

**DELTA STATE UNIVERSITY: ACADEMIC ANNUAL REPORT**  
**Academic Year 2005-06**

**I. Unit Title: Instructional Resources Center**

**School or College: Library Services**

**Unit Administrator: Frieda S. Quon**

## II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Feel free to use notes for details on items in the table.

<b>Learning Outcome</b> <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i>	<b>Data Collection and Analysis</b> <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i>	<b>Results of Evaluation</b> <i>What were the findings of the Analysis Team? List any specific recommendations.</i>	<b>Use of Evaluation Results</b> <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i>
N/A	N/A	N/A	N/A

## II. Division/Department Goals for 2005-06

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a development campaign in conjunction with the DSU Foundation to raise monies for faculty research and travel.

### A. Goal # 1

Evaluate, select, deselect and acquire materials in varied formats as well as equipment that support the mission of the Instructional Resources Center.

#### 1. Institutional Goal which was supported by this goal:

Provide the resources, facilities, and physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community. (University Goal # 11)

## **2. Evaluation Procedure(s):**

Usage of survey designed to ascertain effectiveness of the Instructional Resources Center.

One-on-one consultations held with faculty who use the Instructional Resources Center.

Work with Teacher Education and other faculty to determine guidelines for weeding out-dated textbooks materials.

Work with Teaching and Learning Center Computer Lab to avoid duplication of computer software.

Feedback from students and faculty members from their visits to the Instructional Resources Center.

Obtained course syllabi from faculty members who assigned students to the Instructional Resources Center.

## **3. Actual Results of Evaluation:**

Results of the survey guided us on improvements of services and provided suggestions for collection development.

Consultations with faculty and students through formal and informal discussions provided guidance as to their particular needs.

Teacher Education faculty worked with the Instructional Resources Center staff on the weeding process of outdated textbooks.

## **4. Use of Evaluation Results:**

Books and media were ordered in key areas of the collection as determined by assessment procedures. As a result, orders were submitted for juvenile titles in subject areas to meet needs of students designing Student Teachers Assessment Instrument, teacher resource materials, videos, DVDs, audiocassettes, compact discs, and computer software.

Consultation with faculty and students in the College of Education identified the need for more textbooks (K-12<sup>th</sup> grade), particularly teachers' editions. The State Department of Education is placing sets of textbooks currently being reviewed for state adoption in each of the university libraries in the state.

Contacted publishers about obtaining more teachers edition textbooks.

Obtaining course syllabi and assignments from faculty gave us a better insight as to curriculum needs and aided greatly toward collection development.

## **B. Goal # 2**

Improve the accessibility of the resources of the Instructional Resources Center to better serve the Delta State University students, faculty, and community

### **1. Institutional Goal which was supported by this goal:**

Provide the resources, facilities, and physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community. (University Goal # 11)

### **2. Evaluation Procedure(s):**

Study and observation of the usage pattern in the Instructional Resources Center indicated changes that would make better use of our space.

Informal consultations were held with faculty and students in regard to their specific needs.

Visited other curriculum centers for ideas on improving our space.

Researched about curriculum centers for concepts that might be helpful to our situation.

### **3. Actual Results of Evaluation:**

Collection needed shifting to make materials easier to access; textbooks, juvenile books, videos, big books, DVDs.

Self-study showed that we could utilize our space better by rearranging our carrels.

Found that Ellison dies could be better maintained if they were checked out.

#### **4. Use of Evaluation Results:**

Book collection has been shifted to accommodate the addition of textbooks currently being reviewed for state adoption.

Big Books are relocated and doubled the original space to accommodate additional titles.

Juvenile book collection shifted and bright shelf markers indicate call numbers.

Shelving expanded for more videos; DVDs are at the checkout counter.

Ellison dies repaired and placed on reserved has helped us better maintain the die collection.

Designed display boards of all Ellison die samples and updated the Ellison brochure.

Improved signage helps patrons locate materials.

Labels indicating genre added to book spines help students locate titles needed for assignments.

#### **Goal #3**

Promote use and expand awareness of the Instructional Resources Center services and holdings to students, faculty and community users.

##### **1. Institutional Goal which was supported by this goal:**

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal # 5)

##### **2. Evaluation Procedures:**

Request patrons to fill out “How Do We Rate” surveys after special sessions; visiting classes, Teach for America, Born to Read, and Center for Community and Economic Development.

Notify area schools of the expanded teacher borrowing policy.

Request Summer Reading Lists from area schools and identify titles that we own and consider adding to the collection from this list.

Gather statistics on Delta Area Teachers who check out materials throughout the year.

Contact departments to inform them of Instructional Resources Center holdings that would be of interest to them.

Orientation for new faculty members and assist them with collection development needs.

Roberts-LaForge Library and Instructional Resources Center had an open house arranged by the Staff Development Committee of DSU Staff Council to increase awareness of departmental services across campus. A picture featuring the library tour was featured in a number of area local newspapers.

### **3. Actual Results of Evaluation:**

Circulation records indicate that the Instructional Resources Center, even though the collection is not large continues to circulate the highest interest items in all three areas: titles, authors, and subjects.

Establish contact person in each department, working with the library liaison staff.

More faculty members will bring classes for tour in the Instructional Resources Center.

More area teachers will take advantage of the expanded area teacher borrowing privileges.

Continue with the early literacy program “Born to Read”; seeking ways to expand the program.

### **4. Use of Evaluation Results:**

Work with students and faculty to determine curriculum needs.

Develop pathfinders as needed for subject areas, equipment usage.

Order juvenile titles recommended on the area schools summer reading lists.

Involve parents, caregivers with young children to join the Born to Read program.

Partner with College of Education faculty and students and the Center for Community and Economic Development to assist with the Born to Read program.

### III. Data and information for department:

#### Statistical Overview:

Books	3,166
Reference/Ref	655
Reference-Audio-CD/CD Ref	39
Teacher Resources/TCHR	1,578
Textbooks/TEXT	2,153
Textbooks-Media/TEXT RT/DC/CD/MV	203
Textbooks/TEXTRS	4,320
Textbooks-Media/TEXTRS RT/DC/CD/MV	397
Books/Juv	13,914
Big Books	187
Comp/DC/Music	879
Comp/CD/Rom/Disc	509
Comp/Laser/LD	27
Digital AudioTape/DAT	112
Filmstrips	40
Games	5

Handbooks/HB	17
Kits/KT	335
Maps & Charts/PA/PC/PI/PS	495
Records/LP	8,889
Records/RD (Circ-LP)	504
Scores	4,263
Slides/TS	502
Tapes/RT	2,844
Transparencies/TR	16
Videos/MV	4,492
Digital Videos	256
Zip Drive	1
Digital Camera	4

According to the library's automated management system, the on-line search screen shows that the items most loaned over the last three months are Instructional Resources Center materials. The IRC consistently circulates the highest interest items in all three areas: titles, authors, and subjects.

To better serve our surrounding community, the Roberts-LaForge Library and the Instructional Resources Center expanded the borrowing program for Cleveland Area Teacher School District Employees to include other Delta Area school districts as well. Now teachers from Desoto County in North Mississippi and even Arkansas can check out library materials for classroom use. An increasing number of teachers have taken advantage of this opportunity.

At the beginning of the school year and throughout the semester, Teach for America teachers from surrounding area schools continue to use the Instructional Resources Center materials for their teaching units and lessons. Orientation sessions are held for the new teachers and they are offered a Delta Area Teacher Check-Out Card.

The IRC staff work with faculty and students in the Developmental Reading classes to help increase their reading proficiency skills. We aid these deficient readers in finding materials of interest to them that would help them improve their literacy skills. These classes actually meet in the IRC so that students have a chance to browse the book collection. At the end of the course, the students go to an area school and share a book with an elementary class.

The IRC staff work with students on their STAI (Student Teacher Assessment Instrument) projects in gathering resources for their presentations. During each semester student teachers culminate their work with a display of their projects on “Portfolio Day.” Classes visiting the IRC are given a demonstration on the Bibliographic Instruction Room – to illustrate the Sirsi functionality and other on-line resources, databases, and techniques. The BI Room enables each student a hands-on opportunity to explore databases and on-line resources.

As patrons check out materials from the IRC, we inform them about their library pin number which enables them to access reserve materials, review and/or renew library materials online. Since many of our students commute, it is convenient for them to manage their library account on-line from anywhere.

The Instructional Resources Center implemented an early literacy program Born to Read, which introduces books to babies and toddlers. Research has proven that sharing books with young children starts them on the path to becoming a better reader. Students majoring in education and early childhood read to the children and involved the parents and caregivers. The weekly programs received publicity throughout the delta via area newspapers and television stations. The babies and parents (local and out of town) enjoyed the hands-on programs; the students learned from the experience; faculty observed their students; and the IRC provided a service to the community. This early literacy was well received and we are looking at ways to improve it for the fall. The Bryce Griffis Presidential Endowment Fund enabled us to purchase some much needed materials. We are considering partnering with the Center for Community Development and the Public Library and perhaps seek additional grant funding.

Obtained Summer Reading List from area schools; identified titles that the Instructional Resources Center owns, and the ones not owned are added to the consideration list for future orders.

#### **IV. Personnel:**

##### **Noteworthy activities and accomplishments:**

The Instructional Resources Center has one Librarian, one Library Associate and a part-time Library Assistant.

- Frieda Quon, BAE, MLS, additional graduate hours, Instructional Resources Center Librarian
  - Continued Born to Read Program, early literacy program introducing books to babies and toddlers, partnering with the College of Education.
  - Received the Bryce Griffis Presidential Endowment Fund to expand the Born to Read Program.

- Authored “Bookworms Born at Delta State University Library” for *Mississippi Libraries*, Fall 2005.
- Designed a poster presentation of “Born to Read” at the College of Education’s site visit from the Department of Education Process Review, May 2006.
- Presented at the Mississippi Reading Association Annual Conference, Tunica, January 2006.
- Attended the Tenure and Promotion Workshop at the Department of Archives, Jackson, 2005.
- Attended the ROMEA Conference Teaching in Higher Education, Ewing Hall, September, 2005.
- Attended the Elliot-Nowell-White Science Symposium; Program of Excellence, Caylor Hall, October, 2005.
- Attended Our Corner: Academic Excellence & Community Partnership, BPAC, April, 2006.
- Attended the DSU Faculty Research and Scholarship Symposium, Jacob Center, April, 2006.
- Member of the special interest group “Aging Out of the Closet” led by Margaret Tullos.
- Attended the Oxford Conference of the Book, March 2006 and met Claiborne Barksdale, CEO of the Barksdale Reading Institute.
- Attended the Children’s Book Festival, Hattiesburg, April 2006.
- Member of the American Library Association; American Association of School Librarians; Association for Library Service to Children.
- Member of the Southeastern Library Association; Library Instruction Roundtable; School and Children’s Libraries Sections/Roundtables.
- Member of the Mississippi Library Association; School Section; Young People’s Services Committee; MLA Annual Conference 2006 Committee.
- Elected Faculty Senator Proxy for the Roberts-LaForge Library.
- Secretary for the Delta State University Health and Wellness Committee, member of the Courtesy Committee.
- Appointed Member of the School of Nursing Advisory Council.
- Negotiated with Director of Children’s Book Festival, Hattiesburg to arrange a waiver for Delta State University students to attend the Book Festival at the USM student rate of \$40 versus \$150 (regular rate).
- Partnered with Healthy Community and Even Start (parenting and mentoring programs) to arrange puppet shows for all pre-school children in Bolivar County.
- Worked with students in the Partnership for a Healthy Mississippi on Campus making handouts promoting good health.
- Made a presentation on the Delta Chinese Culture to the Lighthouse Arts & Heritage After-School Program, recovering the legacy of the Mississippi, 2005, Community & Student Engagement, Delta Center for Culture and Learning.
- Made a presentation on Chinese fabrics and textiles to the Family and Consumer classes.
- Spoke to a Social Work class on Chinese Customs and Culture.
- Contributes to the Quon Scholarship Fund, Delta State University Foundation.
- Inner Circle Member of Foundation Contributors.

- Life-Time Member of the Delta State University Foundation.
  - Attended DSU Alumni meetings, including Desoto County's Inaugural meeting 2005.
  - Member of the following Roberts-LaForge Library Committees: Courtesy Committee, Children in the Library, Computer Usage, National Library Week, Special Program Coordinator.
  - Frieda Quon made a presentation on "Born to Read" to the Greenwood chapter of Altrusa International, Inc.; Special project promotes reading to young children, 2006.
  - Provided staff development for Cleveland Kindergarten and Pre-School teachers and aides.
  - Consulted with Mississippi Valley State University library staff on development of their curriculum and media center.
  - Member of Preservation of Chinese Cemeteries, Greenville; Historical Marker Project.
  - Patron sponsor: God's Anointed Voices; financed trip to Oxford.
  - Patron, Director Level: Bologna Performing Arts Center from inception.
  - Patron: Mid-Delta Arts Association, 1976 to present.
  - Grant Planning Workshop involving the Institutional Grant Administrator, Delta Reads Partnership/AmeriCorps, Center for Community and Economic Development to explore the possibilities of cooperative activities and grant resources, June 2006.
- Sheila Rayner, Library Associate
    - Created IRC displays for Halloween, Thanksgiving, Christmas, Science Fair, Black History Month, Valentine, St. Patrick's Day, Valentine, and Easter.
    - Assisted patrons on the poster printers, scanner, and other equipment.
    - Attended the Children's Book Festival in Hattiesburg.
    - Member of the Year of Cleveland Committee.
    - Tapped for Delta Sigma Lambda, Honor Society for Non-traditional students.
    - Recognized for five years of service to Delta State University.
    - Coordinated the Annual Cleveland Christmas Parade.
    - Elected Miss Gamma Pi, Beta Sigma Phi International.
  - Terry Baird, BAE, Part-time Library Assistant

- Created the graphic designs for the weekly programs for the Born to Read Program.
- Created props for the Born to Read Program: play house, teepee, and totem pole.
- Maintained the Ellison Dies by updating the display boards, ordering, repairing, placing the dies on reserve, and updating the Ellison brochure.
- Attended workshop by Fritz, Mengert, PhD, Professor Emeritus of Neurology, University of North Carolina, Greensboro on the Brain and Youth.
- Served as cooperating teacher to Delta State University student teachers.
- Directed emerging seventh graders in grant received to develop Black History Activity Book.
- Received a Crosstie mini-grant to complete Ocean Unit with 1<sup>st</sup> – 6<sup>th</sup> graders.
- Served as liaison between the library and D.M. Smith Middle and Cypress Park Elementary schools resulting in organizing better student traffic in the library.
- Served as Judge for the floats in the Cleveland Christmas Parade.
- Conducted Martin Luther King, Jr. Service Day workshop at the D.M. Smith Middle School to benefit Katrina victims. Designed card, book mark for first graders to create. Organized college volunteers to pack supplies for 400 elementary students. Created lesson plan on how to instruct first graders in making cards and bookmarks.
- Taught fish printing workshop for Gear-up camp, Delta State University campus.
- Designed a display featuring Kevin Henkes, children’s writer and illustrator and Caldecott Award Winner.
- Member of the Delta Arts Alliance Board.

Julie Johnston, Library Assistant II resigned July, 2005.

Terry Baird, Library Assistant II began August, 2005.

**New position(s) requested, with justification:**

**Recommended change of status**

*(such as promotion/tenure/change in responsibilities):*

**V. Degree Program Addition/Deletions and/or Major Curriculum Changes:**

**Changes made in the past year**

**Recommended changes for the coming year(s)**

## VI. Division/Department Goals for 2006-07

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

### A. Goal # 1

Continue to develop the Instructional Resources Center collection to support the mission of the university.

#### 1. Institutional Goal(s) supported by this goal:

*Listed in the Strategic Plan or in the Quality Enhancement Plan. Please note if the unit goal is in support of a Strategic Plan goal (e.g., SP#2) or a Quality Enhancement Plan goal (e.g., QEP#1).*

The university community will benefit from better communication, effective operational and administrative systems, an optional work environment, and a performance-responsive reward structure. (Strategic Goal # 3)

#### 2. Expected Results:

*What happens if the goal is met?*

The Instructional Resources Center will be better able to provide materials and services to students, faculty, and community users.

#### 3. Evaluation Procedure(s):

*How will you determine if this goal is met?*

The Instructional Resources Center will track patron requests; log needs that are met and list also requests that we were unable to fill.

#### 4. Use of Evaluation Results:

*How will the results used to improve programs, operation, or services?*

For requests that we were unable to fill; consider ordering materials in these areas and contacting departments giving these assignments, so that they might request those specific subject materials in their library orders.

**B. Goal # 2**

Improve the accessibility of the resources of the Instructional Resources Center to better serve the Delta State University students, faculty, and community.

**1. Institutional Goal(s) supported by this goal:**

Provide the resources, facilities, and the physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community. (University Goal # 11)

**2. Expected Results:**

The Instructional Resources Center will be able to provide better service and have needed materials for students, faculty and community users.

**3. Evaluation Procedure(s):**

Survey students, faculty and community users regarding how their library needs were met.

**Use of Evaluation Results:**

The Instructional Resources Center is always looking at ways to better improve services and facilities. Additional shelving has been requested to house the education journal collection in the Teacher Resources area.

**C. Goal # 3**

Promote use and expand awareness of the Instructional Resources Center services and holdings to students, faculty, and community users.

**1. Institutional Goal supported by this goal:**

The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives. (Strategic Goal # 5)

**2. Expected Results:**

The Instructional Resources Center will provide outreach services to local area teachers and community users and partner with existing programs to maximize materials and programs.

**3. Evaluation Procedures:**

Request evaluation forms from groups and classes that visit the Instructional Resources Center.

**4. Use of Evaluation Results:**

The Instructional Resources Center will continue partnership with area agencies with similar goals to complement and avoid duplication of services and resources. The IRC and Parent / Parent Resource Center will continue to have a mutual understanding regarding the purchase of Ellison dies and other educational materials. We compare and select different dies to so we don't order the same ones.