

# **UCSD Libraries Instruction & Outreach Committee Annual Report July 2003 – June 2004**

## **The Committee**

The Instruction and Outreach Committee (IOC) is a subcommittee of the Public Services Advisory Council (PSAC). IOC is charged with developing, implementing, recommending and coordinating UCSD Libraries user instruction and outreach policies, programs, projects, facilities, tools and budgets. The charge, membership, and member responsibilities for IOC can be accessed through LibNet at <http://orpheus.ucsd.edu/ioc/charge.html>

## **Accomplishments in 2003/2004**

### **Coordination of Libraries-wide Instruction and Outreach**

- IOC continued to coordinate and conduct several Melvyl Catalog transition classes for the UCSD community Fall Quarter 2003.
- A Bibliographic Software Support Group was formed with representatives from several libraries. A bibliographic software support Web site for UCSD users was created <http://libraries.ucsd.edu/services/bibsoftware>
- IOC conducted three "What the UCSD Libraries Can Do for You" workshops for staff through UCSD's Staff Education and Development.
- Instruction and outreach statistics categories were modified to accurately reflect current practice. New statistical categories include "classes with tour" and "virtual instruction."
- Marlo Young served on the campus planning committee and coordinated the UCSD Libraries involvement at Sharecase, a staff event designed to showcase technologies and online tools. The Libraries sponsored the lunchtime performance of the Montgomery High School Steel Drum Band, a mini-workshop, and an exhibit booth staffed by IOC members.

### **Libraries Undergraduate Outreach Program**

- IOC endorsed a description of the Undergraduate Outreach Program that its coordinator submitted. The program description awaits PSAC Steering Committee approval.
- At the request of the UCSD's Government and Community Relations director, the Undergraduate Outreach Coordinator prepared a report of the UCSD Libraries' outreach involvement affecting disadvantaged/minority students as well as the greater San Diego community.
- Involvement in new student orientations expanded to include 4 of the 6 colleges and the Central Campus Services Program.
- Undergraduate Outreach Coordinator established a partnership with UCSD's Express to Success (ETS) Program, a co-curricular, undergraduate-student development program designed to foster public speaking and interpersonal communication. During new student orientations, ETS students offered Geisel Library tours and staffed an outreach table.

### **Information Literacy Training and Development**

- IOC planned and sponsored an information literacy program for Libraries staff on September 9, 2003. Eleanor Mitchell from UCLA was the speaker.
- IOC initiated discussions that led to PSAC's appointment of an Information Literacy Task Force in January 2004.

### **K-12 Instruction and Outreach**

- Undergraduate Outreach Coordinator gathered statistics and compiled a report on UCSD Libraries' involvement with K-12 instruction/outreach activity for 2002-2003. The report captures UCSD-affiliated and non-affiliated activity.
- Undergraduate Outreach Coordinator was designated as the UCSD Libraries' liaison to the Preuss School and to the UCSD's K-14 Outreach Council.

### **Online Instructional Services**

- Getting Started Subcommittee continued development of an online library research tutorial designed primarily for undergraduates. The tutorial will be released in Fall 2004.
- IOC members worked with the UCSD Instructional Materials Services and Plans Group to develop the "Top 5 Library Resources" for each discipline. "Top 5 Library Resources" will be linked from [courses.ucsd.edu](http://courses.ucsd.edu) and StudentLink. Implementation is expected in Fall 2004.
- IOC worked with Dannette Tran to create pages about library services for Blink.

### **Instructional Technology**

- IOC received a UCSD Instructional Improvement Grant to purchase an interactive teaching technology known as an audience response system. The teaching tool is designed to enhance and assess student learning. The software is installed in both the LEC and TLC as well as the IOC laptop.
- IOC's request for a laptop and projector was funded through a New Initiative equipment proposal.

### **Priorities and Horizon Issues 2004/2003**

Plan and develop IOC activities and priorities that are based on the UCSD Libraries Strategic Plan, including:

- Implement recommendations from the Libraries Information Literacy Task Force and the Libraries ACRL Information Literacy Immersion team
- Maintain a high level of visibility and participation in all campus events
- Formalize the UCSD Libraries Undergraduate Outreach Program
- Raise library staff awareness of information literacy issues
- Provide opportunities for library staff to improve their teaching effectiveness
- Investigate methods for assessing Libraries instruction and outreach programs and activities
- Investigate additional multi-disciplinary cooperative instruction offerings following the models of the Melvyl Catalog transition
- Develop a UCSD Libraries' position on K-12 outreach that is synchronous with UCSD practices and policies
- Continue to provide support and development of the UCSD Libraries Get Started online tutorial
- Investigate the feasibility of duplicating the Navigator in an html format

Respectfully Submitted by the Instruction & Outreach Committee  
August 2004