

Proposed Template for Library Six Year Report

October 2018

- I. Introduction (1-2 p.) (similar)
 - A. Why this report is different (purpose and function of library within college)
 - B. Appendices will include links to: Library Mission and Vision, PLOs, Key Questions
 - C. Any needed follow-up on addressing prior PRC recommendations

- II. Assessment of Library Areas (10-12 p.) (different: assessing four library areas and within those assessing student learning)
 - A. Research & Instruction (Info Literacy, RHD, Academic Initiatives, ILO, PLO, GE)
 - B. Collections (Discovery, Access, TechServ, Circ, ILL, Special Collections, Digitization)
 - C. Partnerships and Collaboration (Outreach, interaction with other departments)
 - D. Management and Administration (finances, staffing, facilities)

Each of the four sections above (II. A-D) will cover the following:

- 1. Program area overview, how serves Westmont (students, other departments), and significant trends
- 2. Assessment of area
 - a) Key challenges, strengths, weaknesses, report on goals
 - b) Student Learning
 - (1) Meeting benchmarks/standards for PLO, ILO?
 - (2) What learn about student learning relative to PLOs
 - (3) Changes made/make to improve student learning
 - (4) Are results getting the information we need; how improve?
 - c) *No alumni reflections as we don't have departmental alumni.*
 - d) Curriculum Review
 - (1) Are we providing resources/services necessary for academic departments, GE, new courses, our class, our tutoring
 - (2) How changes in curriculum affect us

3. Addressing key challenges (this is Program Sustainability and Adaptability)
 - a) How to address primary challenges to area and programing
 - b) Are there more efficient ways of utilizing/repurposing resources?
 - c) Compare with three peer institutions (staffing, services, marketing, collaboration)—mostly through appendices

III. Conclusion (1-2 p.) (same)

A. What we learned from assessment and program review (as pertains to ILOs, Mission statement, PLOS, Key Questions)

1. Changes we made or will make (change mission statement, PLOs, etc.)
2. How will we enhance student learning relative to college's ILOs and PLOs? What new steps have helped enhance student learning? What didn't? Why?

B. Key Questions to explore during next six-year cycle

IV. Appendices (modified: cut some, added some)

A. Links to important documents (Mission & vision, PLOs, Key Questions, etc.)

B. Summary of assessment results for all PLOs (table/chart as possible)

C. Rubrics and assessment instruments

D. Reports on closing the loop activities for every PLO

E. Curriculum Map and PLO Alignment Chart (if possible)

F. List of items for Action plan and potential Key Questions

G. Peer comparisons

H. Research Statistics (RHD, instruction, etc)

I. Outreach Statistics

J. Collections statistics (ILL, Circ, department spending, eresource)

K. Budget statistics

L. Staffing Statistics

M. Others as needed