

At NMHU, co-curricular activities are defined as out-of-class experiences that complement and extend the formal learning experience of a course or academic program. Co-curricular activities develop a student's social, intellectual, cultural, democratic, civic, and aesthetic domains. They are supervised and/or financed by the institution and facilitate the attainment of NMHU's four essential traits (or student learning outcomes). These experiences are voluntary, ungraded, and non-credited, although they may be compensated through student employment.

Four identified traits/student learning outcomes that the NMHU community of faculty, students and staff identified that our graduates are expected to display:

- **Mastery of content knowledge and skills**
- **Effective communication skills**
- **Critical and reflective thinking skills**
- **Effective use of technology**

Program Name: Library

Main Contact and Email: Head of Collection and Instruction, Leslie Broughton, labroughton@nmhu.edu

Program Mission:

The New Mexico Highlands University Library program supports teaching, research, and community activities of New Mexico Highlands University. It acquires, preserves, and makes accessible scholarly materials that advance the curricular needs, intellectual pursuits, and personal enrichment of our university patrons. It provides programs and services that emphasize the diversity of the university's multicultural community and heritage.

Intended Audience:

The library provides one-time instructional sessions on information literacy for individual credit classes upon the request of faculty. Tutorials for students on specific aspects of finding information are accessible from the library's webpage.

Please include data on student utilization of the program over the past year (be sure to include online and Center students if part of your intended audience).

In 2017-18, main campus librarians gave instructional sessions to 45 individual classes to 636 students. Of these, 8 were taught remotely to 138 distance education students. At the main campus during fall/spring semesters, 34 different faculty members in 15 different disciplines requested instructions. The library associate at the Albuquerque Center gave 29 instructional sessions to 289 students. Of these, 5 were taught remotely to 43 distance education students. Eleven different faculty from Albuquerque, Rio Rancho, and Farmington (Social Work discipline) requested instructions.

Describe how you measure student satisfaction with your program and results for this year:

At each instructional session, we will ask students to complete a survey. The surveys will be compiled and analyzed at the end of spring semester. Please note that not all students complete the survey. We also conduct a Library Satisfaction Survey to assess all other aspects of library services and resources. One is conducted in the fall for center and distance education students, and one in the spring for main campus students.

Student Learning Outcome:	University Trait(s) linked to which it is linked Learning Outcomes	Measures of Assessment	Timeline for Measurement	Threshold to Determine if outcome has been achieved
1. Students know how to find an appropriate information source (book or article)	Mastery of content knowledge and skills; critical and reflective thinking skills; effective use of technology	Assessment at end of instructional session requiring students to demonstrate ability to find appropriate source	Annually, at the end of Spring Semester	70% of students in instructional sessions will be able to find an appropriate source.
2. Students are aware of academic library resources and services	Mastery of content knowledge and skills; effective use of technology	Library Satisfaction Survey checklist	Each Fall and Spring Semester	70% of respondents were aware of half of the academic library resources and services.
3. Students know how to access academic library resources and services	Mastery of content knowledge and skills; effective use of technology	Library Satisfaction Survey checklist	Each Fall and Spring Semester	70% of respondents knew how to access half of the academic library resources and services.
4. Disciplines request library instructional sessions	Mastery of content knowledge and skills	Library instruction report	Annually at the end of spring semester	From the previous year, increase by two, the number of disciplines to which we provide library instruction.

Student Learning Outcome:	Assessment Measurement Results	Outcome Achieved? (0= No, 1= yes)	Plan for Improvement
1. Students know how to find an appropriate information source (book or article)	86% of respondents were able to find an appropriate source	1	We will continue with time set aside during our instructional sessions for students to practice searching for appropriate sources in the databases.
2. Students are aware of academic library collections and services	76% of respondents were aware of at least ½ of the library resources and services listed on the survey.	1	We will continue with orientations, emails, library instruction, and other means of outreach about library collections and services.
3. Students know how to access academic library collections and services	53% of respondents know how to access at least ½ of the library resources and services listed on the survey.	0	We will create more tutorials on how to access and use library collections and services and to increase the amount of outreach to students, faculty, and staff. Library staff will analyze survey data to determine what resources need to be promoted more to students.
4. Instructors request library instructional sessions	In 2016-17 <u>ten</u> different disciplines requested library instructions. In 2017-18 <u>sixteen</u> different disciplines requested instructions. In the second year of tracking, the number of different disciplines <u>increased by six</u> .	1	We will continue scheduling visits to department meetings in order to encourage all faculty to request library instruction for their programs.

Assessment Summary: *[In this section write your own interpretation of how the Library is doing and what your strengths and weaknesses might be. As a staff, it may help you find areas to focus on for improvement, expansion, etc. since this instrument may help you gather the data necessary to make an informed decision. The individual Plan for Improvement is great at the micro-level, but doesn't allow for prioritization. Whereas, an Assessment Summary may help you bring your micro improvement plan to a macro-level].*

Appendix A – Co-Curricular Assessment for Library Instruction

Library Instruction Survey for [Course number] _____ **Date** _____
Librarian _____

Mini Assignment [write N/A if not applicable]:

1. The subject of your search [i.e. forest fires]:

2. The book or journal article on your subject that you found during this session:

Title:

Author:

Survey Assessment:

	1	2	3	4	5	
	<u>Strongly</u>				<u>Strongly</u>	<u>Not</u>
	<u>Disagree</u>	<u>Disagree</u>	<u>Neutral</u>	<u>Agree</u>	<u>Agree</u>	<u>Applicable</u>
1. This instruction session improved my knowledge of library services and collections.	0	0	0	0	0	0
2. This instruction session improved my knowledge of how to search within library databases (for example, Academic Search Premier, LIBROS).	0	0	0	0	0	0
3. During this instruction I was able to find at least one appropriate information source.	0	0	0	0	0	0

4. Comments:

Appendix B – Questions to Be Included on Library Survey

Library collections & Services (SLO 2)

2017 Centers, Distance Ed and Online Library Assessment Survey (Fall 2017)

Q3. Are you aware of the following library services and materials? (Select all that apply)

- Electronic Resources (eBooks, eJournals, Databases)
- LIBROS Catalog
- eReserves (electronic reserves)
- Interlibrary Loan
- Library Passports to other Academic Libraries
- Personal assistance from library staff (in-person, online, etc.)
- Online Library Tutorials
- Rio Rancho Center Library
- Albuquerque Center Library
- Toll-free number to main campus library for information

Main Campus Library Assessment Survey (Spring 2018)

Q2. Are you aware of the following library services and resources? (Select all that apply)

- Electronic Resources (eBooks, eJournals, Databases)
- Books
- Journals
- Journal Articles
- Special Collections
- Library Website
- eReserves (electronic reserves)
- Interlibrary Loan
- Library Passports to other Academic Libraries
- Personal assistance from library staff
- Online Library Tutorials
- Library instruction
- Group Study Rooms
- Computer Labs

Library Satisfaction Survey checklist (SLO 3)

2017 Centers, Distance Ed and Online Library Assessment Survey (Fall 2017)

Q4. Which of the following library services and materials do you know how to access? (Select all that apply)

- Electronic Resources (eBooks, eJournals, Databases)
- LIBROS Catalog
- eReserves (electronic reserves)
- Interlibrary Loan
- Library Passports to other Academic Libraries
- Research assistance service
- Online Library Tutorials
- Rio Rancho Center Library
- Albuquerque Center Library
- Toll-free number to main campus library for information

Main Campus Library Assessment Survey (Spring 2018)

Q3. Which of the following library collections and services do you know how to access? (Select all that apply)

- Electronic Resources (eBooks, eJournals, Databases)
- Books
- Journals
- Journal Articles
- Special Collections
- Library Website
- eReserves (electronic reserves)
- Interlibrary Loan
- Library Passports to other Academic Libraries
- Research assistance service
- Online Library Tutorials
- Library instruction
- Group Study Rooms
- Computer Labs