

South Texas College
Library Services
2005-2007 IE Plan

Unit Mission: Library Services supports the education mission of the College by providing access to information resources and instruction in information-seeking skills to the people of Hidalgo and Starr Counties.

GP	SO	Unit Performance Indicator	Action Plan	Data Sources	Supporting Units	Resources Needed
1 Be a premier learning-centered higher education institution where student and community success are paramount.						
	1.1	<i>Build a learning organization by cultivating a culture of evidence that demonstrates mission-focused, data-driven decision making.</i>				
	1.2	<i>Promote college-readiness for all students.</i>				
	1.3	<i>Promote shared responsibility among faculty, staff, and students to set and achieve high expectations.</i>				
	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.	<ol style="list-style-type: none"> 1. Schedule regular BI courses. 2. Develop and schedule specialized BI courses (for example: finding health information using databases and the web). 3. Publicize BI courses. 4. Adapt BI courses for the web. 5. Evaluate BI courses using class and instructor feedback (see 3.2.2 and 4.1.7 below) 	BI session data (number of sessions, number of students, etc...)	Faculty, Instructional Resources, College Webmaster, Public Relations	No additional resources required
	1.4	<i>Develop quality programs designed to meet regional workforce and economic development priorities.</i>				
	1.5	<i>Exceed community and SACS expectations of a Level II baccalaureate degree granting institution.</i>				
	1.5.2	To preclude SACS findings/recommendations all librarians will review policies and procedures to assure consistency among all of the libraries.	<ol style="list-style-type: none"> 1. Develop schedule for review of procedures at monthly meetings 2. Notify librarians of specific procedures scheduled for review at upcoming meeting 3. Review procedures in practice during monthly meeting 4. Revise procedures as needed 	SACS report Meeting agenda and minutes	None	No additional resources required
	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.	<ol style="list-style-type: none"> 1. 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. 2. Librarians will contact Collections Development Librarian with suggestions and requests for building and improving collections. 	Minutes of Committee Meetings, Email records	Faculty Representatives, Librarians	Catalogs, Book Lists

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	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.	<ol style="list-style-type: none"> 1. Conduct peer comparison to determine if STC library resources are comparable to similar Level II colleges 2. Librarians will regularly attend Instructional meetings to identify faculty needs for research and service 3. Revise IE plan and procedures to incorporate findings 	SACS criteria Library Services IE plan Meeting minutes Peer institutions	OIRE Instruction	No additional resources required
2 South Texas College will serve as the cornerstone for the economic vitality of South Texas.						
	2.1 Develop quality workforce education, innovations, and economic development, designed to exceed local industry standards and expectations.					
	2.2 Actively partner in economic and community development.					
	2.3 Demonstrate excellence in fiscal responsibility and accountability to the public and taxpayers.					
	2.3.5	Security awareness and procedures will be implemented, emphasized and reviewed monthly to protect college assets.	<ol style="list-style-type: none"> 1. Develop schedule for review of security procedures at monthly meetings 2. Notify librarians of specific procedures scheduled for review at upcoming meeting 3. Review procedures in practice during monthly meeting 4. Revise procedures as needed 	College and Library Services security procedures	ITS Information Security, Business Office, Facilities, Human Resources	No additional resources required
3 South Texas College will foster an environment for the students and community to achieve a better quality of life.						
	3.1 Develop and promote seamless systems and processes from prospective student through successful exit to motivate and assist in timely graduation, transfer or employment.					
	3.2 Develop and implement quality services in prompt response to student and community needs.					
	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.	<ol style="list-style-type: none"> 1. Schedule regular BI courses. 2. Develop and schedule specialized BI courses (for example: finding health information using databases and the web). 3. Publicize BI courses. 4. Adapt BI courses for the web. 5. Evaluate BI courses using class and instructor feedback 	BI session data (number of sessions, number of students, etc...)	Faculty, Instructional Resources, College Webmaster, Public Relations	No additional resources required
	3.3 Strengthen the personalized, student-centered environment.					
	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.	<ol style="list-style-type: none"> 1. The library will cross-train staff in library procedures. 2. Library staff will receive basic training in a variety of student services areas including; WebCT, IA / Banner, media equipment troubleshooting, financial aid, and registration. 	Staff training log	Business Office, Instructional Resources, Counseling and Advising, Financial Aid, Admissions	No additional resources required
	3.4 Continuously improve student satisfaction with all aspects of the College.					

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4 South Texas College will nurture a culture where collaboration is valued and achievement is recognized.						
4.1 Pursue improved learning and performance through teamwork and collaboration.						
	4.1.7	Information literacy techniques will be advocated to encourage educational pursuits beyond the classroom.	<ol style="list-style-type: none"> Schedule regular BI courses. Develop and schedule specialized BI courses (for example: finding health information using databases and the web). Publicize BI courses. Adapt BI courses for the web. Evaluate BI courses using class and instructor feedback 	BI session data (number of sessions, number of students, etc...)	Faculty, Instructional Resources, College Webmaster, Public Relations	No additional resources required
4.2 Value one another.						
	4.2.1	Demonstrate appreciation and promote morale for faculty and staff on the basis of performance, contribution and service.	<ol style="list-style-type: none"> Identify opportunities to celebrate contributions and accomplishments. Implement a process by which successes and accomplishments are shared during monthly staff meetings by sharing completed projects as well as ongoing projects. Recognize the contributions in writing through email and/or memo. 	LRC staff meeting minutes	LRC staff	No additional resources required
	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.	Special celebrations will be held through the biennium.	Internal documents	LRC staff	No additional resources required
4.3 Encourage and provide up-to-date professional development and skill enablement for faculty and staff.						
	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.	Director will share with employees information on upcoming conferences, courses, etc. to encourage and facilitate participation in professional growth and development opportunities.	Internal documents	HR, Professional Development	No additional resources required
4.4 Continuously improve faculty and staff satisfaction with the work environment.						

GP = Guiding Principle
SO = Strategic Outcome