

# Priority Strategic Initiative Coordinating Committee 16/18

## Quarterly Report, October 2001

### Committee Goals

Create a staff development and in-house training program for library faculty and staff; support scholarly efforts of library faculty

### Members

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### Overall Objectives:

- Determine training priorities based upon the feedback given by the support staff and faculty development groups
- Work with university personnel to provide needed training programs within the library
- Develop an orientation program for existing and new staff and faculty
- Determine criteria for faculty and professional staff to pursue scholarly efforts within the bounds of existing budgets
- Identify methods to support staff initiatives

The regularly-scheduled meeting time for the group is Thursdays at 2:00, and we have been meeting weekly since August. The primary tasks accomplished to date include:

#### Review of IRG reports and original survey comments

The group began by reviewing the final reports from IRGs 16 and 18 and the comments for those initiatives from the original library survey.

#### New Employee "Welcome Packets"

After discussion, the group agreed it is important to initiate the orientation process for new employees as soon as they are hired. The group subsequently developed two prototype "welcome packets," one for employees new to the campus and another for employees new to the library. In addition to providing information employees need for their first day on the job, our primary goal for these materials is to communicate to new classified, non-classified, and faculty employees how pleased we are that they will be working in the library. The prototype packets have been submitted to the administration

for consideration, and the committee will be meeting with the Dean on November 15 to discuss the program further.

### Training survey

In order to begin working on the issue of employee training and development, the group wanted additional feedback about which specific training issues they felt were most important. To this end, the committee prepared and distributed a Web survey to library employees. Those participating (45 total) ranked technology training and job-specific training as the two most important areas. A summary of the complete results is attached.

The committee has also discussed a program of “core competency” training programs that all employees (new or continuing) would be required to complete yearly. These could be offered monthly on a repeating cycle to ensure that everyone could attend. Additional electives would also be offered, and these would be tailored to more specific interests or job requirements.

### Orientation manual

The group began work on a comprehensive orientation manual for classified, non-classified, and faculty employees. With regard to format, the group decided to pursue development of a Web-only manual, with outline pages perhaps being distributed in print format. The group thought this format was appropriate, because a Web document can be updated and distributed more easily. Moreover, although it sometimes takes a while for new employees to obtain an e-mail account, they generally have Internet access within a day.

The group is currently discussing content, and a prototype is under development. It is possible that there will be an interactive module. If such a manual is approved, the committee will need to work with the Web Development Group on issues of mounting and maintaining it.

### Literature review and bibliography

The committee has prepared a working bibliography of materials on employee orientation. Books and articles have been placed on reserve, and they may be retrieved under instructor “Kulczak.” The committee is also reviewing online orientation manuals from other institutions.