

**ANNUAL REPORT AND REVIEW OF ACADEMIC FACULTY
2012-2013 Academic Year**

NAME Wierzbowski, Kenneth R. RANK Asst. Librarian

DEPARTMENT/UNIT Library

Required of Faculty teaching 0.5 FTE or more _____ Optional for Faculty teaching <0.5 FTE) X

Effective Performance in Librarianship

- Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to collection building and instructional effectiveness

- oManaged, configured and maintained the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser). Tasks included:

- oRetrieved and analyzed monthly material processing statistics.
- oRequested and loaded new patron files into Aleph before the start of each semester and interim session.
- oManaged student and staff permissions.
- oQueried Aleph databases and retrieved various reports as needed.
- oModified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
- oCollaborated with Aquabrowser Support to customize the web catalog and resolve outstanding issues.
- oTracked and documented Aleph issues and fixes using the FootPrints Service Core support tool.
- oBatch loaded/suppressed monthly bibliographic records from partnered vendors.
- oChecked URLs attached to bibliographic records to ensure that they still properly function.

- Maintained a working knowledge of technologies critical to the design and delivery of library services.
- Optimized Digital Commons pages to enhance their ranking and placement in search engine results.
- Processed and cataloged equipment for the library's Tech Tools collection.
- Configured desktop and handheld barcode scanners.
- Created barcode shelf labels for in-house print periodicals.
- Installed and customized library related software programs on staff PCs.
- Assisted with setup and operation of various webcasting events around campus, including alumni LiveWired events and Undergraduate Commencement ceremonies.
- Continued to Investigate emerging technologies and communicated developments to library faculty, staff and students; worked to implement appropriate Web 2.0+ technologies.
- Assisted in collaborative planning, analysis, and assessment of services. Identified and assessed new technologies for use in the delivery of library services.
- Provided reference and instruction services including some evenings and weekends in rotation with other librarians; performed collection management duties as subject liaison.
- oTaught three GEP100 information literacy sessions.
- oWorked a total of 11 evening and weekend shifts.
- oServed as liaison to the Film Studies program and the Department of African and African-American Studies.
- Actively pursued professional development.

- Supervisory and administrative ability

- oCollaborated with staff to map MISO questions into the LITS Strategic Plan document.

- Assisted with the supervision of a student worker by monitoring assigned projects.
- Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity
 - Markedly increased knowledge and understanding of the Aleph 500 ILS. This has resulted in increasing responsibilities in the local management of the Aleph client and configuration tables. This knowledge has also enabled the successful resolution of numerous issues and errors through reconfiguration, modification and troubleshooting as documented in the FootPrints Service Core support tool. Examples of problems resolved include:
 - oImplemented a method to archive outgoing e-mail notification letters sent from the Circulation Department to patrons.
 - oResolved issue of suppressed items appearing in the classic catalog by creating a special item processing status code.
 - oModified and corrected faulty XSL files which displayed incorrect information in printed reports.
 - oWorked with the Circulation Department to update wording in Lost Summary letters and adjusted intervals in which these letters are automatically sent.
 - Collaborated with library staff and OLIS to set up, configure and install a 3M SelfCheck automated checkout system.
 - Created and continuously maintain the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate.
 - Collaborated with library staff, OLIS and Sustainable Collection Services to compile and extract 470,000+ bibliographic records from Aleph for review.
 - Collaborated with Logan Rath to develop and implement a holds/request system utilizing ILLiad and OpenURL entitled, "Request It!"
 - Facilitated dialog between OLIS and Serials Solutions to resolve failure of the weekly transfer of catalog records into Aquabrowser.
 - Visited the Visual Studies Workshop with Logan Rath to assess the state of the VSW library collection and open a collaborative dialogue to develop future enhancements and foster cooperation between the Drake Memorial Library and the VSW.
 - Researched best practices for implementation of iPads, Nooks and other devices added to the Tech Tools collection. Implemented these practices through configuration of devices and software.
 - Created a project management portal for the Assessment in Action program using Google Sites. Features include a discussion board, shared Google Drive space, calendar and resource lists.
 - Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 – July 2014).
 - Organized an informational session at the library to engage and inform members of the New Faculty Learning Community about available services and resources.

Non peer-reviewed or adjudicated scholarly and creative products

- Designed and assembled the conference program for Giving and Getting Access To Scholarly and Instructional Materials.
- Created and manage the Tech Tools LibGuide, co-created and manage the Domestic/Dating Violence Resources LibGuide and co-manage the Film Studies and African and African-American Studies LibGuides.
- Created and designed an infographic providing an overview of library statistics sourced from MISO survey data.
- Created and designed an informational flyer providing an overview of library statistics that was handed out at the accepted student open house sessions.
- Created and designed an infographic displaying the milestone achievements of Digital Commons on its first anniversary.
- Updated and graphically enhanced a PowerPoint slideshow entitled, "Veterans Among Us," displayed during Veteran's Day activities throughout campus.
- Created and designed a logo for the College of 2025 conversations page on Digital Commons.
- Co-designed the logo and Digital Commons page for the upcoming Journal of Literary Onomastics.
- Created and designed an infographic outlining the download and use of theses from Digital Commons.

- Created tutorials with Camtasia instructing college faculty on how to use the VHS Feedback Form for the 2013-2014 Collection Evaluation Project.
- Created quick-start guides for new equipment added to the Tech Tools collection.

- Anticipated Activities

- Continue as Librarian Team Leader in the ACRL Assessment in Action: Academic Libraries and Student Success Program.
- Build on knowledge from the Assessment in Action program to help develop a program of continuous and ongoing assessment of library services and contribute to a culture of assessment within the library and across campus.
- Continue development and expansion of the Drake Memorial Library Statistics Dashboard.
- Teach in-house workshops for faculty and staff on how to use Piktochart infographic authoring software, and other new devices added to the Tech Tools collection.
- Co-author an article with Logan Rath about the design and implementation of the “Request It!” service.
- Further collaborate with the Film Studies department to promote and enhance usage of the Tech Tools collection.
- Continue participation and collaboration with the New Faculty Learning Community.

Information provided should be for the current academic year. Please include specific dates for professional activities and achievements. **Report of summer activities is optional.**

TEACHING

I. Scheduled Teaching

Courses and Enrollment

Grade Distribution

IAS Scores

Supplemental Department Evaluations

II. Other Instruction-related Responsibilities

Numbers of each type of involvement

	<u>Fall 2012</u>	<u>Spring 2013</u>
Directed studies taught:	0	0
Independent Studies sponsored:	0	0
Internship and practicum supervision:	0	0
Undergraduate thesis or projects:	0	0
Graduate thesis or projects:	0	0
Other special projects:	3	0

Describe other special projects

GEP100 Information Literacy Session, Drake Memorial Library. (October 17, 2012).

GEP100 Information Literacy Session, Drake Memorial Library. (October 8, 2012).

GEP100 Information Literacy Session, Drake Memorial Library. (September 26, 2012).

III. Advisement

Number of Assigned Advisees Fall 2012 _____ Spring 2013 _____

Discuss your approaches and strategies in the area of advisement, and in actively promoting student engagement.

IV. Teaching, Other Activities

V. Reflective Statements on Teaching

The following 7 questions replace the single Faculty Narrative, Reflective Statement on Teaching. Each question has its own text box with a 200 word limit.

- i. Please reflect on how you challenged students academically this year.**
- ii. Please reflect on how your pedagogical methods encouraged learning.**
- iii. Please reflect on how you interacted with students outside of class this past year in academically enriching activities.**
- iv. Where applicable, please reflect on how you helped provide a supportive campus environment this past year.**
- v. Where applicable, please reflect on how you provided students with an educationally enriching environment this past year.**
- vi. If you made significant revisions to your courses, please describe them as well as the rationale behind such changes (e.g., student feedback/assessment, disciplinary changes, professional development activities, peer evaluation, accreditation demands, personal reflection, etc.).**
- vii. Describe assessment activities for your courses this year, focusing on those that relate to stated course learning objectives, discussing your approach and challenges. Discuss changes you intend to make based on this assessment data.**
- viii. Additional reflections**

SCHOLARSHIP, RESEARCH AND CREATIVE ACCOMPLISHMENTS

Please provide full bibliographic citations to all published work.

I. Peer-reviewed and adjudicated scholarly and creative products

II. Externally-funded projects or grants

III. Presentations

Wierzbowski, K. (Presenter & Author), 2012 Annual Conference and Trade Show, "Best of Reference 2012," New York Library Association, Saratoga Springs, NY. (November 9, 2012).

IV. Non peer-reviewed or adjudicated scholarly and creative products.

V. Other Scholarly & Creative Work

i. Work Accepted

Wierzbowski, K. (Co-Principal), Rath, L. T. (Co-Principal), "Technology for Mobile Students," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$3,412.91. (July 1, 2013 - June 30, 2014).

ii. Work Submitted

iii. Work in Progress

"Assessment in Action: Academic Libraries and Student Success" (On-Going)

The Drake Memorial Library has been accepted into the first cohort of 75 academic libraries to participate in ACRL's Assessment in Action program. Teams who participate in the AiA program will lead their libraries in the development and implementation of an action learning project examining the impact of the library on student success and contributing to assessment activities on their campus. The project will result in a variety of approaches to assessing library impact on student learning, which will be documented and disseminated for use by the wider academic library and higher education communities. The different perspectives and experiences represented by the institutional team members will foster a collaborative approach to assessing the library's impact on student learning and success on the campus of each participating institution.

VI. Internal Grants, Publications and Presentations

Grant, "Technology for Mobile Students". (July 1, 2013 - June 30, 2014).

VII. Reflective Statements on Scholarship

i. Please reflect on the significance and impact of your scholarly accomplishments this year including, but not limited to, how your scholarship informed your teaching.

ii. Please comment on your scholarly plans for next year.

COLLEGE, COMMUNITY, AND PROFESSIONAL SERVICE

Do not simply list your committee memberships or other activities. Please specify your role and key accomplishments.

I. Departmental service (other than advising)

Committee Member, Tech Tools Advisory Committee. (March 2013 - Present).

Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 - July 2014).

Committee Member, 2013 Wells and Cornell Award Committee. (April 2013).

Volunteer, Accepted Student Open House. (April 6, 2013).

Committee Member, Library Clerk 2 Search Committee. (February 2013 - March 2013).

Proposal Reviewer, Open SUNY Textbook Program. (January 2013).

Display Table Volunteer, 2012-13 Faculty and Staff Campaign Kickoff Luncheon. (November 30, 2012).

Committee Member, Giving and Getting Access to Scholarly and Instructional Materials. (August 2012 - October 2012).

Volunteer, Fall 2012 Undergraduate Admissions Open House. (October 27, 2012).

II. College service

Webcast Technician, Brockport LiveWired Webcasts. (January 2013 - Present).

Committee Member, Veterans Day Committee/Veterans Advisory Board. (August 21, 2012 - Present).

Webcast Technician, Undergraduate Commencement. (May 18, 2013).

Volunteer, Undergraduate Commencement. (May 18, 2013).

Participant, College of 2025 Conversation. (April 4, 2013).

Webcast Technician, BASC Live Truffle Making Demonstration. (January 30, 2013).

Grant Proposal Reviewer, Internal, Open SUNY Textbooks, funded through the SUNY Innovative Instruction Technology Grants (IITG) program. (January 2013).

III. Public and community service (must be related to area of professional expertise)

IV. Service to the discipline or profession (work in professional organizations. etc.)

Project Team Member, World War I Poster Cataloging and Digitization Project, The Buffalo and Erie County Public Library, Buffalo, NY. (January 2011 - Present).

V. Other civic engagement

VI. Reflective Statements on Service

i. Reflective Statement on Service

Faculty Contributions to College Diversity Efforts

LIBRARY APT COMMITTEE’S REVIEW AND COMMENTARY

Ken Wierzbowski’s activities this year have been extensive and first-rate.

Ken maintains Aleph and OPAC, collaborating with library staff and faculty and outside vendors such as Serials Solutions and OLIS when needed. In addition to his duties, Ken helped set up the automated check-out system and created and continuously maintains the much needed Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate.

For librarianship, Ken taught 3 classes, worked weekend and evening reference desk shifts. Ken also created/co-created and managed/co-managed the following LibGuides: Tech Tools, Domestic/Dating Violence Resources, Film Studies and African and African-American Studies.

Ken’s service activities included creating the project management portal for the Assessment in Action program using Google Sites. Features for the portal include a discussion board, shared Google Drive space, calendar and resource lists and is the Librarian Team Leader, ACRL’s Assessment in Action: Academic Libraries and Student Success Program. (April 2013 – July 2014).

In the area of scholarship, Ken designed and assembled the conference program for Giving and Getting Access To Scholarly and Instructional Materials, organized an informational session at the library to engage and inform members of the New Faculty Learning Community about available services and resources, created Camtasia tutorials, and created and designed infographics and flyers for library commons, digital commons, and library statistics.

We applaud Ken for his outstanding participation in all 3 areas: scholarship, librarianship, and Service.

Committee signature(s): _____ Date: _____

*Faculty Member’s Signature: _____ Date: _____

*This indicates that the faculty member has seen the Committee’s review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file

SUPERVISOR'S REVIEW AND COMMENTARY

The following are the 2013-2014 performance indicators and 2012-2013 evaluation for Ken Wierzbowski.

Performance Indicators:

Job Summary:

- Manage, configure and maintain the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser).
- Maintain a working knowledge of technologies critical to the design and delivery of library services.
- Investigate emerging technologies and communicate developments to library faculty, staff and students; work to implement appropriate Web 2.0+ technologies.
- Assist in collaborative planning, analysis, and assessment of services. Identify and assess new technologies for use in the delivery of library services.
- Provide reference and instruction services including some evenings and weekends in rotation with other librarians; perform collection management duties as subject liaison.
- Engage in campus video production, especially in support of live webcasts.
- Actively pursue professional development.
- Perform other duties as assigned.

Goals/Objectives:

- Manage, configure, and maintain Aleph 500.

Objective: Provide Aleph services, support, and advice as required by staff, including on-time completion of: (1) Bibliographic Record deletes (monthly); (2) Patron loads/deletes (Fall, Spring, Summer); (3) Edits to Circulation tables (Fall, Spring, Summer); (4) Delete unlinked headings (monthly) and promptly resolve unexpected issues as they arise. To be measured by successful completion according to above timeframes.

- Manage, configure, and maintain AquaBrowser Library.

Objective: Analyze usage statistics biannually (January 2013; June 2013); measured by completion according to timeframes listed.

- Follow a course of self-study to learn the latest Web 2.0 scripting languages and technologies.

Objective: Follow a course of self-guided study to learn the latest Web 2.0 scripting languages and technologies through a combination of online instruction, print and electronic reading materials and hands on projects. Learning these skills will make it possible to integrate new technologies into the library, better understand the underlying framework of the library's web portal and open the door to making new projects and services a reality. To be measured by applying Web 3.0 scripting learned appropriately in library projects.

- Administer MISO Survey
- Lead ACRL Assessment in Action program
- Provide leadership in implementation of 3Dprinting.
- Continue Reference shifts including nights and weekends in rotation as measured by average by 2-4 hours/week coverage (or 6-10 hours/week for I&R librarians) and reference consultations noted in LibStats.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module, responsive liaison efforts, helpful input on the collection evaluation forms.

DEAN'S REVIEW AND COMMENTARY

Ken Wierzbowski completed his first year as Systems and Assessment librarian in Drake Library. Ken has proven to be a quick study and has rapidly taken ownership of this new position. He has shown initiative by developing a very good library statistics dashboard to better coordinate library data.

His systems work has been high quality and included several commendable projects. Most notably, he assisted with working with Sustainable Collection Services to develop circulation data for Drake book holdings that were critical to the collection evaluation project.

His assessment endeavors are being developed with a Brockport cohort rewarded through inclusion in an invited ACRL sponsored 'Assessment in Action' program that promises to provide benefits for the library and the College now and in the future. This project is national in scope and should help to provide a great opportunity to become familiar with assessment measures and platforms (e.g., TK20).

Ken taught GEP classes, authored LibGuides, served on the information/reference desk and served as a librarian liaison for several departments.

Regarding service, Ken assisted with a well-received Veterans Day slideshow as well as the 'Valentines for Vets' project ensuring they were sent to Batavia VA. He also went above and beyond the call of duty this summer to bring an audio recording system from home to playback aging Philosophy Exchange audio tapes that would be difficult to recover otherwise.

Ken also participated in the new faculty learning community and helped out in numerous ways throughout the year. His assistance in learning infographics software and helping to plan and organize the 'Giving and Getting Access to Scholarly and Instructional Materials' conference in October 2012, are especially noteworthy. Ken participated in SUNYLA 2013 in Buffalo and other activities throughout the year.

Ken's helpfulness, interest and positive attitude have made him a well-liked and much appreciated member of Drake Library. He is off to a great start and is encouraged to keep up the good work!

Chair/Director's signature(s): _____ Date: _____

*Faculty Member's Signature: _____ Date: _____

*This indicates that the faculty member has seen the Director's review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.