

**Information Resources Division**

**2001-2002  
Divisional Plan**

Revised October 18, 2001

**Information Resources Division  
Division Plan 2001-2002  
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# **Divisional Plan for the Information Resources Division 2001-2002**

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## **Mission Statement Information Resources Division**

The Division of Information Resources promotes dynamic lifelong learning experiences through the teaching of information and computer literacy skills and by providing instructional support for student success.

### **I. Strategic Direction: Planning and Charting Our Future**

Institutional Priority 1: Implement all aspects of the Estrella Mountain Strategic Planning Process, including college-wide and divisional plans.

#### **Division Objectives**

- A. Share our plan and get feedback from other divisions. Fall 2001**
- B. Hold an annual division retreat to consider division goals and objectives. Spring 2002**

Institutional Priority 2: Complete planning for current and future Maricopa Community College bond initiatives and Estrella Mountain Phase IIb and III expansion.

#### **Division Objective:**

- A. Participate as appropriate in bond planning and EMCC expansion. Fall 2000 - Spring 2002**

Institutional Priority 3: Implement programs to assess student learning and institutional outcomes.

#### **Division Objectives:**

- A. Refine data gathering mechanisms to assess division impact on teaching and learning by December 2001; collect data during Spring 2002.**
- B. Continue to assess and encourage college-wide assessment of and expansion of the Self-Paced program. Fall 2001**
- C. Increase awareness of concept of "Information Literacy" as a corollary of Critical Thinking through bibliographic instruction. Fall 2001 - Spring 2002**

Institutional Priority 4: Develop formal systems for community, student, and employee input.

#### **Division Objectives:**

- A. Hold division meetings for all staff on a regular basis beginning Fall 2001.**

**B. Continue to improve Customer Satisfaction and Usage Surveys. Spring 2002**

**Strategic Direction: Planning and Charting Our Future  
No Additional Resources Needed**

## **II. Strategic Direction: Growing and Expanding**

Institutional Priority 1: Enhance systems to identify customer needs.

**Division Objective:**

- A. Establish formal liaison with each academic division to assist the Information Resources Division in assessing the appropriateness of the instructional support provided for each division. Fall 2001**
- B. Develop mechanisms to more effectively work with adjunct faculty. Initial emphasis will be on English 101/102 faculty. Fall 2001**

Institutional Priority 2: Identify resources that address growth, support expansion, and enhance accessibility for Estrella Mountain students.

**Division Objectives:**

- A. Refine data gathering mechanisms to assess resource needs by December 2001; collect data during Spring 2002.**
- B. Continue to develop the resource collection for ESL students. Spring 2002**
- C. Increase access to Windows workstations by replacing Macintosh workstations with Dells. Spring 2002**
- D. Explore options for providing reference services to remote users. Spring 2002**
- E. Pay copyright clearance fees for materials requested by Estrella Mountain staff. Fall 2002**
- F. Increase shelving in Library to accommodate print materials to support expanded curriculum. Summer 2002**

Institutional Priority 3: Expand curricular and support programs with enhanced delivery systems.

**Division Objective:**

- A. Assess new Information Resources web site during Summer and Fall 2001 and engage in continuous revision to ensure effectiveness.**
- B. Participate in Reference At a Distance (RAD) to provide reference services to students at remote locations. Fall 2001-Spring 2002**
- C. Provide information and training in the use of databases available remotely to dual enrollment faculty and students. Spring 2002**
- D. Support the instructional needs of remote users through the redesign of the division web site and development of Information Literacy modules mounted on the web site. Spring 2002**
- E. Enhance instructional support for remote users by increasing materials available on the web site for Self-Paced students. Fall 2001**

**F. Collaborate with faculty to expand integration of Information Literacy instruction into courses. Spring 2002**

**G. Upgrade/replace employee workstations to minimize down time and increase capacity. Summer 2002**

<b>Strategic Direction: Growing and Expanding</b>	
<b>Additional Budget Request:</b>	
<b>16 Dell Workstations for Information Commons</b>	<b>\$32,000</b>
<b>12 Dell Workstations for faculty, staff and Consultation Desk</b>	<b>\$24,000</b>
<b>Copyright Clearance Fees</b>	<b>\$150</b>
<b>Library Shelving</b>	<b>\$2,000</b>

### **III. Strategic Direction: Creating Partnerships**

Institutional Priority 1: Capitalize on campus and community partnerships that enhance Estrella Mountain's programs and services.

**Division Objectives:**

**A. Enhance Self-Paced course collaboration with Instructional Computing faculty and other interested divisions. Fall 2000 - Spring 2002**

**B. Collaborate with faculty in other divisions to identify Information Literacy modules to be developed and mounted on the Information Resources web site. Spring 2002**

**C. Collaborate with librarians at EMCC dual enrollment high schools to improve library services to dual enrollment students. Fall 2001**

**D. Collaborate with other campus divisions and offices to enhance support for special populations (ADA, ESL, AMAS, etc.) Fall 2001**

**E. Collaborate with faculty to include information resources links within Blackboard courses. Fall 2001**

<b>Strategic Direction: Creating Partnerships</b> <b>No Additional Resources Needed</b>
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### **IV. Strategic Direction: Investing in People**

Institutional Priority 1: Expand employee development and training opportunities

**Division Objectives:**

**A. Refine the orientation for student workers. Spring 2002**

**B. Encourage all division staff to participate on one campus committee. Fall 2001**

**C. Encourage all division staff to take advantage of district and campus training opportunities. Spring 2002**

- D. Provide training to all division staff in use of new databases. Fall 2001**
- E. Incorporate EMCC Core Values into performance appraisal process. Spring 2002**

Institutional Priority 2:

Develop levels and patterns of employee staffing to meet changing organizational and instructional needs.

**Division Objectives:**

- A. Assess staffing needs of the Information Commons, including need for Learning Associate positions. Fall 2001 - Spring 2002**
- B. Increase adjunct library faculty by 12 hours each week to provide additional faculty coverage one evening and Saturday (total of 24 hours per week). Spring 2002**

<b>Strategic Direction: Investing in People</b>	
<b>Additional Budget Request:</b>	
<b>Library Adjunct Faculty</b>	<b>\$15,000</b>
<b>Information Commons staff (Pending needs assessment this academic year.)</b>	<b>\$15,000</b>

## **Summary of Resources Needed to Accomplish Objectives**

**The following resources have been identified to support the objectives in this plan.**

**Support from Other Divisions:**

- Support from other divisions to establish liaison relationships and enhance foundation for collaboration. (II.1.A; III.1.B,D,E)
- Assistance from the Office of Planning and Institutional Effectiveness to develop and enhance data collection. (I.3.A,B)
- Support from other academic divisions to facilitate contacts with adjunct and dual enrollment faculty. (II.1.B)
- Support from Instructional Computing to assess and refine self-paced computing courses, including securing faculty to support CIS self-paces courses. (III.1.A)

**Future Staffing:**

- Library adjunct faculty to staff evening and weekend hours. (IV.2.B)
- Assess staffing needs of Information Commons, including need for Learning Associate positions. (IV.2.A)

**Other Resources:**

- District Professional Growth Funds to support staff training and development (IV.1.C)
- Reallocate faculty time to provide remote reference assistance (II.3.B)

- Dell workstations for Information Commons (II.2.C)
- Dell workstations for faculty, staff, and Consultation Desk (II.3.G)
- Copyright clearance fees for materials requested by staff (II.2.E)
- Additional shelving to accommodate print materials to support expanded curriculum (II.2.F)

## **Schedule for Evaluation and Update of Plan**

The Information Resources Division will review progress on division objectives in November and April of each year. Division partners will be consulted and the plan will be updated prior to the end of Spring Semester each year. Prior to the date of graduation, the division will send an updated plan with a progress report to the Dean of Instruction for final review.

## **Appendix A: Additional Budget Request Summary**

<b>Additional Budget Request:</b>	
<b>Library Adjunct Faculty</b>	<b>\$15,000</b>
<b>Information Commons staff (Pending needs assessment this academic year.)</b>	<b>\$15,000</b>
<b>16 Dell Workstations for Information Commons</b>	<b>\$32,000</b>
<b>12 Dell Workstations for faculty, staff and Consultation Desk</b>	<b>\$24,000</b>
<b>Copyright Clearance Fees</b>	<b>\$150</b>
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2/21/02