
**ANNUAL REPORT AND REVIEW OF ACADEMIC FACULTY
2016-2017 Academic Year**

NAME Wierzbowski, Kenneth R. RANK _____

DEPARTMENT/UNIT _____

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

- Managed, configured and maintained the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser). Tasks included:
 - Retrieved and analyzed monthly material processing statistics.
 - Requested and loaded new patron files into Aleph before the start of each semester and interim session.
 - Managed student and staff permissions.
 - Queried Aleph databases and retrieved various reports as requested by staff.
 - Modified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
 - Batch loaded and suppressed monthly bibliographic records from partnered vendors.
 - Checked URLs attached to bibliographic records to ensure that they still properly function.
- grant activities.
- Worked with ILL staff to reconcile status of materials checked out to ILL account.
- Gathered library related statistics from a variety of vendors and systems for various reporting activities.
- Customized the Summon discovery tool and collaborated with ProQuest Support to resolve outstanding issues.
- Managed, maintained, and promoted the Drake Memorial Library Makerspace
 - Worked with students, faculty, and staff to help bring their ideas and projects to fruition. Examples include:
 - Collaborated with Makerspace student workers to scan and print a scientific model for Dr. Markus Hoffman, Department of Chemistry and Biochemistry.
 - Collaborated with Makerspace staff and The Office of College Communications to laser cut a design for use with a social media campaign on campus.
 - Collaborated twice with Dr. Meg Norcia's Childrens Literature class to 3D print a wide variety of objects sourced from classic juvenile literature.
 - Helped to procure, process, and catalog new equipment for the library's Tech Tools collection. Highlighted devices include:
 - GoPro Hero Session cameras
 - Dell Chromebooks
 - Panasonic Lumix FZ200 Digital Cameras
 - Zoom H1 Handy Portable Audio Recorders
 - Held Tech Tools informational workshops for student employees, student supervisors, and for library staff; followed up with an online quiz.
- Acquired new duties and responsibilities:
 - Responsible as primary contact for live streaming events on campus. Duties include the maintenance, setup, and operation of video recording and broadcasting equipment.
 - Selected events streamed and/or recorded include:
 - Presidential Town Hall events.
- Undergraduate Commencement ceremonies.

- Honors and Awards ceremonies.
- Diversity Conference.
- Responsible for converting and digitizing media for faculty, students, and staff. Examples include:
 - Digitizing VHS films not available in other formats.
 - Converting and compressing large video files to make them suitable for hosting in the Kaltura media platform.
 - Assisted Kim Myers and student worker with Brockport Writers Forum videos for compression and upload to Digital Commons.
 - Making backup copies of DVDs.
 - Authoring and burning video files to DVD.
 - Fixing faulty publisher content and converting it to an easily accessible and functioning format.
 - 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.
 - Worked a total of 29 evening and weekend shifts.
 - Assisted Dr. Tasneem Zaihra in sourcing scholarly articles and developing a search strategy to support an upcoming peer-reviewed journal article.
 - Served in the role as embedded class librarian in three courses:
 - FLM360 – Film Horror – Spring 2017
 - CMC211 – Protest and Public Opinion – Spring 2017
 - CMC243 – Writing for Television and Radio – Fall 2016
 - Weeded the Popular Paperback collection in anticipation of a re-imagining of the collection through collaborative collection development.
 - Processed and then delivered withdrawn paperbacks to the REOC library for inclusion into their collection.
 - Assisted in collaborative planning, analysis, and assessment of library services.
 - Installed and customized library related software programs on staff PCs.
 - Configured desktop and handheld barcode scanners and other equipment.
 - Created barcode shelf labels for in-house print periodicals.
 - Worked with Technical Services and Integrated Public Services to deaccession materials from the Reference Collection, the Collection Management Project, and the general collection.
 - Collaborating with Technical Services and OLIS to clean up data in Aleph in anticipation to the upcoming system migration to ExLibris' Alma platform.
 - Served as liaison to the Film Studies, Department of African and African-American Studies and Mathematics departments.
 - Maintained a working knowledge of technologies critical to the design and delivery of library services.
 - Actively pursued professional development.
- Supervisory and administrative ability
 - Served in the role as Head of Library Circulation while the the Head of Integrated Public Services was out on leave.
 - Resolved circulation related issues with students, faculty, and staff.
 - Became direct supervisor of 2 library clerks.
 - Collaborated with Circulation Staff to streamline workflows and make improvements to policies and procedures.
 - Established and continue to develop the Drake Memorial Library Makerspace through program development, the procurement of equipment, and cross campus collaboration.
 - Served in the role of chair on the Drake Memorial Library Makerspace Committee.
 - Supervised Makerspace three student workers by monitoring and assigning duties as required.
 - Principal developer of workflow, web portal, policies, and implementation of Makerspace services open to the campus community.
 - Coordinated with various offices and departments on campus to schedule, setup, and implement live streaming and recording services.
- Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity

- Continued to increase 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 and completion of more complex report requests from staff. Selected examples include:
 - Worked with LITS staff to troubleshoot and resolve delivery of outgoing courtesy letter emails through the campus firewall.
 - Took over responsibilities for the management and maintenance of the library's EZproxy proxy server.
 - Managed the transition from a locally hosted implementation of the EZproxy server to a hosted option with OCLC.
 - Tasks included:
 - Contacting over 40 vendors to provide and configure the IP address and proxy prefix for the new server
 - Checking 200+ database URLs with the new server to ensure a smooth transition with minimal impact on students, faculty, and staff.
 - Utilizing the find/replace service in the Aleph 500 ILS to update the new proxy prefix on 10,000+ bibliographic records
 - Utilizing the find/replace service in LibGuides to update the new proxy prefix throughout the platform.
 - Customizing EZproxy HTML files to match the look and feel of existing files to help ensure a smooth transition for students, faculty, and staff; updated broken links
 - Correcting a number of configuration errors in the library Database A to Z list and the SerialsSolutions 360Core and 360Link platforms.
 - Accessing Blackboard courses at the behest of faculty members to fix broken proxy server link.
 - Took over responsibilities for administering and troubleshooting the ILLiad interlibrary loan software suite.
 - Continued to improve upon best practices for implementation of iPads, and other devices added to the Tech Tools collection.
 - Replaced the faulty Raspberry Pi unit powering the library's digital sign on the main floor.
 - Installed and configured a custom Linux kernel to run the Rise Vision slideshow software.
 - Redesigned and streamlined accompanying slideshow to improve readability. Upgraded features include incorporation of RSS feeds to display:
 - Current news headlines
 - Daily library hours
 - Daily library EMS calendar events
 - Current weather conditions.
 - Continued to maintain and enhance the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate. Added additional metrics from partnered vendors including Digital Commons and LibStats.
 - Collaborated on and implemented a restaurant pager system for use with the library's Course Reserve anatomy model collection.
 - Collaborated with the Serials Librarian to manage and maintain subscription databases.

- Anticipated Activities

- Continue to collaborate with Technical Services and OLIS to prepare and cleanup Aleph data for migration to the ExLibris Alma platform.
- Co-present a lightning talk at the 5th Annual PA Forward Information Literacy Summit on July 19, 2017 at the Penn State University Libraries in State College, PA.
- Anticipate the publication of a co-authored article in a peer-reviewed journal that is currently under review.
- Collaborate with colleagues to implement a wiki platform to host continuously updated policies and procedures.
- Review and revise Makerspace mission and services, acquire new equipment and expand offerings, and strengthen collaborations with students, faculty, and staff.
- Upgrade digital signage and Screening Room technology.
- Continue to work with Circulation staff members to improve and streamline policies and procedures.
- Re-imagine the Popular Paperbacks collection with input from campus community.
- Review and revise Tech Tools policies and procedures to reduce loopholes and gaps in accountability.
- Make a concerted effort to apply the Mission, Vision, and Values of Drake Library and The College at Brockport in my daily work.

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 2016</u>	<u>Spring 2017</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:	4	3

Describe other special projects

Information Literacy session, pt. 2 - FLM360 - Prof. Carter Soles, Drake Memorial Library. (March 30, 2017).

Information Literacy session, pt. 1 - FLM360 - Prof. Carter Soles, Drake Memorial Library. (February 14, 2017).

Research Strategies - CMC211, Drake Memorial Library. (February 2, 2017).

Information Literacy session - HON112 - Prof. Carter Soles, Drake Memorial Library. (November 3, 2016).

GEP100 Information Literacy Session, Drake Memorial Library. (September 20, 2016).

GEP100 Information Literacy Session, Drake Memorial Library. (September 19, 2016).

GEP100 Information Literacy Session, Drake Memorial Library. (September 15, 2016).

III. Advisement

Number of Assigned Advisees Fall 2016 _____ Spring 2017 _____

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

IV. Teaching, Other Activities

March 7, 2017 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

September 26, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace for Dr. Kalenda's EDI 425 Diverse Learners in Science class - 2 sessions - 9:30am, 5:00pm

November 9, 2016 - Demonstrated and provided an overview of 3D Printing for Prof. Pearlman's Protest and Social Change class

September 3, 2016 - Provided an overview of changes to the Tech Tools collection to Library Student Supervisors

August 18, 2016 - Provided staff an overview of changes and additions to the library Tech Tools collection

November 9, 2016 - Demonstrated and provided an overview of Tech Tools for Prof. Pearlman's Radio and Television Writing class

March 22, 2017 - Provided an overview of 3D Printing at the Drake Memorial Library Makerspace as part of Dr. Norcia's ENG396 Children's Literature class

November 9, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace for Dr. Norcia's Business Writing class

March 3, 2017 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace for the Women in Technology Club

V. Professional Development Activities Related to Teaching

VI. 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

Myers, K. H., Orzech, M. J., Oyer, J. M., Wierzbowski, K., Conference on Instructional Technologies, "Scholarly Communications: from Understanding to Engagement," SUNY FACT2, Oneonta, NY. (June 1, 2017).

Wierzbowski, K. (Chair), Spencer, E. (Presenter & Author), Oliver, K. (Presenter & Author), Maurer, A. (Presenter & Author), Scholars Day 2017, "Outside the Box: Collaborating with Students, Faculty and Staff to Create and Innovate with Makerspace Technologies," The College at Brockport. (April 12, 2017).

Wierzbowski, K. (Coordinator/Organizer), "Demonstration of 3D Printing and the Makerspace," Women in Technology Club, Drake Memorial Library Makerspace. (March 3, 2017).

Wierzbowski, K. (Presenter & Author), Norcia, M. (Presenter & Author), Brown Bag Discussions, "Ways That 3-D Printing Can Help Your Class," CELT, CELT, Edwards Hall. (November 17, 2016).

Wierzbowski, K. (Coordinator/Organizer), "Demonstration of 3D Printing and the Makerspace," School Library Systems - Monroe 2 Orleans BOCES, Drake Memorial Library Makerspace. (November 15, 2016).

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

V. Other Scholarly & Creative Work

i. Work Accepted

ii. Work Submitted

Norcia, M. A., Dumuhosky, L., Wierzbowski, K. "Object Lessons: 3D Printing and Inter-Professional Collaboration between the Library and the Literature Classroom".

iii. Work in Progress

Wierzbowski, Kenneth, "MISO: Measuring Information Service Outcomes" (On-Going). (July 2013 - Present).

VI. Internal Grants, Publications and Presentations

Wierzbowski, K. (Principal), "Glowforge 3D Laser Cutter/Engraver to expand experiential learning and to support expanded maker activities on campus," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$4,795.00. (July 1, 2016 - June 30, 2017).

VII. Professional Development Activities Related to Scholarly/Creative Endeavors

February 16, 2017, Workshop, "Creativity, Crowd Sourcing and Caring"

January 27, 2017, Workshop, "How Can We Instill Innovation into the Brockport Curriculum?"

October 6, 2016, Conference Attendance, "Diversity Conference"

VIII. 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)

Campus Delegate, State University of New York Librarians Association. (April 2016 - Present).

Committee Member, Faculty Outreach Group. (February 2016 - Present).

Committee Member, PAUA Library Assessment Committee. (January 2016 - Present).

Committee Member, Rare Book and Special Collections Review Committee. (February 2014 - Present).

Committee to review the holdings and purpose of our rare books and special collections materials.

Committee Member, Drake Library Holiday Party Planning Committee. (November 14, 2013 - Present).

Collaborated with colleagues to plan the holiday staff party. Responsibilities include setting up decorations and equipment, organizing catering services and purchasing party supplies.

Committee Chair, Drake Memorial Library Makerspace Committee. (May 2013 - Present).

Manage policies, procedures, logistics, student workers and other miscellaneous tasks related to the Drake Memorial Library Makerspace.

Video Technician, President's Welcome Video. (May 22, 2017).

Video Technician, MLS Student Presentation. (April 5, 2017).

Committee Member, Library First Floor Improvements Committee. (May 2015 - March 2017).

Committee Member, Collections, Discovery Cataloging and Metadata (CDCM) Librarian Search Committee. (September 2016 - February 2017).

Staff Representative, Summer Orientation Information Fair. (July 26, 2016).

Staff Representative, Summer Orientation Information Fair. (July 12, 2016).

Staff Representative, Summer Orientation Information Fair. (July 8, 2016).

II. College service

Committee Member, Committee on Disability and Access. (October 2015 - Present).

Equipment cataloger and circulation logistics, edTPA Camera Kit Program. (August 2013 - Present).

Assisted the edTPA program in cataloging and circulating video cameras and tripods to student teacher candidates. Ongoing duties include running reports, modifying lending periods and improving logistics to circulate kits.

Campus Survey Administrator, MISO Survey. (July 2013 - Present).

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

Committee Member, CIO Search Search Committee. (April 28, 2017 - May 26, 2017).

Webcast Technician, Undergraduate Commencement. (May 13, 2017).

Webcast Technician, Graduate Commencement. (May 12, 2017).

Webcast Technician, Honors & Awards Ceremony. (April 21, 2017).

Video Technician, Campus Discussion on Race and Discrimination. (April 4, 2017).

Webcast Technician, President's Town Hall Meeting. (December 8, 2016).

Webcast Technician, President's Town Hall Meeting. (October 19, 2016).

Webcast Technician, Diversity Conference. (October 6, 2016).

Webcast Technician, 2016 Digital Commons + Great Lakes User Group and New York IR Day. (July 29, 2016).

Committee Member, Development Associate Search Committee - Division of Advancement. (May 23, 2016 - July 25, 2016).

Campus Delegate, SUNYLA - Brockport Campus Delegate. (May 3, 2016 - Present).

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.)

V. Other civic engagement

VI. Professional Development Activities Related to Service

May 17, 2017, Webinar, "SUNY Libraries Consortium Webinar: The Future of OLIS"

February 3, 2017, Workshop, "StrengthsQuest"

VII. Reflective Statements on Service

i. Reflective Statement on Service

APT REVIEW AND COMMENTARY

Kenneth Wierzbowski received reappointment this academic year. He continues to provide an exemplary quality, and quantity, of librarianship. As Systems Librarian he has ramped up to support data-quality cleanup efforts and taken a large role in Aleph training for the new CDCM Librarian. He has had an article proposal accepted for publication, which will enhance his existing scholarship portfolio. Ken is encouraged to work with his supervisor to balance his librarianship and service expectations.

Committee signature(s): Carola O'Fallon Date: 11/30/17
Susan Perry
K. A. Dy... Date: 12/4/17

*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

Ken delivered another excellent year of librarianship at the College at Brockport. He has done a noteworthy job keeping library technology updated in both the MakerSpace and in the Tech Tools area. He has been especially creative in developing solutions to various workflow issues in Circulation, ILL, the MakerSpace, etc. He is thoughtful and helpful in anticipating problems and proposing solutions.

Librarianship

Ken is a true professional in all his efforts. He provided reference and instruction and served as liaison to Film Studies, African and African American Studies, and Mathematics. He maintained Aleph and Summon. He managed the successful transition to a hosted EZ-Proxy web service with OCLC. He is taking the lead on the Alma/Primo migration that will be occurring in Drake library over the next 12-18 months. Brockport is one of the early-adopter vanguard campuses in the SUNY Alma LMS project.

Ken also served as Interim head of Circulation during Fall 2016, including supervision for two clerks in addition to his regular activities.

Ken continues to lead the development of the library's MakerSpace and has done good work in training student staff to use the equipment. He helped acquire and update new equipment for the TechTools collection (GoPros, Chromebooks, digital cameras, audio recorders, etc.) He also enhanced the Library Stats dashboard and provided input for surveys and reports.

Scholarship

Ken, Laura Dumuhosky and Meg Norcia are commended for co-authoring an article that is in press related to the MakerSpace and Children's Literature for a peer-reviewed, open-access journal.

Service

Ken's service activities are visible across the campus in the number of videotaping sessions he does throughout the year. He assumed responsibility as primary contact for live streaming campus events in 2016.

Ken also served on search committee for CIO and is the campus delegate for SUNYLA.

Anticipated Activities

Ken has identified a full agenda of projects for 2017-18. A few of the key items include:

- Continue to collaborate with Technical Services and OLIS to prepare and cleanup Aleph data for migration to the ExLibris Alma platform.
- Co-present a lightning talk at the 5th Annual PA Forward Information Literacy Summit on July 19, 2017 at the Penn State University Libraries in State College, PA.
- Collaborate with colleagues to implement a wiki platform to host continuously updated policies and procedures.
- Review and revise Makerspace mission and services, acquire new equipment and expand offerings, and strengthen collaborations with students, faculty, and staff.
- Upgrade digital signage and Screening Room technology.
- Continue to work with Circulation staff members to improve and streamline policies and procedures.
- Re-imagine the Popular Paperbacks collection with input from campus community.
- Review and revise Tech Tools policies and procedures to reduce loopholes and gaps in accountability.

All librarians are expected to follow the Library's Mission, Vision and Values. As one of the library's key faculty/staff, also responsible for:

- Working to create a positive work atmosphere for others.
- Striving to develop and maintain a collegial working environment for all Drake employees.
- Collaborating with other library and college departments as appropriate.

Ken, Thank you for all you do on behalf of Drake Library!

Chair/Director's signature(s): Mary Jo Ozyer Date 12/4/17
Employee Signature [Signature] Date 12/4/17

*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.

DEAN'S REVIEW AND COMMENTARY