



## Annual Program Assessment Plan 2015-16

### General Information

**Program Name:**

**Plan Developer Name:**  **Plan Developer Email:**

**Date Plan Created:**  

### Program Mission

*Helena College Mission Statement & Core Themes:*

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

*-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/skills, providing a bridge to additional educational attainment, and serving as a facilitator for cultural enrichment*

**Program Mission Statement:**

The mission of the Helena College Library is to enable student success in the programs and degrees offered at the college.

Professional librarians will achieve this mission by collaborating with faculty, and the library community, in the selection, purchase, and creation of information resources and services; and by providing information literacy instruction targeted to the curriculum. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

### Program Outcomes

<i>Student Learning or Program Outcome</i>	Encourage and enable information literacy, to include reading and writing literacy, for students in the programs on the Airport Campus.
<i>Core Theme Alignment: (Choose all that apply)</i>	<input checked="" type="checkbox"/> 1. Provide Access and Support <input checked="" type="checkbox"/> 2. Demonstrate Academic Excellence <input checked="" type="checkbox"/> 3. Strengthen the Community
<i>Strategic Goal Support: (Choose relevant goal)</i>	<input checked="" type="checkbox"/> 1. Partner for Student Success <input type="checkbox"/> 2. Integrate Assessment/Planning <input type="checkbox"/> 3. Attain Excellence <input checked="" type="checkbox"/> 4. Support the Community <input checked="" type="checkbox"/> 5. Advance the Institution <input checked="" type="checkbox"/> 6. Develop Resources
<i>Strategy to Accomplish Outcome</i>	Develop and promote an airport campus library space with services and materials for the programs on that campus. Librarians will visit every classroom to introduce and promote services offered. Partner with the administrative assistant to circulate and maintain physical materials. Partner with faculty to provide targeted information literacy instruction as needed. Set up reference hours twice a week and offer "book a librarian" one on one sessions on that campus. Develop a "read and return" book exchange in the student lounge on the Airport Campus.
<i>Indicator(s) of Achievement:</i>	The number of reference hours, library visits in the classroom to promote services and to provide instruction, and the number of one on one sessions. Computer usage in the library.
<i>Required Resources:</i>	Librarian hours for development of the library, reference hours in the library, and hours for "book a librarian", and instruction sessions. The time of the administrative assistant to check out and shelve books. All furniture was donated and the rug is being created by Interior Design students with donated carpet squares from Interface Designs.
<i>Timeframe for evaluation:</i>	Summer 2016
<i>Responsible Party:</i>	Della Dubbe, Director, Jessie Pate, Librarian, and Mary Ann George, Library Tech
<i>Result(s) and Planned Improvements:</i>	Enter the result(s) for this outcome at the conclusion of the plan year As per mid-year, the Airport Campus Library was complete with a Library Informational Kiosk, books and magazines for the programs on that campus, three computers, a copier, materials circulation capability, and furniture to enable a quiet study space. Della Dubbe and Jessie Pate gave library orientations in every program area on the Airport Campus with 12 classrooms visited in the fall of 2015. Della Dubbe began weekly visits to the Airport Campus Library on Tuesdays from 11:30 to 1:00 for reference service. Nineteen and a half librarian hours in the library were recorded between January and May 2016. Unfortunately, no one-on-one Book a Librarian sessions were requested. We will be following up this year, FY2017 with one-on-one discussions with faculty to determine how to proceed in order to provide appropriate information literacy instruction to Airport Campus students. It is hard to tell how much the "Book Exchange" has been used as additions are made as needed, and it basically maintains itself, but the exposure to a variety of books is offered.

<i>Student Learning or Program Outcome</i>	Increase student success by providing an alternative medium, the iPad, for accessing digital information targeted to programs, academic skills, and careers.
<i>Core Theme Alignment: (Choose all that apply)</i>	<input checked="" type="checkbox"/> 1. Provide Access and Support <input checked="" type="checkbox"/> 2. Demonstrate Academic Excellence <input type="checkbox"/> 3. Strengthen the Community
<i>Strategic Goal Support: (Choose relevant goal)</i>	<input checked="" type="checkbox"/> 1. Partner for Student Success <input type="checkbox"/> 2. Integrate Assessment/Planning <input checked="" type="checkbox"/> 3. Attain Excellence <input type="checkbox"/> 4. Support the Community <input type="checkbox"/> 5. Advance the Institution <input checked="" type="checkbox"/> 6. Develop Resources
<i>Strategy to Accomplish Outcome</i>	We will partner with TRiO to circulate 16 iPads to students and faculty. We will catalog the items and develop checkout procedures and "terms & conditions of checkout" to enable the best sharing methods. We will review, select, and maintain apps appropriate for student learning. A resource guide will be created and maintained to supply information on the checkout and usage of the iPads and give access to the usage survey.
<i>Indicator(s) of Achievement:</i>	Number of iPads checked out. Surveys taken by students when they use the iPads to determine best app usage.
<i>Required Resources:</i>	TRiO purchased the iPads two years ago with a grant. The director of TRiO approached the library to partner in the maintenance and circulation of the iPads to a broader audience of students and faculty. Upon the request of the library, TRiO will purchase more keyboards and carrying cases. Hours in the development of the checkout procedure and iPad maintenance procedure. A budget to purchase apps in the future.
<i>Timeframe for evaluation:</i>	Spring and summer 2016.
<i>Responsible Party:</i>	Della Dubbe, Jessie Pate, Mary Ann George
<i>Result(s) and Planned Improvements:</i>	The iPad checkout procedures were approved by Student Affairs and Academics and put in place fall of 2015. We checked out 33 iPads in fall 2015, and 65 in spring 2016, for a total of 98. Eighteen apps were added in FY2016, for a total of 30. The iPad resource guide was created in Libguides. It was used 170 times during the year, but feedback from students was not received. We will continue to solicit suggestions from faculty and students for the purchase of new apps to be used for lifelong learning and instruction. TRiO plans to purchase a few new iPads each year for their students to add to the circulating collection. Jessie Pate is working with Apple to implement the "configurator" to update all iPads at the same time.

<i>Student Learning or Program Outcome</i>	Through online informational and instructional presentations, students will gain a better understanding of services and materials, digital and print, available in the library and online and will also gain knowledge in the usage of those services and materials.
<i>Core Theme Alignment: (Choose all that apply)</i>	<input checked="" type="checkbox"/> 1. Provide Access and Support <input checked="" type="checkbox"/> 2. Demonstrate Academic Excellence <input type="checkbox"/> 3. Strengthen the Community
<i>Strategic Goal Support: (Choose relevant goal)</i>	<input type="checkbox"/> 1. Partner for Student Success <input type="checkbox"/> 2. Integrate Assessment/Planning <input checked="" type="checkbox"/> 3. Attain Excellence <input type="checkbox"/> 4. Support the Community <input type="checkbox"/> 5. Advance the Institution <input checked="" type="checkbox"/> 6. Develop Resources
<i>Strategy to Accomplish Outcome</i>	The librarian, with the oversight of the director of library services, will create at least four informational and/or instructional presentations using Prezi, a video camera, and possibly other digital teaching tools. This will enable online access on the library and/or college website, in Moodle, and in the library resource guides.
<i>Indicator(s) of Achievement:</i>	Number of presentations created. Usage of those presentations.
<i>Required Resources:</i>	Time of the librarian and director.
<i>Timeframe for evaluation:</i>	Summer 2016
<i>Responsible Party:</i>	Della Dubbe, Jessie Pate
<i>Result(s) and Planned Improvements:</i>	In addition to the two online instructional presentations on Primo and APA at mid-year, we combined elements of the ACRL Information Literacy Framework, the ACRL Standards, and our Research Process Guide, to create a new Library Research Tutorial. These five stand alone, or combineable, tutorial segments use the two previous presentations, presentations created by other colleges, as well as "guide on the side", screencastomatic, and a variety of other digital tools to create an up-to-date information literacy instruction tool for students. These tutorials were developed in the summer of 2016, so we do not have statistics for FY2016, but between August 22 and September 22, 2016, they were taken 216 times.

Insert Another Outcome

### Mid-Year Progress Report

**Progress Report:**

We are working with faculty on the airport campus to enhance information literacy in their classrooms. The Airport Campus Library is complete with library instruction kiosk, materials circulation on that campus, and a librarian visit once a week. Our partnership with TRiO enabled the library iPad circulation program and the iPads are being used by students. The iPad research guide with survey has been developed and is being used. We have asked faculty for app input and have several educational apps installed. Jessie Pate has developed two online instructional presentations and embedded these in Moodle course shells.

A budget modification was requested for the amount of \$3864 for the McNaughton book lease. This modification will be made or the expenditure will be moved to H60601. \$1122.25 was expended for end tables, purchase order was sent in for payment from index H70010.

Mid-Year

Report Date:

1/15/2016



### Community Engagement

List any external collaborations or partnerships your program participated in during the 2015-16 Academic Year. These can be formal or informal in nature and are related to instruction, student success, delivery of college services and/or community outreach.:

We collaborated with Lewis & Clark Public Library, and other community and school libraries, for the Big Read. Helena College hosted a lecture and a book discussion. The Director of Library Services serves on the Montana Campus Compact Advisory Council.

The CEO of Helena College signed the TRAILS (Treasure State Academic Information and Library Resources) Consortium Memorandum of Understanding. The focus of TRAILS will be bulk purchasing to lower costs to all 16 member academic libraries, as well as encouraging the sharing of resources across all academic libraries in Montana to better serve all students in higher education in the state.

Della Dubbe co-chaired, with Christian Frazza, Library Director at Carroll College, the 2016 Montana Academic Library Symposium hosted at Carroll College.

Total number of program collaborations/partnerships:

Enter number here

### FY16 Program Budget Report

CUR Budget Index Code:

H01070 - Library

Line Item	Account Code	Program Outcome Alignment	Approved Amount	Mid-Year Expenditure	Final Expenditure
Contracted Services	62100	1, 2	\$3,200	\$3,022.86	\$3,022.86
Minor Supplies	62200	1, 3	\$650	\$289.98	\$532.32
Travel	62400	2, 3	\$600	\$168.49	\$644.1
Other	62800	1, 2, 3	\$1,000	\$4,184	\$4,478.42
<input type="checkbox"/> Insert item			<b>Totals: \$5,450</b>	<b>\$7,665.33</b>	<b>\$8,677.7</b>

Insert item

*Non CUR Funding  
Support:*

<i>Fund Type</i>	<i>Index Code:</i>	<i>Allocated Amount</i>	<i>Mid-Year Expenditure</i>	<i>Final Expenditure</i>
Building Fee	H70010	\$1,250		
Materials Fee	H60601	\$66,850	\$25,594.86	\$43,562.04

Insert item

*Totals:* \$68,100                      \$25,594.86                      \$43,562.04

Report any budget modifications and explain any variances (+/-) between approved amounts and final expenditures

The McNaughton book lease, funded under account code 62800 (other), in the amount of \$3864, should have come out of H60601 materials fee. This was initially coded wrong and should have been changed (see mid-year above).  
The minor equipment, 62210, budgeted under H70010 building fee, was purchased and received in the amount of \$1122.25 (noted mid-year).  
Regarding the allocated amount of \$66,850, materials fee, in index code H60601: out of the \$37,000 for physical materials, only \$16,901 was spent due to space constraints, this amount was lowered to \$30,000 for FY2017 (with weeding done in FY2017, this should be more accurate); out of the \$29,850 for materials subscriptions, the amount expended, \$26,132, plus the amount of \$3,864 noted above, would equal \$29,996.

