides on a plan.
Action Plan:	Adapt BI courses for the web.	Completed: n	New web based BI programs will follow after the Library decides on a plan.
			The library has collected

Action Plan:	Evaluate BI courses using class and instructor feedback	Completed: n	student feedback after BI sessions. The feedback has yet to be analyzed.
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Strategic Outcome

4.2 Value one another

Performance Indicator 4.2.1:	Demonstrate appreciation and promote morale for faculty and staff on the basis of performance, contribution and service.		
Action Plan:	Identify opportunities to celebrate contributions and accomplishments.	Completed: y	Some celebrations have occurred.
Action Plan:	Implement a process by which successes and accomplishments are shared during monthly staff meetings by sharing completed projects as well as ongoing projects.	Completed: n	Successes and accomplishments have been recognized at staff meetings but not as part of a regular process.
Action Plan:	Recognize the contributions in writing through email and/or memo.	Completed: n	Contributions have not been formally recognized or publicized.
Performance Indicator 4.2.3:	Library staff will make an effort to become an increasingly cohesive team by learning about each other's culture, family, social and educational backgrounds and goals.		
Action Plan:	Special celebrations will be held through the biennium.	Completed: y	Celebrations have been held for holidays, birthdays, graduations, and other events.

Strategic Outcome

4.3 Encourage and provide up-to-date professional development and skill enablement for faculty and staff

Performance Indicator 4.3.1:	Individual professional development plans will be encouraged for all library staff and will be an integral part of the yearly evaluation. All venues (distance learning, conferences, face-to-face, hiring consultants, etc.) will be promoted.		
Action Plan:	Director will share with employees information on upcoming conferences, courses, etc. to encourage and facilitate participation in professional growth and development opportunities.	Completed: y	Library staff have attended several national and regional conferences and seminars.