**ANNUAL ADMINISTRATIVE ASSESSMENT REPORT**

*Division:* Academic Affairs  
*Program Area/Department:* Libraries

**Mission Statement:** Butler University Libraries actively support the educational goals of Butler University by providing facilities, services, resources, technology, and educational opportunities that facilitate access to information. Central to this mission are the needs of undergraduate students.

The libraries also have a responsibility to support teaching and scholarship and to help preserve the intellectual heritage which is at the core of the university's overall mission.

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<tr>
<th>Goals or Student Learning Outcomes</th>
<th>Annual Performance Objectives (APOs)</th>
<th>Methods of Assessing Annual Performance Objectives</th>
<th>Assessment Results</th>
<th>Improvements Identified (I) or Made (M)</th>
<th>Year Assessed</th>
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<td>List goals or student learning outcomes for your department, aligned with the mission of your division or the university. Goals are declarations of the end results you hoped to accomplish.</td>
<td>What specific actions did you take in the past year to help meet this goal? APOs should not be office functions, but should focus on how to better serve your constituents.</td>
<td>How, when, and where did you assess or evaluate your APOs, either quantitatively or qualitatively (i.e., surveys, interviews, focus groups, logbooks, completion times, success rates, etc.)?</td>
<td>What were the actual assessment results? How did you perform in meeting the APO?</td>
<td>What programmatic improvements were identified or made based on the assessment results? Describe and denote with an I or M.</td>
<td>List the Year when Goal/SLO was assessed.</td>
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<td><strong>1.</strong> Map information literacy competencies into the student learning outcomes for every major at Butler and identify the appropriate courses for developing the competencies.</td>
<td>A. All library liaisons complete an assessment report that identifies the IL competencies relevant to their liaison programs, identify the department SLOS that match these competencies, and identify gaps by May 31, 2013. (APO Champion - Sally Neal)</td>
<td>A. Number of assessment reports completed by liaison librarians</td>
<td>A. Liaison librarians mapped information literacy competencies to 26 of 36 programs (72%) for which academic assessment reports were available.</td>
<td>A. Liaison librarians identified courses where SLOS based on information literacy are assessed but no formal library instruction occurs. These courses are candidates for librarian-faculty collaboration. (I)</td>
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<td>2. Develop a forward-looking collection management policy for library resources</td>
<td>B. In collaboration with the associate deans committee, library leaders develop a strategy for completing the goal by May 31, 2013 (APO Champion - Sally Neal)</td>
<td>B. Mapping data (IL competencies mapped to department SLOs), presentation to associate deans, and strategy document</td>
<td>B. Associate Dean for Public Services gave presentation on preliminary curriculum mapping to associate deans; general support by associate deans; strategy document was not drafted pending further gap analysis by liaison librarians. Strategy initiative will carry over to next year.</td>
<td>B. Associate deans supported concept of curriculum mapping. (I)</td>
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<td>a. Form a cross-functional policy development committee to review existing policies, identify policy gaps, revise, and obtain feedback from key external constituents by May 31, 2013. (APO Champion - Josh Petrusa)</td>
<td>A. Draft policy document; Results from two focus groups and 1 survey with faculty, staff, and students</td>
<td>A. Draft policy document is completed and components implemented. Feedback on document will carry over to AY13-14</td>
<td>A. Collection management policy draft provides a basis for current practices and decision-making for library collections (M)</td>
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<td>3. Identify one or two area(s) in each library to convert to study space, increasing total library seating capacity by twenty seats</td>
<td>A. Identify at least one space in each library for conversion to student study space by Jan. 4, 2013. (AP Champions - Sally Neal, Barb Howes, Julie Miller)</td>
<td>A. Number of spaces for conversion identified by library as documented in the library's FY13-14 capital budget request</td>
<td>A. Irwin Library spaces identified for conversion = 2 (IL 215, Information Commons reference stacks); Science Library spaces for conversion = 1 (upper level north of atrium)</td>
<td>A. Priority areas for improvement in the library facilities were incorporated into the library's budgeting process (M)</td>
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<td>B. Seek capital funding for completing the conversion of at least one space in each library by Jan. 7, 2013. (APO Champions - Julie Miller &amp; Barb Howes)</td>
<td>B. Ranked FY13-14 capital requests for the library submitted to Academic Affairs</td>
<td>B. Science Library conversion project funded through capital process; Irwin Library conversion partially funded through end-of-year funds from FY12-13</td>
<td>B. University funds were secured to improve student study spaces within both Irwin and the Science Library. (M)</td>
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<td>4. Expand the Digital Commons institutional repository to include scholarship or creative works from all academic departments and 50% of full-time Butler faculty.</td>
<td>A. Hire a 12-month, full-time Scholarly Communications Librarian to lead the Digital Commons program by June 1, 2013. (APO Champion - Julie Miller)</td>
<td>A. Successful hire by June 1, 2013</td>
<td>A. Scholarly Communication Librarian position was filled to begin Aug. 1, 2013.</td>
<td>A. The library has increased capacity to provide services related to scholarly communication to Butler faculty and students. (M)</td>
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<td>B. By May 31, 2013, raise awareness of and submissions to the Digital Commons institutional repository among faculty through presentations, announcements, and other forms of campus communication.(APO Champion - Julie Miller)</td>
<td>B. Record of communications; number of new faculty submissions to the Digital Commons in FY12-13</td>
<td>B. Dean of Libraries and liaison librarians presented information about the Digital Commons to leadership and/or faculty groups in CCOM, COE, JCA, CLAS, and COB. 3 new faculty pages added; 73 new publications submitted.</td>
<td>B. The modest increase in the number and span of holdings in the Information Commons increased public access to the intellectual products of Butler University. (M)</td>
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<td>5. Increase funding for building maintenance and renovation, programming, and staff development through internal and external funding resources.</td>
<td>A. Prioritize capital needs for the libraries (building and equipment), create rationale/support documents, and submit library FY13-14 capital budget requests by Jan. 7 (APO Champions - Library leadership group)</td>
<td>A. Library '13-14 Capital budget request and narrative</td>
<td>A. Two library projects were funded by the capital budget committee: Irwin Library front steps ($50,000) and Science Library furniture/projector ($11,500)</td>
<td>A. Facilities improvements for the front steps of Irwin and the upper level of the Science Library were made (M)</td>
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<td>b. By Dec. 4, 2012, submit a proposal for a planning</td>
<td>B. Proposal acceptance from NEH</td>
<td>B. The planning grant proposal to the NEH was</td>
<td>B. The proposal process caused us to identify</td>
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<td>grant from the National Endowment for the Humanities to conduct a preservation assessment for the Special Collections &amp; University Archives (APO Champions - Sally Childs-Helton and Julie Miller)</td>
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<td>submitted on deadline. It was not funded, however.</td>
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<td>priorities to address with regard to preservation of special and archival collections. (I)</td>
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<td>C. By May 31, 2013, implement a process for consistent response to donors to the library's gift funds (APO Champion - Julie Miller)</td>
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<td>C. This initiative has not been completed.</td>
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<td>C. N/A</td>
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<td>6. Increase library capacity to deliver services in key areas (library instruction, e-learning, support for the health sciences, scholarly communication, and special collections/archives) in alignment with the library’s vision and strategic priorities</td>
<td>A. By May 31, 2013, fill library faculty vacancies to address e-Learning and health sciences support (APO Champions Julie Miller, Josh Petrusa, Sally Neal)</td>
<td>A. Successful hires in two library faculty vacancies by June 1, 2013</td>
<td>A. The library has successfully filled the position of Information Commons Librarian, to begin Aug. 1, 2013. The Health Sciences Librarian search was unsuccessful, and we will conduct a second search in 13-14</td>
<td>A. The library has increased capacity to provide services related to the Information Commons program (M)</td>
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<td>B. By May 31, 2012, identify gaps in knowledge, skills, &amp; abilities of existing staff - (APO Champions - Library leadership group)</td>
<td>B. Performance reviews, surveys, organizational development inventory</td>
<td>B. This initiative has not been completed.</td>
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