Annual Report

Linscheid Library and Distance Education

AY 2008-2009

Prepared by: Dr. Adrianna Lancaster
Director, Linscheid Library and Distance Education
Goal Completion

VICE PRESIDENT’S GOALS FOR FY 2008-09:

3. complete Academic Unit strategic plans: The library and distance education completed their strategic plans.

ALL UNITS IN THE ACADEMIC AFFAIRS COUNCIL will:

1. participate in the planning for the ECU Centennial Celebration in 2009: The library had two representatives on the Centennial Committee. In addition, the McAlester advisor focused on the Centennial during the annual ECU night.

2. each department or academic unit will identify a website coordinator to maintain and update their home pages for the new university web: Dana Belcher continues to update both the library and distance education web pages.

The OFFICE OF ACADEMIC AFFAIRS will:

10. assist as needed with the institution’s efforts to establish a branch campus in Ardmore: At this time, the legislature is not proceeding with the branch campus in Ardmore.

11. continue work with AVP OSPR and the deans to establish a formal undergraduate research program in association with the Council on Undergraduate Research – CUR: The director of the library and distance education is serving on the committee working on this initiative.

14. establish and implement assessment plans and data collection in support of improved student learning for Linscheid Library: The library submitted its assessment plan to the Director of Assessment in March.

The LINCSHEID LIBRARY and DISTANCE EDUCATION will:

1. Finalize the Library’s assessment plan and file with the Office of Assessment [IP2, SG2, AP1, AP4, AP6]: Completed. The plan was submitted in March.

2. Update the library’s procedure manuals for individual services provided by the library [IP2, SG2, AP1, AP4] Completed. The library has created several new training manuals and updated the several departmental manuals. This will be an ongoing process.

3. Implement a systematic purchasing plan to include weeding based on the World Cat Collection Analysis tool [IP2, SG2, AP1, AP4] Completed. The systematic
purchasing plan has been completed and placed on the library’s website. The weeding calendar has also been completed and implemented.

4. Create a comprehensive collaboration plan for librarians working with faculty [IP2, SG2, AP1, AP4] Completed. The collaboration plan is finalized.


6. Implement a Friend’s group by Fall 2009 [IP2, IP6, IP7, SG1, SG2, SG4, AP5] Ongoing. A founding board was created that drafted the proposed mission, goals and by-laws of the organization. The founding board hosted a small get-together with the intention of recruiting for the working board to begin membership activities. Several people attended and expressed interest in joining the working board. The working board will meet in the late summer to develop a membership drive plan to be held in conjunction with Homecoming. Dana Belcher was instrumental in the founding of the friends group.

7. Revise procedures regarding faculty incentives for the development and delivery of distance education courses [IP2, IP4, SG2, SG4, AP1, AP4] Completed. The revised plan provides $10/completed student up to 50 students for online courses, and $10/completed student up to 40 students for ITV courses.


9. Move CETL operations to a more convenient location within the Linscheid Library by Fall 2009 [IP2, SG2, AP1] Little progress. A plan for the move has been submitted to the Provost. However, the delay in moving to the Hallie Brown Ford Fine Arts Center, coupled with limited renovation funds has required that this move be deferred for the foreseeable future. When funds are available, the plan will be in place.

10. Investigate alternate synchronous and interactive technologies [IP1, IP2, SG1, SG2, AP4] Ongoing. The distance education staff selected Wimba as a possible alternative to the current use of ITV. Wimba will be piloted in the fall semester with a select group of faculty. Based on the results of the pilot, the distance education staff and the administration will determine if Wimba is a viable technology.

11. Install approved smart classrooms [IP1, IP2, SG1, SG2, AP4] All approved smart classrooms were installed.
12. Increase the number of student credit hours at McAlester, Ardmore, and Shawnee [IP1, SG2, AP2, AP4] Like on-campus enrollment both Shawnee and McAlester saw a decrease in student credit hours. Ardmore had an increase in student credit hours.

13. assist as needed with the institution’s efforts to establish a branch campus in Ardmore [IP4, SG4, AP4, AP5, AP5.3]; At this time, the legislature is not proceeding with the branch campus in Ardmore.

Programmatic Accomplishments

Acquisitions
The acquisitions budget increased by 10% this year due to some increased funds in E&G and the Native American Studies department. The library increased expenditures for electronic databases and books, both print and electronic. Of continuing concern is the cost of electronic databases and the ability of the Library’s Technology Fee to cover the cost of these increases without an increase in the fee or a significant increase in enrollment. The library continued its weeding project for government documents and weeded 17,229 items this year. 5,742 new items were added to the collection. The library implemented a weeding calendar at the end of this academic year and I expect weeding to continue to be a significant number.

Usage
Usage continues to be difficult to explain. Electronic usage continues to increase yearly (5% this year) and much of this comes from off-campus (64%). Circulation (items checked-out) decreased this year by 24% but in-house use (items used in the library but not checked out) increased by almost 20%. Gate count is essentially the same, but room count is up in all categories except Summer and Fall Sundays. Interlibrary loan is also up significantly, primarily due to Biology and History which both had extensive research projects. Another area of significant increase is Electronic Reserves. We have a 32.93% increase in the number of courses with items on reserve and an 81.82% increase in the number of professors requesting electronic reserve services. This lead to a 76.67% increase in the number of items on electronic reserve. I expect this increase to continue for the next few years.

Reference and Instruction
At the beginning of the year, Michele McCullar, the instruction and circulation librarian, resigned. Verlene Schafer was hired to replace her. In spite of faculty turnover, instruction sessions have increased by 16.67% with a 2.69% increase in the number of student participants. Two areas of increased usage are English Composition courses and the School Library Media program. The library continues to offer web-based instruction in UNIV 1001 with 479 students taking the pre-test, but only 252 students completing the post-test. The library needs to work more closely with the Freshman Success instructors to increase this number. However, the students score better (14.71 vx. 17.71) on the post-test.

Reference numbers saw a decline this year (from 3578 last year to 3026 this year). However, the decline can be attributed to the number of months that the library was short a librarian. We cut reference service two hours per day during this time. The decrease in reference questions
corresponds to these months although the librarians selected hours that are the lightest in terms of questions asked. Last year, the librarians answered fewer informational questions than in years previous. However, this year, information questions are up significantly.

Technology and Audiovisual
Renee Hall took on the duties of Blackboard administrator. While trying to learn the new position, her technology training numbers decreased although she worked with 33 people one-on-one with identified technology issues. It is expected that official training classes will be offered next year.

Patrick Baumann is responsible for technology within the library. Hardware calls decreased this year which is to be expected as we implement our replacement cycle for computers. Software-based requests increased this year, primarily due to work Dave Henley conducted on the switchers in the library. After that work, we had many issues which Patrick resolved in working with Dave.

Audiovisual continues to see an increase in poster printing. The library implemented a policy for departmental allotments and standardized pricing for departments who exceed their allotments, students, and the public. Although the library recovered $4,737 for poster printing, the funds are deposited in the copier account, which we have not had access to in a number of years. The library needs access to these funds to continue to serve our patrons. Other AV services are continuing the trend towards digital.

McAlester
Gay Miller, longtime McAlester advisor, resigned this year. Kendra Burnside was selected to replace her, but she has also resigned effective early July. Her replacement has not been chosen. As a result, McAlester enrollment is down significantly (07-08 enrollment 1347; 08-09 enrollment 1136; difference of 211). In addition, Eastern Oklahoma State College plans to revise our financial agreement. These two events will significantly affect McAlester.

Ardmore
Andrea Bryant continues to do well in Ardmore. This is the only site to show enrollment growth this year (235 enrollment increase). The legislature has taken no action regarding the establishment of a branch campus. However, the three partner institutions and the Ardmore Higher Education Center have created the Council of Academic Partners, which meets monthly. This council is designed to facilitate lines of communication among the partners and AHEC.

Shawnee
Shawnee continues to be problematic due to limited space. Enrollment is down this year, which is cause for concern.

CETL
CETL continues to operate in the same space, although plans are still in the works to move the offices to the Library Annex. Renee Hall became the Blackboard administrator resolving many long-standing issues. In this year, Renee assumed responsibility for doing student loads from Jenzabar into Blackboard, creating and backing up shells (31% increase in shell requests),
assisting in the Blackboard part of upgrading to LDAP, and testing upgrades that will be conducted in August.

Faculty/Staff

This academic year has been dismal in terms of faculty and staff turnover. The library has replaced two librarians (Verlene Schafer for Michelle McCullar; Matthew Pierce for Ashley Romans) and two assistants (Christopher Clark for Kirsten Davis; Meagan Bagwell for Jacob Snovel). Of those, Meagan Bagwell has since resigned. Distance Education replaced Gay Miller with Kendra Burnside, who has since resigned. Renee Hall, the long-standing library secretary, was promoted to Blackboard administrator and Lisa Hensley, the distance education secretary resigned. These two position were combined to create an administrative assistant position that was filled with Jenny Campbell.

Summary

Library
Other than faculty and staff turnover, the library had a good year. The assessment plan and the friend’s group were both huge accomplishments. The library has three concerns, all centered around budget issues: 1) how to continue to provide electronic resources without damaging the book collection; 2) how to continue to staff the library with the significant decrease in student hours available; and 3) how to continue to provide poster printing services without access to the funds recovered and deposited in the copier account.

Distance Education
Of the three sites, only Ardmore had a good year with the increase in enrollment and the creation of the council which will perhaps increase cooperation with AHEC and the partner institutions. Hiring an effective advisor in McAlester will help issues there but significant recruiting needs to happen for the next several years. Shawnee needs more space and more emphasis placed on recruiting. In addition, I need to find better mechanisms for analyzing our enrollment data.