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Instruction Statistics Proposal

Mark Emmons

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To: LIT Steering Committee
From: Mark Emmons, on behalf of LIRIC
Subject: Instruction Statistics
Date: March 25, 2005

PROPOSAL

The Library Instruction and Reference In-service Committee (LIRIC) recommends the creation of a web-based form to input all library instruction statistics. The form would be use to:

1. Gather and summarize statistics for:
 - a. ARL reports
 - b. Annual reports
 - c. Administrative dashboard
2. Create a database of statistics that will be used to analyze information literacy and instruction services in order to make informed decisions.

At least two members of LIRIC would need access to the administrative side of the database once it was up in order to update fields (to add, for example, a new hire to the drop down instructor menu).

Current Process

Currently, each branch collects and submits statistics idiosyncratically.

Centennial Science and Engineering Library [awaiting input]

Fine Arts Library

Clark gathers instruction statistics from staff at FAL (those reporting to Dena Kinney) and sends monthly to Mark Emmons. A copy of the instruction statistics are also given to Dena Kinney who inputs statistics (along with statistics for reference/information services, online searches, Interlibrary Loan, document delivery, gate count, etc., provided by other FAL staff members) to the "public services statistics" web form -

<<http://elibrary.unm.edu.libproxy.unm.edu:8080/intranet/libadmin/forms/operational/publicstats.html>>

Parish Memorial Library

Susan Magee gives instruction statistics to Richard Lujan who inputs them along with the other required stats into the online form.

Zimmerman Library inputs statistics into an Access 97 database and produces reports using Crystal Reports. Access 97 is no longer supported and in fact requires maintaining an old computer in a carrel in the basement.

Our primary purpose in the past has been to write annual reports and to pass statistics on to the Association of Research Libraries, although statistics have been used on occasion to analyze our library instruction program, make decisions, and to identify frequent users of our services.

This idiosyncratic approach makes it next to impossible to conduct a library-wide analysis of instruction statistics.

On the next few pages, we describe the data elements and the reports we would like to see.

Fields Needed in the Proposed Database

Library Instructor Name, with relational link to:

- Library department
- Contact information

Session type (8 choices in a drop down menu)

1. Non-UNM Groups
2. Course-related
3. Research Instruction
4. Subject Specialist
5. Research Tools
6. Other (UNM)
7. Individual – Subject Specialist
8. Individual

...if UNM group (2, 3, 4, 5, 6):

- UNM Department (can it be tied to existing database?)
- Course number
- Core (check box), if yes, drop down box with general ed courses listed
- Professor name
- Date
- Prep time
- Beginning and ending time
- Number of participants

...if non-UNM group (1):

- Type (high school, college, etc.)
- Organization name
- Instructor name
- Date
- Prep time
- Beginning and ending time
- Number of participants

...if UNM individual (7, 8):

- UNM Department (can it be tied to existing database?)
- Individual name
- Date
- Prep time
- Beginning and ending time

...if non-UNM individual (7, 8):

- Subject area (mirroring departments?)
- Individual name

- Date
- Prep time
- Beginning and ending time

For all groups:

Location (drop down)

- Library
- Classroom
- Off-campus

Type of room (drop down)

- Computer lab
- Classroom
- Lecture Hall
- Stacks

Type of instruction (multiple checkmarks possible)

- Active Learning
- Clinic or workshop
- Demonstration or lecture
- Lab
- Online tutorial
- Reference Desk (extended question with teaching)
- Print-based instruction aids
- Web-based instruction aids

Definitions would be available at a click of the mouse.

In addition, the report will need to be flexible enough to support entries for courses that are team taught.

Reports

All reports are set up to report between two selected dates.

Total classes and students

Full report with all data elements

- Totals
 - By department
 - Subdivided by name

Name

- Totals
- Full report

Branch/Department

- Totals
- Full report

Keyword

Older Data

Question: Would it be possible to convert data from an old Access 97 database to the new database?

Target Date

Ideally, we would like to begin with the new system on July 1, 2005. If that date is too ambitious, we could begin with the fall semester, and input the data for the summer retroactively.