

Strategic Planning 2009-2014

Date:

Strategic Initiative I: Grow the college to serve the community.

Strategic Initiative II: Pursue excellence in instruction.

Strategic Initiative III: Develop a well-trained and prosperous community through workforce development.

Strategic Initiative IV: Expand the college presence in the community.

Strategic Initiative V: Support a college community that values people and promotes individual growth.

Department: LRC

Strategic Initiative: II

- **Department Goal:**

Develop a professional development plan each semester to enrich knowledge of staff and to improve quality of library services

Outcome Measure(s):

Schedule and attend at least one professional development workshop per month

Completion Date: Ongoing

Individual Action Plan:

Name Xueying Chen

Survey staff for training needs at the beginning of each semester

Research for workshop offerings

Create and distribute professional development plan to staff

Coordinate and participate the workshops

Outcome Measure(s):

Compile a list of requests from staff

Contact vendors for possible workshop offerings

Register for workshops

Maintain workshop attendance records

Completion Date: Ongoing

Special Budget Considerations: None

Outcome Results

I sent emails and talked to the library staff to solicit their needs for specific topics or areas which they'd like to receive trainings each semester. I also update them periodically on available webinars or workshops in the library and information field. In 2009, the library staff attended 16 workshops, which include 11 on-campus trainings and 5 webinars.

Use of Results

The library staff are satisfied with the trainings they participated in. We will continue to make effort to participate in professional development activities to enrich our knowledge and to improve quality of services.