

Staff Development Committee Annual Report FY2007

Membership: The Staff Development Committee was formed 30 November 2004, so membership was on a calendar year basis through June 2007. Members in FY2007 were: Sarah Buckingham, Peter Collins (to Dec. 2006), Jim Fries (from Jan. 2007), Chelsea Hanrahan (from Jan. 2007), Lisa Ladd, Carol Magenau (chair), Pat Morris (from Jan. 2007), Phyllis Nemhauser (from Jan. 2007), Ann Perbohner (from Jan. 2007), Irene Schlerf (to Dec. 2006), Cindy Stewart (to Dec. 2006), Jill Wilcox (to Dec. 2006), *Ex officio*: Bob Campe (to June 2007), John Crane (from July 2007), Brenda Delaney

Accomplishments: Meeting at least monthly during the year, the Committee

- * Revived the Orientation program for new employees, given in October 2006 & April 2007
- * With Education & Outreach and Diversity, presented 10 Luncheon Learn programs in FY07
- * Set up a statistics form for tracking attendance at Luncheon Learn programs
- * Added 20 new resources to the SDC Resources library and held a book fair to showcase it (constituting the August Luncheon Learn program); extended the loan period to three months
- * Took over responsibility for setting up and announcing the Spotlight Series
- * Reviewed the employee recognition program for Library Administrative Group
- * Created proposals for programs: Cross-training (new) and Welcome (revival)
- * Responded to Library Self-Study Group request for committee's vision of the future
- * Reviewed the College's Report on Professional Development and Training, and as a result, invited Kerry Jones and Terri Peyton from H-R to the June meeting for a discussion of mutual interests, which included invited guests representing other library committees
- * Assisted Jennifer Taxman with reviewing publicity for Center for Research Libraries membership
- * Maintained and expanded the SDC website and Wiki
- * Responded to LMG request for information about the committee

GOALS for Staff Development Committee for FY2008 Priorities to be determined!

- 1) Continue to manage existing SDC programs:
 - Luncheon Learn
 - Orientation for new staff
 - Spotlight Series
 - Staff Development Resources library
- 2) Establish a framework for cross-training within the Library
- 3) Do another survey of staff development needs of library staff
- 4) Implement a self-directed learning course on library and communication technologies
- 5) Implement an alerting service for conferences, courses, etc. of interest to library staff
- 6) Collaborate with Human Resources to:
 - Pilot a staff mentoring program
 - Offer classes supported by HR targeted to specific library staff interests and needs
 - Explore loaning resources to College staff supplied by HR but housed at the library
- 7) Reinstitute the Library Welcome program
- 8) Hold a book fair (summer 2007)
- 9) Explore ways of incorporating assessment into more SDC activities

Respectfully submitted,
Carol Magenau (chair)