

**Transition to Academic Year 2008 Academic Affairs Annual Report:
Deans Council UNIT REPORTS**

Instructions

For activities January 2007 – June 2008

WHO SUBMITS THIS REPORT: This report should be completed by each unit represented on Deans Council, plus the Weatherspoon Art Museum.

OVERVIEW

The format for the AY 2008 Academic Affairs Annual Report, as approved in September 2007 by Deans Council and the Provost, is an 18-month report. The information requested remains basically the same. Please note that you are being asked to make prioritized decisions within a restricted amount of text (3-5 bullet points, a 2-page Executive Summary). Any report that exceeds these limitations will be returned for revision.

Please also note that the particular Strategic Direction focal points (goal clusters) have changed for this reporting period; refer to Provost Perrin's July 31, 2007 email message regarding the revised 2007-08 high-priority goal clusters. There are a few changes in the information requested for Table SD 4-2; these changes are shaded in gray. Lastly, whenever AY 2008 is indicated (for both the narrative and tables), you should include information/data for spring 2007, fall 2007, and spring 2008.

GETTING STARTED & RENAMNG THE FILE

After you have downloaded the electronic file "Unit Report Template" as a WORD document to your computer's hard drive, please rename it with your unit code in the title (Example: BBE AAAR AY 2008). Please make certain that the report that you submit has been identified with your unit's abbreviation.

REPORTING TIME PERIOD

Report on activities occurring from January 2007 through June 2008.

DUE DATE

All submissions for the AAAR AY 2008 are due May 1, 2008. Submit as email attachment, to Ceola Ross Baber, crbaber@uncg.edu. The entire report must be submitted at the same time.

When submitting your unit's report or separate tables, **identify your unit in the title of the file** (e.g. CAS 2008 AAAR Rpt; FAO Table 47 Merit Scholarships) **and in the subject line of the email**. Abbreviations may be used in file names.

Please contact Lee Odom (lhodom@uncg.edu) if you have questions about this unit report template.

PART I: IDENTIFYING INFORMATION

Unit University Libraries, Cataloging Dept.

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Additional Contact Information

Date Submitted Mar. 20, 2008

PART II: CORNERSTONES

For each of the four Cornerstones, in the space below each Cornerstone, **list the 3-5 bullet points that represent the most important actions of your unit (College of Arts and Sciences may submit 5-8 bullets)**. Identify your unit with your official unit abbreviation in parentheses at the BEGINNING of each bullet point.

Cornerstone 1: Public & Private Support

Pursue and effectively use all sources of public and private support.

Cornerstone 2: Technology

Strengthen technology resources for effective use in academic programs and administrative services.

(LIB) Implemented use of PromptCat records from OCLC in Technical Services for firm orders to reduce the number of times catalogers needed to search in the national database. The implementation of this service helped speed up the work flow and allowed materials to be available to the public sooner. In addition this freed up time for experienced catalogers to work on more difficult materials.

(LIB) The Cataloging Department participated in testing the Cataloging and Reports modules when the University Libraries served as a CTP (Community Technology Preview) site and later a beta site for the Symphony 3.2 ILS.

Cornerstone 3: Administration

Use effective policies and processes to deliver services to the University community.

(LIB) One staff member took over many of the duties of a retiring Electronic Resources and Information Technology Staff Member in the area of support for the Integrated Library System

(LIB) Offered first graduate assistantship in Cataloging which provided excellent work experience and training for a LIS student and provided additional access to older videos in UTLC

Cornerstone 4: Facilities

Build and maintain high-quality facilities that permit good academic and support programs to operate.

PART III: STRATEGIC DIRECTIONS

Please supply the information requested below. **Identify your unit with your unit abbreviation in parentheses at the BEGINNING of each bullet point or response.**

Strategic Direction 1

Teaching and Learning: Promote excellence in teaching and learning as the highest university priority.

(LIB) The Cataloging Dept. is now fully staffed for the first time in over two years. This means that routine materials traveled through the department much faster and many more difficult and/or unique materials were cataloged. As a consequence, faculty and students have gained more timely access to these materials, both printed and virtual, as well as recently published and older materials unique to our

collection.

(LIB) During 2007, 19,903 paper titles were cataloged, including 1,421 scores and 183 Cello Collections scores: an average of 1,659 titles per month and an increase from 1,555 titles per month in 2006. Some selected figures, on formats other than paper that have not been previously mentioned:

- 621 Sound records added
- 726 Maps added
- 2,478 electronic journals added
- 8,113 US GPO web sites added
- 144 US GPO monographic print records added
- 1,443 e-books, including e-audio books, added

b) List your unit code followed by degree programs under consideration and in initial planning stages. Do not include programs already sent to Office of the President for Planning or Establishment approval.

c) Insert your unit code, and a **single number** representing the total number of students in your unit involved in internships during AY 2008. (e.g., SOE: 136) Do not break down by department.

d) List the sites or locations in which students in your unit participated in internships. Insert Unit Code only once, at beginning of list. Separate entries by a comma (e.g., Bank of America, Moses Cone Hospital, Exxon)

e) List here your unit code, followed by a list of any academic program or degree that has been awarded a national ranking during the reporting period. Identify the complete name of the organization publishing the ranking.

f) List here your unit code, followed by names of faculty or staff receiving a national competitive award, such as a Fulbright or other comparable competitive award. Give the full name of the faculty member, their Department, and the exact name of the award.

g) List here your unit code, followed by a list of faculty who held offices or leadership positions in **national** professional organizations, associations, or on **national** boards during AY 2008.

h) Insert 3-5 bullet points (CAS 5-8) that best exemplify outstanding actions of your unit toward the following Strategic Direction 2 focal points for this reporting period. Insert unit code at the beginning of each bullet point.

Improve assessment of student learning to guide improvement in instructional practices, curriculum, and co-curricular experiences.

Recruit and retain a diverse and accomplished faculty and staff committed to the advancement of student learning.

Strategic Direction 2

Creation and Application of Knowledge: Strengthen research, scholarship, and creative activity.

(LIB) Since integrating the University Teaching and Learning Center holdings into the University Libraries online catalog, students and faculty have had an increased number of ways to search older titles in the collection. In addition, recently acquired titles have been made available in the catalog in a timely fashion. In 2007, 4,763 records for videos were added and 2,426 records for DVDs were added. This included both the replacement of brief records from the time of migration and the new titles. In 2006, 1,700 videos and 560 DVDs were cataloged.

(LIB) 2007/08 saw the cataloging of the first MFA thesis film and a routine established so that starting in May 2008, MFA thesis films will be available through the catalog as streaming media. Although electronic thesis and dissertations (ETDs) have been cataloged since May 2005, this year was the first time our ETDs also have been placed in the newly devised Institutional Repository (IR). Other existing items in the IR will be moved to the new platform before July 2008. There will be retrospective adding of our titles dating back to 2006 and all ETDs from this time forward will be added to the IR.

(LIB) The United States government makes available through its government depository system a vast amount of written material. The library has a substantial amount of depository material. Outdated materials are being disposed of and the material left behind is being checked to make sure records are available in our online system. Almost a thousand additional titles now have been cataloged, which makes this important collection of materials more accessible. Also, in the process of evaluating the government documents collection, hundreds of valuable home economic pamphlets were discovered, that have been moved to Special Collections and are receiving specialized cataloging. Over 880 pamphlets have been cataloged for the Special Collections home economics collection.

(LIB) With the addition of cataloging records for the Rabbi Avi Magid Jewish studies collection and the BB&T Collection on Capitalism, Markets, and Morality, faculty and students have the ability to discover materials in areas in which the library formerly had few resources.

(LIB) The very beginning groundwork has started that will include materials in the Dept. of Interior Architecture resource room in the online catalog. This will allow students and faculty outside of the Dept. as well as department students and faculty to discover this collection.

a) Insert here 3-5 bullet points (CAS: 5-8) that best exemplify outstanding actions of your unit toward the general goal of Strategic Direction 2, above. Insert unit code at the beginning of each bullet point.

b) Insert 3-5 bullet points (CAS 5-8) that best exemplify outstanding actions of your unit toward the following Strategic Direction 2 focal points for this reporting period. Insert unit code at the beginning of each bullet point.

Target and promote areas of interdisciplinary research emphasis.

Provide a supportive environment for faculty and student research, scholarship, and creative activity by increasing external and internal support.

Recruit and retain faculty with the potential for and demonstrated excellence in research, scholarship, and creative activity.

c) List here your unit code, followed by a list of new faculty hires with exceptional national/international reputations in research, scholarship, and creative activity. Give the full name of the faculty member and their Department.

d) List your unit code, followed by a list of UNCG-hosted symposiums, festivals, major exhibits, etc. Include major events

only.

e) In the following table, **enter a single number total** (in place of the xx's) for the scholarly/creative output of faculty and staff in your unit for this reporting period. Do not break down data by individual academic departments.

Unit Code:	LIB
Refereed articles (published)	2
Presentations at professional meetings	6
Other (presentations)	5
Other (publications)	4
Other scholarly/creative activities	5

Strategic Direction 3

Campus Community: Become a more diverse and actively engaged community of students, faculty, staff, and alumni.

a) Insert here 3-5 bullet points (CAS: 5-8) that best exemplify outstanding actions of your unit toward the general goal of Strategic Direction 3, above. Insert unit code at the beginning of each bullet point.

b) Insert 3-5 bullet points (CAS 5-8) that best exemplify outstanding actions of your unit toward the following Strategic Direction 3 focal points for this reporting period. Insert unit code at the beginning of each bullet point.

Nurture a campus community that reflects and embraces the increasing diversity of North Carolina.

Ensure a positive and supportive environment for faculty, staff, and students.

(LIB) Staff contributed to the University Libraries by serving on various committees and by participating in development opportunities:

Committees: Administrative Advisory Group, Assessment Team Committee, Disaster Preparedness and Safety Committee, Display Committee, Electronic Resources and Metadata Cataloger Search Committee, Label Committee, Macro Express Committee, Outstanding Student Library Worker Award Committee, Student Supervisors Group, University Committee, University Libraries Staff Association Social Committee, and Staff Development Committee.

Meetings Attended by Staff: North Carolina Serials Conference, North Carolina SirsiDynix Users' Group Meeting, SNCA Spring Meeting/Conference, ALA Annual Conference, Introduction to EAD Workshop, Basic MARC Tagging for Books, Basic MARC tagging for Serials, Cataloging Internet Resources, Webcast of Working Group on "Future of Bibliographic Control", SOLINET Self-paced class: Introduction to the Authority File, Webinar "Changes ahead with AACR, FRBR, and RDA"

(LIB) Three members of the Cataloging Department completed or are in the process of completing the Essential Supervisor Program (E.S.P.) offered by Human Resource Services with one graduate in 2007 and two to graduate in 2008.

Strategic Direction 4

Economy and Quality of Life: Be a leader in strengthening the economy of the Piedmont Triad and enhancing the quality of life for its citizens.

a) Insert here 3-5 bullet points (CAS: 5-8) that best exemplify outstanding actions of your unit toward the general goal of Strategic Direction 4, above. Insert unit code at the beginning of each bullet point.

b) Insert 3-5 bullet points (CAS 5-8) that best exemplify outstanding actions of your unit toward the following Strategic Direction 4 focal points for this reporting period. Insert unit code at the beginning of each bullet point.

Establish with N.C. A&T State University, The Joint Millennial Campus.

Promote and support entrepreneurial activities in the Triad.

Promote efforts to develop the urban environment, enhance the rural economy, protect physical and natural resources, and facilitate the integration of the Piedmont into the global economy.

c) In the following table, enter your unit code and a single number total (in place of the xx's) for the indicated categories of outreach activities performed by faculty and staff in your unit during the reporting period.

Unit Code:

Initiatives for lifelong learning (not DCL related) open to the public (lectures, performances, conferences, seminars, workshops, festivals, exhibitions, etc.) xx (number of events) AND xx (number of participants)

Clinics or other health services offered to community clients xx (indicate total number of clients)

Opportunities for student internships in the local, state, national or international community xx (indicate total number of internships)

Consultations with public organizations and agencies xx (indicate total number)

Educational partnerships with other educational institutions and xx non-profit agencies aimed at B-12 education

Economic development activities xx (number of activities) AND xx (number of participants)

Other community engagement activities xx (number of activities) AND xx (number of participants)

(LIB) Faculty and staff use their skills and interests to benefit a variety of organizations that help enhance the quality of life of those in the Piedmont Triad:

Lindley Elementary School Leadership Team

Skate Night Coordinator, Lindley Elementary School

Church librarian (volunteer) at Starmount Presbyterian Church, Greensboro, NC

Volunteer with Greensboro InterFaith Hospitality Network (serves homeless families in Greensboro)

Teach adult Sunday school, Muirs Chapel United Methodist Church, Greensboro, NC.

Play trombone in two worship services, Muirs Chapel United Methodist Church, Greensboro, NC.

Teach 2-3 year olds Sunday school class and Senior Citizens Activities Coordinator at True Gospel Baptist Church in Madison, NC

Tutor of weekly adult study group sponsored by Covenant Fellowship, Greensboro, NC

Play classical guitar in special program for St. Andrews Episcopal Church, Greensboro, NC

Strategic Direction 5

Access and Student Success: Recruit and retain students with the potential to succeed in a rigorous academic environment.

a) Insert here 3-5 bullet points (CAS: 5-8) that best exemplify outstanding actions of your unit toward the general goal of Strategic Direction 5, above. Insert unit code at the beginning of each bullet point.

b) Insert 3-5 bullet points (CAS 5-8) that best exemplify outstanding actions of your unit toward the following Strategic Direction 5 focal points for this reporting period. Insert unit code at the beginning of each bullet point.

Increase efforts to recruit and retain students from diverse backgrounds

(LIB) Six student assistant positions provide students with employment opportunities, work experience, and a connection to the University community.

Support campus initiatives aimed at improving student satisfaction, retention, graduation, and career placement rates.

PART IV: EXECUTIVE SUMMARIES

Insert here a 2- page, 11-point font narrative of the major accomplishments and endeavors of your unit toward the successful achievement of the Cornerstones and Strategic Directions. Please write the narrative so that it might be reprinted or excerpted for a wide variety of constituencies (avoiding acronyms and unit codes, for example). Executive Summaries that extend beyond two pages will be returned for revision. Identify your unit (e.g., School of Nursing) at the beginning of the text.