

Task Details Report

Planning Unit: Library
Unit Manager: Lead Faculty & Staff, Library & Learning Resources

Objective: 52 - Strategic action plans for Library

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: Deferred	Budget: \$0

Item: Survey students on what they prefer to use for research (books, eBooks, articles, etc.)
 Resources/Training: Read articles/books or attend workshops on creating surveys
 Date: Spring 2017.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016 **Task Type:** Departmental Action Plan **Priority Level:** High **Task Order:** 2

Due Date: **Completion Date:** **Task Status:** Ongoing Implementation (75%) **Budget:** \$0

Mocktail Hour to promote library resources and services
Resources needed: Cups, straws, soda and juice.
Date: Spring 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016 **Task Type:** Departmental Action Plan **Priority Level:** High **Task Order:** 3

Due Date: **Completion Date:** **Task Status:** Deferred **Budget:** \$0

Work with EBSCO to include guides, FAQ, or videos within Super Search to help students navigate the interface.
Resources Needed: Emerging Technologies/Outreach Librarian
Date: Spring 2017

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 4
Due Date: 2/27/2018	Completion Date: 2/27/2018	Task Status: Completed (100%)	Budget: \$0

Offer workshops on how to evaluate information.
 Resources Needed: Read articles/books or attend workshops on how to teach evaluation
 Date: Spring 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 5
Due Date: 2/27/2018	Completion Date: 2/27/2018	Task Status: Completed (100%)	Budget: \$0

Maintaining and increasing our textbook collection.
 Resources Needed: Reserves Library Support Specialist (currently hiring). Continued funding for reserves.
 Date: Ongoing

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016
 Task Type: Departmental Action Plan
 Priority Level: High
 Task Order: 6

Due Date:
 Completion Date:
 Task Status: Deferred
 Budget: \$0

Outreach to Sequoia and Woodside High School Libraries to coordinate library instruction.
 Resources Needed: Emerging Technologies/Outreach Librarian
 Date: Fall 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016
 Task Type: Departmental Action Plan
 Priority Level: High
 Task Order: 7

Due Date: 2/27/2018
 Completion Date: 2/27/2018
 Task Status: Completed (100%)
 Budget: \$0

Collection Development: Streaming Video. Trial streaming video collections and collect faculty feedback
 Resources Needed: Emerging Technologies/Outreach Librarian
 Date: Fall 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
8

Due Date:
3/1/2016

Completion Date:
3/1/2016

Task Status:
Completed (100%)

Budget:
\$0

Change start time for Thursday LIBR 100 to earlier
Resources Needed: None
Date: Fall 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
9

Due Date:
2/27/2018

Completion Date:
2/27/2018

Task Status:
Completed (100%)

Budget:
\$0

Offer workshops on how to use EasyBib
Resources Needed: Read articles/books or attend workshops on how to teach citation
Date: Spring 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 10
Due Date:	Completion Date:	Task Status: Deferred	Budget: \$0

Track student success after a library orientation in one to two sections of a course use Data Dashboard.
 Resources Needed: Help from PRIE and Dean Rana on how to use Data Dashboard
 Date: Summer 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 11
Due Date: 2/27/2018	Completion Date: 2/27/2018	Task Status: Completed (100%)	Budget: \$0

Survey Basic Skills and ESL Library orientations (students and instructors) on confidence in research and using the library (pre and post). Instructors on usefulness of library orientations for Basic Skills and ESL.
 Resources Needed: Read articles/books or attend workshops on how to assess one-shot instruction sessions.
 Date: Spring 2017

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 12
Due Date: 2/27/2018	Completion Date: 2/27/2018	Task Status: Completed (100%)	Budget: \$0

Fourth section of LIBR 100 as part of CWA learning community
 Resources Needed: Additional faculty
 Date: Fall 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 13
Due Date:	Completion Date:	Task Status: Deferred	Budget: \$0

“Ask a Librarian” outreach booth to inform students about library services and resources.
 Resources Needed: Food, plates, napkins, button maker, etc.
 Date: Fall 2016

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Library
Unit Manager: Lead Faculty & Staff, Library & Learning Resources

Objective: 563 - Purchase equipment

Objective Description:

Purchase equipment for library

Start Date: 2/2/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$52,501

Increase library services and resources for students and faculty.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Library	Quartet Melamine Dry-Erase Board	\$956.00	\$956.00
Facili	Library	Facilities installation of whiteboards	\$460.00	\$460.00
Supply	Library	Rectangle Message Board	\$150.00	\$150.00
Supply	Library	Retractable Stanchions	\$204.00	\$204.00
ITech	Library	Lenovo N42-20 Chromebook 14"	\$2390.00	\$0.00
Supply	Library	Laptop bags for Chromebooks	\$170.00	\$0.00
ITech	Library	Flat screen, wall mounted, smart TV	\$350.00	\$0.00
Supply	Library	Mounting hardware for flat screen TV.	\$22.00	\$0.00
ITech	Library	Blu-ray/DVD player	\$90.00	\$0.00
Supply	Library	Floating shelf	\$14.00	\$0.00
SubMbr	Library	EBSCO Discovery Search (Super Search)	\$12000.00	\$0.00
NIPers	Library	Part-Time Library Support Specialist	\$35695.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	