

Through access and circulation of professional education materials, the Curriculum Materials Center's (CMC) primary purpose is to support teacher education students at the University of Central Florida. Other UCF faculty, staff, students and area teachers, and community patrons are encouraged to use the facility and its collections.

Highlights of the Year in Retrospect

Smooth functioning of a small department, such as the CMC, is primarily dependent on the number of the people who staff the unit and the quality of service they offer. 2007/2008 saw dramatic changes in staffing as almost every position was vacant or impacted at one time or another. At the end of summer 2007 Jason Martin's 25% temporary status in the CMC was shifted to full-time permanent. This filled the librarian position that was established in 2006 but which had remained empty due to a failed search. Having this position filled also allowed the department head, Penny Beile, to take 75% professional leave with minimal impact on the department.

Pam Jaggernaut assumed the LTA Supervisor position in January 2007, which in turn created a vacancy for the Sr. LTA night position – a position that was frozen for several months. Igor Kovalyov served as OPS night supervisor during the freeze and subsequently was selected as the successful candidate in August 2007 when the position was exempted. Kovalyov comes to the CMC with experience in archives and special collections and an interest in preservation. With Nicole Sotak's resignation Kovalyov transferred to Sr. LTA day shift, which again created a vacancy for the Sr. LTA night position. Rebeca Befus filled that position in April 2008. Befus is a library science student at Syracuse University and has a broad background in reference services.

The College of Education-supplied technology assistant Divya Bhati received her doctorate and is being replaced by another graduate student from the College. This position's hours have increased from 10 hours per week a year ago to 20 hours per week currently. At other times throughout the year the CMC hosted USF intern Karen Yarbrough and Liberty University student intern Beth Jones, and hired Todd Shipman and Holly Willett in OPS positions. The department head returned to full-time status at the beginning of May 2008 and was pleased to find the unit continued to offer its hallmark quality service during her three quarter time absence.

Other notable events included putting the proposed build-out for the librarian offices on hold due to budget concerns, the completion of the Tutorial for Information Literacy in Education (TILE), and the development of a Notable Dissertations Web page. The Notable Dissertations Web page was created at faculty request, and more information about it can be found later in this report. Jason Martin was instrumental in bringing both the tutorial and dissertation projects to fruition while Pam Jaggernaut coordinated instruction sessions and maintained smooth functioning of day-to-day operations of the unit in the department head's absence. Both deserve special recognition for their efforts in this regard.

Staffing Changes

- Jason Martin's primary assignment moved to the CMC at the beginning of fall 2007.
- The Sr. LTA position vacated by Jaggernaut's promotion in January 2007 was vacant until August 2007, when it was filled by Igor Kovalyov.
- Nicole Sotak left the CMC to take a position at the Orange County Regional History Center, at which point Kovalyov transferred to day shift.
- Rebeca Befus filled the Sr. LTA night position in April 2008.

Departmental Goals: 2007-2008

Collections

- **Create a portal for an exemplary dissertation collection at request of Education faculty.** *Implemented*
- **Create a young adult award book finding aid for the website; purchase items on awards lists not currently owned.** *Implemented*
- **Update test collection holdings; continue to withdraw outdated items from collection.** *Implemented*

Marketing and Outreach

- **Update the CMC virtual tour on the unit's website.** *Implemented*

- **Meet with new Education faculty, present an overview of CMC and library services.** *Ongoing*
- **Revisit departmental newsletter; investigate blanket e-mails to faculty or other means of communication.** *Ongoing*



Services

- **Move reserves clean up to ongoing status; review items for copyright compliance; create guide to copyright compliance for faculty.** *Implemented*
- **Revisit unit blog; sunset or maintain with up-to-date posts; check on interest of education faculty to use blog for student assignments.** *Implemented with the result that the blog was sunsetted.*
- **Market Web-based tutorial for education and assess its efficacy as an instruction tool.** *The tutorial has been completed and marketed; assessment is ongoing.*
- **Continue to seek service and support opportunities with College of Education representatives.** *Implemented and ongoing*

Departmental Goals: 2008-2009



Staffing

- Train and cross-train new unit members on all aspects of unit operations.
- Encourage professional development and continuing education opportunities for staff.



Collections

- Solicit and process donations from College of Education faculty and grant initiatives to supplement the decreased materials budget.
- Conduct thorough review of multimedia collection, withdraw outdated software, and merge remaining multimedia collection into general collection.
- Assess condition of test collection, check contents and create lists of contents, withdraw superseded or out of date instruments.
- Identify outdated formats in the general and professional collections (such as floppy disks, laser disks, etc.) and withdraw as needed.

- Review shelving and collections for anticipated growth areas, move Biography collection, take down extra reserve shelving to create more work space in staff area and remove multimedia shelving in coordination with Circulation Services staff.
- Investigate more appropriate ways of shelving expensive oversized books and review preservation measures for all materials.



Marketing and Outreach

- Continue preliminary development of a repository for faculty research and publications; collaborate with Educational Services departmental faculty for content and library Systems & Technology personnel for database creation.
- Seek opportunities to collaborate with entities such as the Orlando Museum of Art, the Orange County Regional History Center, and the campus-based International Studies program.
- “Brand” CMC-produced items, including the brochure, orientation worksheet, and various electronic publications, with a similar look.
- Investigate maintaining a CMC page on Facebook.
- Meet with new Education faculty, present an overview of CMC and library services.
- Revisit departmental newsletter and investigate blanket e-mails to faculty or other means of communication.



Services

- Revise student orientations and transition from face-to-face classes to asynchronous individual training. Investigate use of streaming video and worksheets with instructions for this initiative. Work with Education faculty to integrate into EDG4410 (Professional Teaching Practice) classes.

Advancement Toward the President's Five Goals

Offer the best undergraduate education available in Florida

- The College of Education increased the hours of a graduate student supplied by the college to answer technical questions due to increased student demand. The student is now available 20 hours per week instead of 10. This arrangement was negotiated based on the College's request to load software not traditionally supported by the library or the CMC, but that is needed to complete student assignments.
- The CMC contributed to an undergraduate education grant to purchase digital cameras, electronic microscopes, and computer peripherals and software. Materials purchased by this grant, which was funded for \$7,500, will allow teacher education students to integrate media applications into their lesson and curriculum planning.
- The CMC actively purchases Florida-approved textbooks for circulation to teacher education students. This familiarizes students with materials being used in the schools and enhances their ability to connect lessons to Sunshine State Standards.
- 1,385 undergraduate teacher education students attended one of 50 orientation sessions to CMC services and collections. Although this program is successful, conducting these sessions strains departmental resources and impacts general service by displacing patrons; alternative forms of instruction are being considered in an effort to address these concerns.

Achieve international prominence in key programs of graduate study and research

- Standardized test collection holdings that support the School Psychology and Counselor Education programs were reviewed for currency and outdated instruments were removed. A portal to Notable Dissertations was developed at faculty request to support doctoral programs in the College of Education. Jason Martin worked with Education faculty to identify professional associations

that acknowledge outstanding dissertations in the field. Martin and Systems & Technology representatives created an interactive, searchable website that links to full-text UCF-awarded dissertations and abstracts from externally awarded dissertations in the Dissertations Full-Text database. This initiative has been widely received and stands as a model for similar efforts in other disciplines.

- The Kysilka Graduate Reading Room was inventoried and bookplates added to all items. Donations to the room were accepted and processed in the CMC.

Provide international focus to our curricula and research programs

- CMC staff prioritized selecting materials with an international focus. Items acquired this year include TESOL texts and resources for teaching about other cultures.
- Unit displays are generally themed toward increasing awareness of materials with an international focus.

Become more inclusive and diverse

- The CMC consistently and continually seeks to maintain a collection that reflects cultural, religious, and ethnic diversity. Books and items that are challenged based on their content are actively sought and included in the collection.
- Materials that educate for tolerance (including character education and disabilities education) are promoted through displays and finding aids.

Be America's leading partnership university

- The CMC continues to provide programming for students from the UCF Creative School and other area schools.
- Staff collaborates on College of Education initiatives, such as the 40th Anniversary Celebration of the College of Education, the building of Education III, and the Morgridge International Reading Center.

Performance Enhancement Recommendations

The unit is operating close to capacity in terms of patron seating, access to public computers, and size of collections. Face-to-face orientations are being phased out and will be replaced with streaming videos and worksheets. This initiative is expected to maintain exposure of services and collections to students, but results in fewer disruptions to students who use the facility. As plans for a third Education Systems building develop the department head will seek additional space and co-location with Education Systems department.

The unit is operating close to capacity regarding the number of visits to the facility, especially during the traditional fall and spring semesters. Unit members have created an inviting atmosphere that offers access to needed hardware and software that is complemented by excellent patron service and relevant collections. 2007/2008 was arguably the busiest year on record as far as the number of classes conducted by the CMC and the number of students attending those classes. The previous class high (67 in 2004/2005) was due to splitting larger classes of 60-75 students into more manageable groups of 6-8 students. However, it is expected that 2008/2009 figures will drop as the unit transitions from teaching face-to-face classes to a model where individual students work through an orientation worksheet.

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Curriculum Materials Center
Table 1
Five Year Comparison: Usage

	2007/08	2006/07	2005/06	2004/05	2003/04
Patron Count	81,611	80,381	73,274	64,879	60,506
Classes Taught	50	44	37	67	36
Students Taught	1,385	1,214	914	1,228	1,000



War & Peace Display was up in July 2007



Ruth Wiley & Nicole Sotak getting "into" "Snowy Day," one of two programs held at the CMC for the Creative School children in July.

Penny Beile
Head, Curriculum Materials Center