Resolution #12 1992-93

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on 3-22-93 (Date)
RE:  X  I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)
For your information

SUBJECT: Establish a Program Resource Evaluation Committee
For Drake Library

Signed
(For the Senate)
Date Sent 3-22-93

TO: The Faculty Senate
FROM: President John E. Van de Wetering
RE:  I. Decision and Action Taken on Formal Resolution
a. Accepted. Effective Date
b. Deferred for discussion with the Faculty Senate
  on
  c. Unacceptable for the reasons contained in the
     attached explanation

II, III.
  a. Received and acknowledged
  b. Comment:

DISTRIBUTION: For distribution list

Distribution Date 3/2/93 Signed (President of the College)
February 16, 1993

TO: Faculty Senate Executive Board Member
FROM: P. Olewnik, Drake Library

This is a proposal for establishment of a Program-Resource Evaluation Committee in the Library. The Committee's purpose would be to access the quantitative strengths and weaknesses of library collections in relation to all new instructional programs presented for review and approval by both the Committee on Graduate Curriculum and Policies and the Committee on Undergraduate Curriculum.

As the Brockport Faculty Senate is the agency for review of all program proposals, so should the library be the agency for the assessment of the quantitative strengths and weaknesses of its holdings in relation to program proposals under review. Librarians are in a position to access, in quantitative - not necessarily qualitative - terms, library resources, report on access and services available in relation to regionally held research holdings, and determine the availability of existing resources.

In short, a review of a new instructional program should include a review of the library's resources in support of such a program, and librarians are the appropriate persons to conduct a quantitative measure of library resources.

Following are suggestions for establishing a Program-Resource Evaluation Committee:

1. New programs are presented for review by both the Committee on Graduate Curriculum and Policies and the Committee on Undergraduate Curriculum.

2. These Committees send program proposals to the Associate Director.
   a. Committee Organization
      (1) The Committee shall be under the leadership of the Head of Bibliographic Control Services. Other members are the remaining unit heads and the Assistant Head of Bibliographic Services. The Associate Director serves as an ex-officio member.
(2) In the absence of a Committee member, that member shall appoint an alternate. If he/she is unable to appoint an alternate member, the Associate Director shall appoint such alternate member(s).

(3) The Committee reports its findings to the Associate Director who is the library officer responsible for the Program-Resource Evaluation process.

(4) The Associate Director consults with the Director concerning the Program-Resource Evaluation process.

b. Committee Procedures

(1) The Committee convenes as soon as possible, upon receipt of a program proposal by the Library's Associate Director.

(2) The Associate Director returns the completed evaluation report to the appropriate Faculty Senate Committee.

(3) The Library Committee shall prepare a standard form, subject to approval by the Library's Associate Director and the Faculty Senate Executive Committee, for assessing the strengths and weaknesses of library resources. Such a form shall become a standard part of all new program proposal documents.

(4) Accompanying development of a standard form should be development of an outline of procedures for conducting an evaluation of the collection.

(5) Development of the form and procedures would be the responsibility of the committee, subject to review by the Associate Director.
DRAKE LIBRARY'S QUANTITATIVE EVALUATION FOR PROPOSED NEW PROGRAMS

I. Availability of Funds: Current $__________
                             Ongoing $__________

II. Monographic Holdings: Library of Congress Classifications that are thought to be relevant. See attached list.

III. Serial Holdings: Current subscriptions to journals that are thought to be relevant. See attached list.

IV. Reference Holdings:
    A. Relevant periodical indexes/abstracts
       Paper copy:
       General ________________________________
       Specialized __________________________
       CD-ROMS:
       General ______________________________
       Specialized __________________________
    B. Relevant on-line databases __________________________
    C. Other standard sources
       Encyclopedias/dictionaries __________________
       Directories ____________________________
       Handbooks/manuals ______________________
       Yearbooks/statistical guides/almanacs __________
       Government publications __________________
          Major agencies:
          1. __________________
          2. __________________
          3. __________________

V. Media Holdings in Special Materials Center: Titles in various types of media that are thought to be applicable. See attached list.