

**GRESSETTE LEARNING RESOURCE CENTER MONTHLY REPORT  
SEPTEMBER 2004**

**DEAN'S REPORT - REDMOND**

**TOL Duties**

- Verified TOL faculty list for Mike for SACS
- Faculty credentials upload delayed as discuss new model for TOL - replied to Darlyn's email

**LRC Duties**

- Attended regular monthly meetings with Walt and Deans' Group
- Attended SACS Leadership meeting (9/23/04)
- Completed and submitted Administrative Employee of the Year Nomination form
- Held monthly staff meeting
- Completed staff evaluations
- Night Duty Administrator (9/23/04)
- Finalized Chamber After Hours arrangements, Sam Brice to provide background music; met with Rose and Faith to iron out remaining details
- Met with Walt and then Dr. Crook concerning rewrite of LCR SACS Compliance Narrative
- Met with Allan Dox (Advanced Video)/David Bare (Epson) for LCD projector demo (9-13)
- Worked on annual report to SCSL
- Worked with Physical Plant to install projector in Gulbrandsen; installation completed for 10/12/04 meeting of Tech Prep Consortium
- Attended Fac/Staff meeting (9/21/04)
- Attended SCILS and Library Peer Group meetings (9/16/04)
- Loaded Radiology program materials on 8 laptops for DOE to take to HHR for Fran Andrews to use until their lab is functioning
- Contacted Braden Kuhlman for invoice to submit for honorarium
- Checked with Mr. Dibble about setting up SACS documentation room; follow up on this
- Met with DOE and Physical Plant personnel concerning preparation of Writing Center
- Met with DOE for orientation of Instructional Database being prepared (9/28/04)
- Met w/Cushman Phillips (CE) and truck driving instructor to discuss upgrading instructional equipment in 1204P (9-29-04); made arrangements w/PP to install screens

**LIBRARY SERVICES REPORT - MURRAY**

- Filled 91% of all information requests at Reference Desk.
- The webpage link to Unicorn was finally resolved, following an in-person visit from Rebecca and me to Pete Goddard.
- Attended Copyright teleconference via web link.
- Hired three CWS students - Eden Mack, Tabatha Livingston, and Frances Vilme. Provided orientation and training.
- Completed Hoover's Online training to evaluate user-friendliness for benefit of Business students. Marilyn Amaker is to evaluate from instructional perspective to decide if we want to renew the subscription for 2005-2006.

- Taught 22 classes (ENG 101/155; COL 101; I DS 101; ENG 038/039) with 303 students attending.
- Requested that IT add two computers to the teaching lab and connect one that is currently not usable.
- Completed 2003-2004 evaluation and 2004-2005 planning stage.
- Attended fac/staff meeting.
- Promoted new resources in library through facstaff email and through new book display.
- Four instructors completed the Copyright Tutorial during September. They each received a certificate for their FPMS.
- Attended library staff meeting.

### ***TECHNICAL SERVICES REPORT - SONEFELD***

- Katrina and I attended an IT meeting.
- Added 100 items (84 books, 4 paperback, 7 videos and 5 DVDs) to the collection.
- Staff gathered statistical information for the paralegal department dealing with monies spent on legal materials for the last two fiscal years.
- Completed Jeff's evaluation and planning document.
- Completed my planning document.
- Added 4 reserves to the collection and removed 3 reserves from the collection.
- Printed out overdue notices twice this month
- Re-loaded WorkFlows onto Rutha's computer.
- I corrected call numbers in 12 catalog records.
- Jeff, Katrina and I attended the copyright teleconference on Sept. 24th
- I attended the TAC meeting via TechNet on Sept. 28<sup>th</sup>.
- Approximately 151 items were withdrawn from the online collection.

### ***MEDIA SERVICES REPORT - DASH & FELDER***

#### *Felder*

- Provided media services for 6 groups
- 136 IDs were made
- Removing equipment from editing suite in DL Lab for conversion to Writing Center
- IT dept. installed Microsoft FrontPage on my office computer
- Assisted Broadus Jamerson of the SCSTEA with use of his presentation equipment
- Contacted Gerald Bedenbaugh again about equipment to be discarded; still waiting to hear from state office; will contact once he hears from them
- Installed DVD/VCRs in rooms with presentation equipment
- Replaced defective bulb for LCD projector in room 504/505 (Sept. 14<sup>th</sup>)
- Found rooms/equipment in Bldg G (504/505 & 507) left unsecured; reported the incident to supervisor and campus security (Sept. 29<sup>th</sup>)
- Replaced bulbs for Polaroid LCD projector in D202 & E303; informed instructors about repairs (9-30)
- Ordered overheads for various rooms, as well as, supplies for media services
- Attended Staff Council meeting (Sept. 8<sup>th</sup>).
- Attended Epson Multimedia Products Presentation (Sept. 13<sup>th</sup>).
- Attended & recorded the EIB seminar about the state employee insurance plans (Sept. 14<sup>th</sup>)

- Completed Employee Performance Evaluation; submitted 2004-05 objectives (9-17 & 9-21)
- Attended Faculty/Staff meeting (9-21)
- Attended SCTEA Committee meeting (9-21)
- Attended LRC Staff Meeting (9-23)
- Attended & recorded "Making Copyright Work for Your Library" teleconference (9-24)

#### ***Dash***

- Completed EPMS Reports for Betty Moore and myself
- Laminated 51 items for business/technology departments; duplicated 5 videotapes
- IT re-imaged my computer because of technical problems; lost all files, began restoring files in Access, Excel, Word, and PowerPoint
- Attended Foundation, IAAP, and LRC monthly meetings
- Sent progress reports to ADN instructors for both Freshman & Seniors
- Installed 2 computer programs (Shockwave, and Helping Interview) and reconnected Library Catalog on all computers
- Password protected 8 computers in the center (those computers out of immediate view of the attendants)
- Re-evaluated spindle collection/effective display of videos; labeled/redistributed items for optimum use.
- Gave MLT students an overview on creating a PowerPoint presentation
- Continued to update Glossary words for ADN Freshmen
- Updated 5 bibliographies

#### ***Moore***

- Posted review signs in "K" building for USC distance Ed students
- Assisted evening instructors with troubleshooting computer speaker in 601A(Young, Amaker)
- Submitted a 2004/05 Planning Document to immediate supervisor
- Provided and completed 2003/04 Performance planning document evaluation justification
- Re-designed bulletin board for October
- Attended Faculty/Staff meeting and LRC staff meeting
- Assisted USC students with satellite problems during evening hours

### ***DISTANCE LEARNING - FELDER & RIVAS***

#### ***Felder (MS)***

- Setup 12 TechNet videoconferences during the month; informed state office to remove our site from 9-23 conference b/c staff participant not able to attend due to prior obligations
- Setup 3 ETV teleconferences
- Setup 1 C band, Ku band satellite teleconference
- Ordered 2 videos for CLIS J704 students due to technical difficulty; informed EDTE J777 students of a one-day viewing room change for 10-7 b/c of library 5pm closing on that date
- Received exam schedule for PMBA students from Professor Paul Yazel at USC
- Completed and submitted viewing confirmation report for Fall 2004

#### ***Rivas (IRC)***

*Help Desk Update:*

- Received a total of 54 "help desk" calls from faculty/staff/students.
- Had a total of 37 miscellaneous meetings with faculty/staff answering questions about computer problems they were having.

*Information Resource Update:*

- Will be participating in WebCT online workshop on October 6, 2004.
- Continuing to do updates on the Library web site.
- Planning workshop for faculty on WebDAV for WebCT.
- Scanning 16 syllabi for Jesse Singleton.

*WebCT Update:*

- Researching the 2 newest versions of WebCT to discuss with Gary what we should purchase at upgrade time.
- Investigated a new function called WebDAV in WebCT that allows "drag-and-drop" from desktop to server. It works very well and makes making changes to courses a lot easier.
- Reset 3 WebCT passwords and 4 Campus Cruiser passwords.

**STAFF DEVELOPMENT**

Staffed attended in-house professional development workshop on "Making Copyright Work for You." This free webinar was provided by the American Library Association. Tim recorded it so that those staff members who could not participate in the live seminar could watch it at a later date.