

# Annual Planning and Assessment Report

Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community

2012-13

Academic Year

Della Dubbe

Report Author

Library Services

Program/Unit

## 2012-22 Strategic Goals:

- Partner for Student Success
- Integrate Assessment/Planning
- Attain Excellence
- Support the Community
- Advance the Institution
- Develop Resources

## Core Themes

- Provide Access and Support:* high quality educational activities and programs important to achieving student success
- Demonstrate Academic Excellence:* integrity, quality and reliability in all academic and non-academic programming
- Strengthen the Community:* Meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to additional educational attainment, and serving as a facilitator for cultural enrichment

## Overall Program Mission/Outcome Statement:

The mission of the Helena College Library is to enhance faculty instruction and promote continued learning by providing services, resources and access to information, both print and electronic, in support of student success in the programs offered.

## Narrative: (Provide additional information to explain or clarify objectives, strategies, indicators, and/or resources)

Information literacy enables student success at Helena College, in the workforce and in further educational attainment. What the library does therefore advances our institution and strengthens the community. Our objectives focus on what we need to enable excellence. Information literacy instruction targeted to college programs, increased accessibility and usage of electronic resources, student and community involvement, and the quality of our resources, are all essential to our mission.

Objective (State as an assessable outcome)	Core Theme Alignment (Use control key for multiple selections)	Strategic Plan Alignment (Choose one goal)	Strategies to accomplish objective	Performance Indicator or assessment tool to measure fulfillment	Required resources (If fiscal, cite budget index & amount)	Time frame/ Projected completion date	Responsible party (Who will implement and monitor objective?)	Outcome & final review date (Summarize findings)
Provide information literacy instruction targeted to programs and degrees offered	Access & Support Academic Excellence Strengthen Community	Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources	Reference help Book a Librarian Library instruction Online tutorials Chat reference Integration of resources into LMS	Usage by class/ program Other usage stats Percentage of FTE served SAILS Instructor collaboration(s)		Ongoing	Librarian, Elizabeth Karr Director, Della Dubbe	316.46 hrs. ref. 171 Book a Lib. 47 group instruc. % of FTE for instruction=43.6 Library Services in all Moodle courses 104 tutorial cert.
Increase accessibility and usage of electronic resources	Access & Support Academic Excellence Strengthen Community	Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources	Update web site content, databases, libguides, and research guides Create reference space in the library Create library kiosk on airport campus	Web site hits Libguides usage Database usage Catalog usage	Two computer workstations (\$3335 - in supplies <\$5000)	July 2013	Director, Della Dubbe Librarian, Elizabeth Karr	Web site entry hits=5,757 Libguides usage=16,880 Database documents viewed=14,286 Catalog usage=974 Circulation=3528

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Involve HC students and the surrounding community in Helena College and the library	Access & Support Academic Excellence Strengthen Community	Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources	Rearrange space for quiet study Offer enriching programming Partner with other libraries and community org.	Library usage stats Two programs/ displays per sem. (Big Read event) One book HC Bookmobile stop @airport campus	Travel monies to collaborate and network	July 2013	Director, Della Dubbe Library Technician, Mary Ann George	In-library usage=13,010 2 Big Read prog. 15 displays Big Read took place of One book
Improve quantity and quality of library resources and human resources	Access & Support Academic Excellence Strengthen Community	Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources	Instructor led selection and input Instructor review of subject areas Build core/manage collection Maintain approp. hrs. and staffing Require prof. dev.	Suggestion stats 1 review per sem. Title adds/deletes Percentage of prof. ref desk coverage Two prof. dev. activities (online or on site) per semester	Increased work study hours Professional Development monies	July 2013	Director, Della Dubbe	38 purchase req. 510 titles added 3 instructor subject area reviews prof. dev.= 4 in person, 14 webinars 99% prof. ref desk
	Access & Support Academic Excellence Strengthen Community	Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources			Purchased a scanner & table & laptop tables instead of 2 computer workstations (see above)			Final review date: 9/25/13

**Mid-Year Report:** (Provide a summary of progress on objectives and note revisions of strategies, indicators, resources, and/or time frame)

All on target with following exceptions:  
 Objective #1 - Add "other library activities in LMS (moodle)" to performance indicators.  
 Objective #2 - Postpone completion date for library kiosk strategy on airport campus to August 2013 due to coordination with IT and questionable funding.  
 Objective #3 - Postpone One Book HC performance indicator to August 2013 for more complete organizational planning. Would perhaps be better as a strategy for 2013-14 with participation as indicator.  
 Objective #3 - Lewis & Clark Library Bookmobile stop performance indicator will not be completed due to scheduling on their part.

**Program Budget Summary:**  
(Complete with Mid-Year Report)

Budget Index Code: H01070

Current Year Allocated: 91,695

Current Year Expended: 81,773