

2015

## Information Services Major Objectives, 2015-2016

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- Research opportunities for blended learning for on-campus courses, and for courses shared with other colleges, including videoconferencing portions of courses.
- Continue to participate in and support the Connecticut College Technology Fellows Program. Partner with the Head Technology Fellows to plan and implement the program, and collaborate with all Technology Fellows to engage in course redesign, assist in implementing course changes, and participate in and present at conferences.
- Review the current and potential roles of the Digital Scholarship & Curriculum Center, the Advanced Technology Lab, the Advanced Cluster in the Technology Commons and the Diane Y. Williams '59 Visualization Wall. Develop and implement a plan for the future of each resource, including documentation, promotion and support, and possible funding opportunities.
- Re-establish the Classroom Improvement Committee to prioritize classroom upgrades and renovation, and to serve as an advisory committee on possible classroom design changes based on the availability of new classroom technologies and pedagogies.
- In collaboration with the Enterprise and Technical Systems Team, upgrade to Moodle 2.8 in summer 2015. Document and promote the features offered in the new version.
- Implement a campus solution for Adobe Creative Cloud. Create deployment packages, develop and document procedures for the request and installation of Adobe Creative Cloud on College-owned computers, and monitor licenses.

#### RESEARCH SUPPORT AND INSTRUCTION TEAM

- Administer the Research Practices Survey — currently given to entering first-year students for the purpose of measuring research skills — during the second semester of the first year, in order to determine improvement after research instruction is completed in First-Year Seminar courses. Develop programming as necessary to address weaknesses.
- Participate in the new team-advising model and develop recommendations about future participation.
- Reassess the College's use of the RefWorks citation system, comparing its use to that of other tools, such as Zotero and Read&Write Gold, and make a change as warranted.
- Investigate and develop a library research prize that would be awarded to a student who enters a piece of academic work that exemplifies excellent research practices.
- Investigate the viability of using the Stackmap system, which integrates with catalogs and mobile apps to give directions to a call number within the library.
- Over the summer and at the midyear point, reassess reference desk coverage in light of library use and service changes. Make proposals for adjusting coverage as warranted.
- Re-evaluate the College's Government Documents Partial Repository status, and the resultant collections, for the digital age, while coordinating this work with CTW partners. Offer options for campus review.

#### SPECIAL COLLECTIONS AND ARCHIVES TEAM

- Select and implement a collection management system to track and publish finding aids geared to manuscript materials.
- Introduce a public presentation interface (e.g., Omeka) for digital collections and exhibits.
- Continue to create and publish finding aids for current archival collections, focused particularly on coeducation and campus protest issues.
- Continue to organize and rehouse the collection of historic campus photographs.
- Organize three minor manuscript collections: American 19th Century Broad sides, Wm. Turner Papers and the Ohio Settlement collections.
- Digitize the College's historic alumni newsletter and CC magazine collections, and publish these materials in Digital Commons.
- Continue to promote the use of special collections and archives to faculty and students for teaching and research.
- Continue to promote the faculty publications project, which provides for the open access of recent scholarly work.

# CONNECTICUT COLLEGE

## *Information Services*

### MAJOR OBJECTIVES

#### 2015 – 2016



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## Greetings

The 2015–2016 Information Services Major Objectives are provided here for your information and review. They will guide the work of Information Services staff, often in collaboration with other departments, for the coming academic year. As always, these objectives are in support of the College’s strategic priorities and the functional areas of the College.

I am happy to answer any questions about this work. Please let us know how we can be of service.

Thank you.

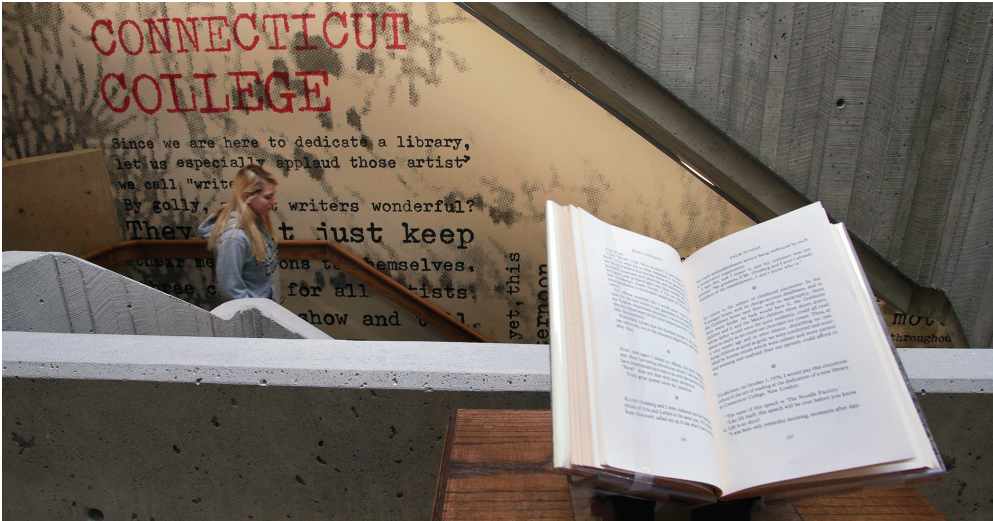
W. Lee Hisle, Ph.D.  
*Vice President for Information Services and Librarian of the College*

## The Information Services Mission

Keeping you CONNected: Partnering with the College community to provide innovative, reliable and universal access to information resources in support of academic and administrative endeavors.

## Information Services Strategic Priorities 2015–2018

- Build strong relationships with the diverse campus community through excellent service, communication and collaboration.
- Enhance teaching, learning, research and scholarship by building excellent collections, services, delivery systems and spaces.
- Optimize campus information and technology resources in a secure information environment to advance the College’s mission and strategic objectives.
- In collaboration with campus partners, strengthen the use of data for research and decision making, and to improve business processes, intelligence and analytics.
- Create vibrant physical and virtual spaces that enable IS to support the College’s mission and deliver excellent resources and services to the campus community.



## Information Services Major Objectives 2015–2016

- Complete an *IS Strategic Plan 2015-2018* identifying long-range initiatives in support of current IS Strategic Priorities.
- Align IS activities with the priorities of the College, including support for enrollment management; use of analytics for decision making; and promoting Connections, the new general education curriculum, including the first-year experience models and IS staff participation as members of pilot advising teams.
- Following the reorganization of Enterprise and Technical Systems operations, build a highly functional team with an effective organizational structure to support the College’s teaching, learning and business operations.
- Integrate a new, contract-services model for the Chief Information Security Officer into IS and College operations, with effective communications, governance, objectives and appropriate oversight.
- Develop and implement a long-term collection management plan that addresses the rising cost of library materials, and that aligns flat budget allocations with collection needs. Engage in qualitative research on the use of monograph and serial collections, and any impact on loss of access to resources. Work with faculty, students and staff to review and evaluate the libraries’ current acquisition principles, set priorities for collections, and make policy recommendations.
- Increase outreach to faculty to foster a community of learning that focuses on innovative and transformative uses of instructional technology. Bolster awareness and use of available instructional technology resources through the DELI program, the Teaching with Technology workshops, the Technology Fellows Program and the Tempel Summer Institute, along with the IS website and campus publications.
- Improve support for faculty and students who are undertaking digital scholarship projects. This support will include promoting a sustainable program of services through the Digital Scholarship & Curriculum Center.
- Relocate the College’s primary data center to the modernized Shain Library facility, and implement cloud-based data backup for critical campus systems. This will improve reliability, security and disaster recovery capability while reducing risk.
- Begin the selection, project management and implementation of a multiphased replacement and upgrade of the campus fiber data infrastructure. This upgrade will support the College’s data requirements for the next decade.
- Transition to a fully functional library and information commons following the Shain Library Renovation Project.
- Participate in planning events surrounding the rededication of Shain Library to take place in fall 2015.

## Team Objectives

### ENTERPRISE AND TECHNICAL SYSTEMS TEAM

- Collaborate with Alumni Relations for the project management, implementation and integration for iModules’ alumni online community system.
- Pending funding, implement IBI’s WebFOCUS 8 business intelligence architecture, which provides improved and secure access to institutional data, and supports executive and operational decision making.
- Develop policies and procedures for — and design, implement and integrate a system that supports — campus emergency communications, as well as communications to parents.
- Continue collaborating with Human Resources and Finance for the project management, design, development and implementation of the Benefit Data Mart to support federal and state statutory reporting, including health care and worker’s compensation.
- Continue collaborating with the Office of the Registrar for the project management, implementation and integration of Ellucian’s Degree Works, a degree audit, advising and planning system.
- Pending funding, collaborate with Advancement for the selection, project management, implementation and integration of an automated phone-a-thon system.
- Partner with Campus Auxiliary Services for the project management, implementation and integration of Papercut, a print management system, and for the installation of new multifunctional printer/scanner/copier devices across campus.
- Collaborate with the external Chief Information Security Officer (CISO) to provide the highest level of Information Security policies, procedures, infrastructure, awareness, compliance, monitoring, incident response and oversight.
- Research and prepare a plan to support future campus telecommunications, including television, to begin during summer 2016.
- Collaborate with Office of the Controller to design, develop and implement Payment Card Industry (PCI)–compliant policies, procedures and infrastructure.

### INFORMATION RESOURCES TEAM

- Continue to increase patron discovery and access to e-books and other electronic resources through the expansion of the existing CTW Consortium demand-driven acquisitions program, and through other individual and collaborative collection strategies.
- Revise IS copyright guidelines and related educational programming for faculty and students.
- Continue the multiyear implementation of the 360 E-Resource Management System, which automates and streamlines the management of and access to the libraries’ e-resource databases and subscriptions.
- Participate as a member in the development and implementation of the Eastern Academic Scholars’ Trust (EAST) multilibrary print initiative for the identification and retention of print books, journals and serials within the northeastern region. Participate in a comparative collection analysis process to identify areas of overlap, and serve as a partner for the shared retention of scholarly content.
- Implement the grant-funded digitization of the Historic Sheet Music Collection and the L. Mae Stephenson Macintosh Collection, and continue to add bibliographic records for both collections. Continue to build the collection of sheet music by Jesse Greer.

### INSTRUCTIONAL TECHNOLOGY TEAM

- Research and implement a digital signage system and interactive kiosk access for Shain Library.
- Develop documentation and policies to promote and support new technologies — including digital signage, display technologies in collaboration rooms, and videoconferencing — in the renovated Shain Library.