

Standard 5.E- Planning and Evaluation

Library and information resources planning activities support teaching and learning functions by facilitating the research and scholarship of students and faculty. Related evaluation processes regularly assess the quality, accessibility, and use of libraries and other information resource repositories and their services to determine the level of effectiveness in support of the educational program.

5.E.1. The institution has a planning process that involves users, library and information resource staff, faculty, and administrators.

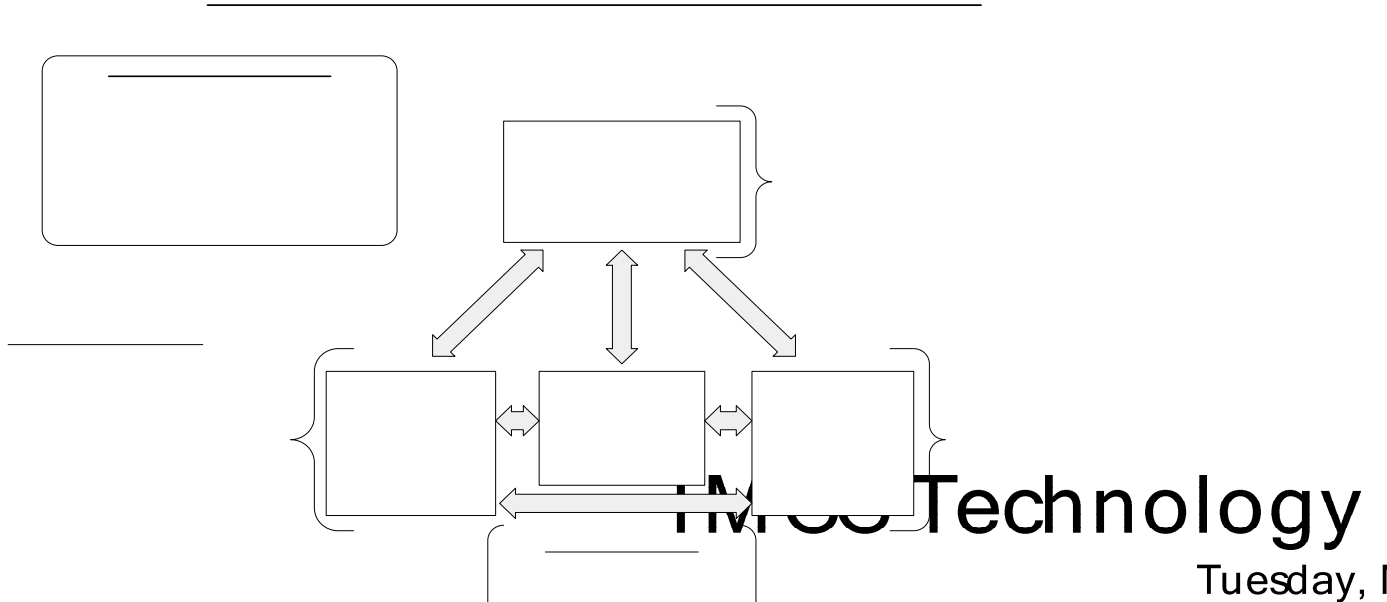
The institution has a planning process in place. The TMCC library and information technology is in the Master Plan. The library has a collections and evaluations development plan. This area of planning was a particularly weak area in the last self-study. This area has greatly improved. The library and information resources (ITS, DE, DRC) are represented on the Planning Council, with each director representing his area. The library and information resources staff has an input into planning through the Planning Council. The library has Faculty Senate representation through the Library Committee. The faculty uses the planning in the development of new courses and the revision of current courses. The faculty consults library personnel on resources available before presenting to the curriculum committee. The library even has an option on the faculty annual plan for developing a collaborative effort between instructors and library staff.

Information technology resources at TMCC are grouped into four areas and jointly managed by the Vice President of Finance and Administrative Services and the Vice President of Academic Affairs. These areas are Information Technology Operations (Infrastructure), Applications Development and Media Services; Teaching Technologies and Library Services. The resources are grouped together and guided by four college-wide committees, which provide a well-planned and clear direction. The college-wide committees are:

- Technology Committee – primary responsibility and coordination for the instructional and administrative technology needs of the college.
- Academic Technology Committee – provides coordination for the instructional technology issues. This committee is also responsible for prioritization and allocation of the technology fee.
- Administrative Computing Committee – provides coordination for administrative information technology issues.

- Web Management Committee – provides major coordination of the TMCC website.

These committees routinely meet on a monthly basis and coordinate normal day-to-day operating activities. Major planning and budgetary recommendations from these subcommittees are submitted to the Technology Committee which then submits recommendations for endorsement by the President’s Cabinet.



COMMITTEE TIMETABLES

- * FALL: Academic/Administrative Goals submitted to Committees
- * SPRING:
 - Technology Fees Allocated

See TMCC Technology plan for based on Annual Plan

- Academic Leadership begins planning

Faculty have the opportunity to participate on the Admin, Computing, Web Mgmt, Academic Tech, and the over-arching Technology committee. Students only have input on the Academic Technologies committee. On an informal basis, IT receives input from faculty either directly (to ADT on programs/projects) or to the Help Desk regarding issues they are encountering. That feedback is then used to help IT craft better programs and services.

Daily Operational Issues

5.E.2. The institution recognizes the need for management and technical linkages among information resource bases (libraries, DE, DRC, and ITS)

- * Infrastructure
 - Desktops
 - Network
 - Telephony
- * Training
- * Annual Administrative Computing Plan

**Administrative
Computing
Committee**

The institution recognizes the necessary linkage among the informational resources; however, the implementation needs to be worked on. The linkage is in the early stages of development. ITS is currently helping the DRC with technical and software help; The library is currently developing virtual tours and on-line tutorials for the DE students; The library is in the process of evaluating texts for low-level readers. An informational resources committee would be beneficial in furthering the technical linkages among these groups. Having the four directors working together closely would help streamline the information technologies. This would also help eliminate waste in having two or more of these groups working with incompatible resources or duplicating materials. The linkages are there, but a stronger connection and a stronger commitment between these groups will make these programs better complete our mission.

Technology committee is the umbrella group for Library, Academic technology, Admin computing, and web management.

Information technology resources at TMCC are grouped into four areas of planning and evaluation and jointly managed by the Vice President of Finance and Administrative Services and the Vice President of Academic Affairs. These areas are Information Technology Operations (Infrastructure), Applications Development and Media Services; Teaching Technologies and Library Services. The resources are grouped together and guided by four College-wide committees, which provide a well-planned and clear direction. The College-wide committees are:

- Technology Committee - primary responsibility and coordination for the instructional and administrative technology needs of the College. Subcommittees of the Technology Committee are:
- Academic Technology Committee - provides coordination for the instructional technology issues. This committee is also responsible for prioritization and allocation of the student technology fee.
- Administrative Computing Committee - provides coordination for administrative information technology issues.
- Web Management Committee - provides major coordination of the TMCC web site.

These committees routinely meet on a monthly basis and coordinate normal day-to-day operating activities. Major planning or budgetary recommendations from these subcommittees are submitted to the Technology Committee which then submits recommendations for endorsement by the President's Cabinet.

Weakness - no formally documented survey of customer satisfaction levels or established SLAs

Strength - documented workflow tracking process, service performance tracking and reporting.

5.E.3. The institution regularly and systematically evaluates the quality, adequacy, and utilization of its library and information resources and services, including those

provided through cooperative arrangements, and at all locations where courses, programs, or degrees are offered. The institution uses the results of the evaluations to improve the effectiveness of these resources.

Library:

The Library has had to give up space on both the first and second floors. This takes away student resource space for non-library purposes. This appears that the administration views the library like a storage closet. The ACRL standards clearly state that the library student study spaces should be in use, not appropriated for other purposes. The ACRL standards clearly state the uses a collegiate library should be used for, and our administration is not meeting this standard at this time. As space becomes available, the library should be given its space back to come into compliance with not only ACRL standards, but TMCC's mission and goals. The library centers at Meadowood, Edison and Redfield Center for the Performing Arts are inadequate in size and resources. In the Master Plan for the Redfield Campus near Galena High School currently has a limited library space allocated.

Each academic year library use is coordinated with the Department Chairs in an effort to update the Library Assignments for students. This assignment focuses on information resources and their availability and reaches students on all our different campus sites. It should be emphasized that the Department Chairs play a key role in providing up-to-date feedback to the library and its staff. This feedback is obtained by polling instructors and by library surveys. The Faculty Senate Library Committee also looks at far-ranging library issues that relate to technology and services, making recommendations to Faculty Senate where appropriate.

Information Resources:

Information technology resources at TMCC are grouped into four areas and jointly managed by the Vice President of Finance and Administrative Services and the Vice President of Academic Affairs. These areas are Information Technology Operations (Infrastructure), Applications Development and Media Services; Teaching Technologies and Library Services. The resources are grouped together and guided by four college-wide committees, which provide a well-planned and clear direction. The college-wide Technology Committee's primary responsibility is the coordination for the instructional and administrative technology needs of the college.

The Academic Technology Committee encompasses ITS, E-learning, Applications Development and representatives across the campus, and it meets regularly throughout the academic year to evaluate hardware needs of not just the library, but of all the classrooms and academic technology. These meetings focus on providing cutting-edge technology in the form of Smart classrooms etc. This Smart technology is crucial for accessing information on the web and demonstrating to students how to "search" for information in the different library databases and websites. To conclude, each year, the

different committees working in conjunction with Department Chairs and other key faculty provide an on-going opportunity to improve the effectiveness of our library and information resources. The Vice President of Academic Affairs (VPAA) administers budgetary oversight and sets priorities in technology acquisitions. The VPAA forwards these prioritized projects to the President's office for approval.

The DRC has moved into a more centralized location in the remodeled student center in the Red Mountain building where general student access will be better; however, the space issue continues.