

My SPOL > Planning > All Objectives > Information Literacy Workshops

Objective Details

Information Literacy Workshops

45000 - Learning Resources

Unit Manager: Alvarez, Linda

Email Unit Manager: [Send Email](#)

Awaiting Approval

Awaiting Approval by Black, Helen

Approval Notes:

Note Options

Approval Status:

Objective Details

Objective ID: 60

Status: In Progress

Objective Purpose: 3 Unit/Department Plan

Provide information literacy instruction through weekly workshops and other student-focused events. Workshops will provide students with a standing day/time to receive assistance with research related to class papers, presentations, and other projects. Related events will provide topical information to assist students with idea generation and topic identification for class papers, presentations, and projects.

Planning Years

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2012-2013 - (Current)	07/01/2012	06/30/2013
<input type="radio"/> 2013-2014	07/01/2013	06/30/2014
<input type="radio"/> 2014-2015	07/01/2014	06/30/2015

Institutional Goals

2010-2015 Strategic Plan

1.3

Goal 1: Enhance Instructional Services --> Innovative Instruction

1.4

Goal 1: Enhance Instructional Services --> Persistence, Retention, Graduation

Planning Unit Goals

Objective Types

Planning Priorities

Culture of Liberal Academic Inquiry

Continuous Improvement

Student Outputs: Retention

Accreditation Compliance

Strategic Partnerships

Tasks

Create format for weekly information literacy workshops to be held beginning Fall 2013. Workshops will be three hours long. Library faculty and staff will be located throughout the open computer lab to provide assistance with research. Short presentation topics will

Start Date:

04/01/2013

Type:

Development

Priority:

High

Budget:

\$3,875

Due Date:

05/03/2013

Completion Date:

05/01/2013

Status:

Completed

More >>

Host inaugural information literacy workshop two weeks after the end of drop-and-add. Event should be heavily publicized via on-campus posters, flyers in the orientation packets, announcements by instructors, and give-away (e.g., bookmark) with textbook

Start Date:

06/07/2013

Type:

Implementation

Priority:

High

Budget:

\$3,000

Due Date:

07/01/2013

Completion Date:

07/05/2013

Status:

Completed

More >>

Create and administer pre- and post- surveys to students to gauge the degree to which students' research skills were improved and the quality of their resulting projects was enhanced. Surveys will be completed on a volunteer basis.

Start Date:

10/01/2013

Type:

Research/Discovery

Priority:

High

Budget:

\$1,149

Due Date:

12/16/2013

Completion Date:

Status:

Ongoing

More >>

Develop a feedback mechanism with faculty/departments who are assessing the Gen Ed outcomes on Oral Communication, Written Communication, and Information Literacy to determine if outcomes are improving with regard to student identification and use of

Start Date:

12/02/2013

Type:

Research/Discovery

Priority:

High

Budget:

\$0

Due Date:

01/31/2014

Completion Date:

Status:

Ongoing

More >>

Total Objective Budget: \$8,024

Units Impacted

Date	Unit Code	Unit Name	Note	Unit Manager
10/18/2011	43100	English, Communications, & Modern Languages		Baldwin, Frank
09/11/2012	11000	Institutional Effectiveness		Hall, Tracy
01/05/2015	67000	Institutional Technology		O'Donnell, Phillip
03/12/2015	61000	Physical Plant Operations		Lewis, Charles

Intended Results

Date	Description
10/18/2011	1. Students will self-report that their research skills improved and their coursework was enhanced as a result of the workshops
10/18/2011	2. Student outcomes with regard to use of sources will improve by 4%
10/18/2011	3. Each workshop will draw at least 50 students

Assessment Measures

Date	Description
10/18/2011	1. Student survey of improvement in information literacy
10/18/2011	2. Gen Ed Outcomes for Written Communication, Oral Communication, and Information Literacy, as reported by academic departments
10/18/2011	3. Workshop ID card swipes

Associated Outcomes

Outcome	Planning Unit	View
ENC 1101 - 1. Writing Processes	English, BA	View
Gen Ed - Information Literacy	General Education (GenEd)	View
Gen Ed - Oral Communication	General Education (GenEd)	View
Gen Ed - Written Communication	General Education (GenEd)	View

Status Reports

Date	Description
09/12/2011	The English faculty have reported that poor use of references is a trouble area for students in demonstrating Written Communication learning outcomes. They are partnering with other academic departments and the libraries to provide additional support to students in information literacy.
10/18/2011	The third planning meeting was held today. Excitement is very high among the faculty for this initiative. The Office of Institutional Effectiveness is looking for a grant funding source for education materials and other costs. We also plan to approach the Foundation with the idea of having the series named for a donor.

Document Management

File Name	File Type	File Size	File Date
Info Lit Workshop Syllabus.pdf	PDF File	585.597 KB	4/18/2014 1:55:10 PM
Research Techniques.pdf	PDF File	366.013 KB	4/18/2014 1:56:11 PM

Link Management

Link (Double Click to View)	URL
Connect to Library Databases	http://www.think.edu/library/databases.htm

Actual Results

Date	Description
10/01/2011	Preliminary surveys have shown that student confidence and sophistication in their information literacy abilities could be improved: 1) Number of search engines used while doing research = average 1.2 (primarily Google) 2) Correct ranking of URL domains for content confidence = 65% 3) Confidence in ability to correctly cite references = 58%

Use of Results

Date	Description
10/01/2011	Baseline data show that students must be exposed to alternative search engines, search strings, indicators of source reliability, library databases, and citation resources. These topics will be covered early and frequently in the information portion of the workshops.

Associated Standards

Source	Cycle	Number	Standard	View
SACS	2014 SACS Reaffirmation	3.3.1.3	Institutional Effectiveness: Academic and Student Support Services	View
SACS	2014 SACS Reaffirmation	3.8.2	Instruction of Library Use	View

What do you plan to do?

Planning Unit: Objectives belong to a single Planning Unit. The Unit Manager is responsible for approving the Objective to add it to the Unit’s plan.

Objective Description: Fully state the Objective (initiative, project, etc.) in SMART terms. To be SMART, the Objective Description should be Specific; Measureable; Aggressive, yet Attainable; Results-driven; and Time-limited.

Objective Title: Short and descriptive, the Objective Title allows you to easily distinguish one Objective from another in a list.

Planning Years: An Objective may exist in a single Planning Year, or may span across multiple years.

Why do you plan to do it?

Objective Purpose: Multiple reasons may exist for writing Objectives. You may have been assigned an objective from the institutional or division strategic plan, or perhaps the objective will improve some aspect of departmental operations. The Objective Purpose allows you to identify the primary reason for the Objective.

Institutional Goals: Use the Institutional Goals framework to house your institution’s strategic, academic, infrastructural, and other high level plans. You can then create institutional context for Objectives by tying them back to one or more of these plans. The **View Activity by Insitutional Goals** page provides a high-level view of all Objectives tied back to each plan.

Planning Unit Goals: You can create aspirational goals on the Planning Unit Homepage, and then identify when an Objective supports one or more of these Planning Unit Goals.

Planning Priorities: If your institution establishes annual priorities to guide planning, operations, and funding, add them to Planning Priorities. You can then identify when your Objectives support one or more institutional priorities.

Objective Types: Populate Objective Types with other “tags” that you might apply to Objectives to indicate other important, reportable attributes of plans.

How do you plan to do it?

Tasks: Use Tasks to document the actions necessary to complete the Objective. Use the Start and Due Date fields to create a timeline for your project. Identify the Priority (its criticality to the overall project) and periodically update the Status of each Task.

Task Assignments: Each Task can be assigned to the person(s) responsible for carrying it out. Assignments made to Users, Planning Units, and Non-User Contacts will generate emails to the assigned individuals.

Do you need additional resources?

Enhanced Budget Request: Consider if any of your Tasks will require additional funding to be carried out successfully. If so, you can create a detailed, multi-item Enhanced Budget Request for each Task, all of which add up to the overall budget estimate for the Objective.

Units Impacted: If you need some assistance from another department to successfully complete your Objective, select that Planning Unit in Units Impacted. SPOL will send an email to the Unit Manager, along with notes from you.

How will you know you’ve been successful?

Intended Results: What results do you expect to see from the Objective or from specific Tasks? Describe your performance expectations in Intended Results.

Assessment Measures: Use Assessment Measures to describe how you will measure each of your Intended Results. Describe your data sources and data collection methodologies.

Associated Outcomes: Perhaps your Objective is intended to improve student learning or operational outcomes documented within the Assessment Module. If so, associate those Outcomes to the Objective.

What happened?

Status Reports: Document your progress over time within Status Reports. The more detail you report, the more institutional intelligence you create. Remember to also update the Status of Tasks and the overall Objective.

Document Management: Upload relevant documents to the Objectives document repository and make the documents part of the record for the Objective within the Document Management section.

Link Management: Create hyperlinks to web-based artifacts within the Link Management web-link library.

Actual Results: Document your Actual Results at the end of the Planning Year and at the end of the life cycle of this Objective. Be sure to refer back to your Intended Results and Assessment Measures for guidance in reporting Results.

How will you use what you’ve learned?

Use of Results: Close the loop on this Objective by documenting how you will use your results for continuous quality improvement.

Associated Standards: A carefully assessed and successfully completed Objective can provide excellent evidence for accreditation. Associate the Objective with one or more Standards within the Accreditation Module. The Objective will then be available to be used as evidence for the next self-study for any accrediting body where Standards have been associated.

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PLANNING MODULE

My SPOL > Planning > View Activity By Institutional Goal

View Strategic Plan Activity

Planning Year: 2012-2013 (Current) Strategic Plan Category: 2010-2015 Strategic Plan

Expand All

Objectives	Planning Unit	Status	Budget
1.1 - Workforce Programs			
1.2 - Alternative Readiness Programs			
1.3 - Innovative Instruction			
1.4 - Persistence, Retention, Graduation			
1.5 - Student Goal Setting			
2 - Goal 2: Nurture the College Community			
3 - Goal 3: Provide Stewardship of Resources			
4 - Goal 4: Enhance the College Image and Reputation			

Objectives	Planning Unit	Status	Budget
60 - Information Literacy Workshops	Learning Resources	In Progress	\$8,024

My SPOL > Planning

Welcome to the Planning Homepage

View My Objectives
View all of your current objectives, or search for a specific Objective and make your necessary updates

Approve My Objectives
View all of your objectives that require approval

Search for Objectives
Search Objectives according to Planning Unit, Planning Year or Unit Manager.

Create a New Objective
Open up a blank Objective page and enter the relevant data to create a new Objective

New Objective Wizard
Follow our easy to use, step-by-step wizard to creating a new Objective.

Copy Objective Data
Copy objective data from one planning year to another.

View My Planning Units
View all of your current Planning Units, or search for a specific Planning Unit and make your necessary updates.

View Activity by Institutional Goal
View all planning and assessment activity currently supporting your Institutional Goals.

Print a Report
Bring up the reporting interface to generate an informative report in minutes.

My SPOL > Planning > Copy Data

Copy Data

Original Planning Year: 2012-2013 (Current) Destination Planning Year: 2013-2014 Single/Multi Year: ☒ Single Year ☐ Multi-Year

Copy Options

- ☒ Copy the Objectives and all the associated data to the next Planning Year.
- ☐ Move the Objectives and all its associated data to the next Planning Year.
- ☐ Copy the Objectives and choose the associated data to copy along with it.

The Objectives listed below have been identified as "single-year." Objectives identified as single-year are individual objectives which typically require one year to complete. Performing the following operation will copy an Objective to the 2013-2014 Planning Year.

Copy the Objective(s) and all its associated data to the 2013-2014 Planning Year
Selecting this option will copy all data associated with the Objective to the destination year. Once select, users can expand the appropriate Planning Unit and select which Objectives they would like to copy.

☒ Check All ☒ Expand All ☒ Copy Data

My Planning Units

CHK	Objective ID	Objective Title
<input checked="" type="checkbox"/>	101	Special Collection - Florida History

Planning Units that Report to Me

- 45100 - Lawrence County Joint-Use Library
- 45200 - St. Andrew Campus Library

My SPOL > Planning > Objective Search

Objective Search

Back Search New Objective

Unit Managers: All Users Planning Units: All Planning Units Objective ID: Objective Title: Objective Text: writing Planning Year: 2012-2013 (Current)

Hide Search Display: 15 Records Displaying 1 - 5 of 5 Records

Objective Title	Planning Unit
Electronic Tutoring Programs	Learning Assistance
Faculty Development on Writing Content	Employee Development Program
Grant Writing Educational Series	Institutional Effectiveness
TSC Writing-Grammar Workbook/Handbook	English, Communications, & Modern Languages
Writing Intensive Courses	English, Communications, & Modern Languages

My SPOL > Planning > My Objectives

My Approval Objectives for Planning Year: 2012-2013

Apply Approval Actions

Planning Unit	Planning Unit Manager	Approval Status	View
Learning Resources	Alvarez, Linda	<input type="radio"/>	View

Sel	Objective ID	Objective Title	Approval Status	DOC	LNK
<input type="checkbox"/>	60	DRAFT - Information Literacy Workshops	<input type="radio"/>		
<input checked="" type="checkbox"/>	101	DRAFT - Special Collection - Florida History	<input type="radio"/>		

NOTES:

☐ Approve ☐ Reject

The plans on the exhibitions space have been completed and approved.