

## Highlights of the Year in Retrospect

The Information Literacy & Outreach department has had an extremely productive year.

One of the major projects is the creation of information literacy modules in collaboration with Course Development and Web Services (CDWS). Major accomplishments include:

### Module Development

- Utilizing the results of the two faculty feedback sessions and student usability testing of the prototype modules in June 2007, produced two new modules (fall 07)
- Conducted two faculty feedback sessions and completed student usability testing on the two new modules (December 07 and January 08)
- Utilizing feedback, produced two new modules (spring 08)
- Presented four new modules to all UCF faculty, staff, and students on June 23, 2008.

The four modules now available to all UCF faculty, staff, and students are: Avoiding Plagiarism, Creating a Search Strategy, Evaluating Web Sites, and Citing Sources Using MLA Style.

### Marketing and Support

- Created the new Information Literacy faculty and student Web sites for the modules: <http://infolit.ucf.edu>
- Promoted the modules at the Faculty Center for Teaching & Learning (FCTL) Winter Conference (December 07) and the FCTL Summer Conference (May 08)
- Coordinated the technical support for the modules with a matrix of three-tier support.
  - Tier 1: Ask a Librarian
  - Tier 2: TechRangers (for students), and Instructional Technology Group (for faculty)
  - Tier 3: New Media
- Conducted three training sessions for Ask a Librarian to handle all technical support
- Developed and implemented a marketing plan for the debut of the modules

- Created an annual maintenance plan and a new development cycle for 2008-2009

In addition to the information literacy modules, a major focus of the department is instruction. Rachel (Viggiano) Mulvihill was Instruction Coordinator until the birth of her son, Greyson, on November 9 and her subsequent 6-month maternity leave. In her absence, Renee Montgomery became Instruction Coordinator and continued Rachel's excellent work.

In the last year, statistics show a sustained face-to-face instruction program:

### Instruction highlights

- Co-sponsored a new Information Fluency Student Award with the Burnett Honors College. We collaboratively developed a matrix to rank each applicant for the two awards. The upper division recipient was Megan White, and the lower division



**Information Fluency Student Award winners:**  
Stephanie Levitt (left) & Megan White (below)



recipient was Stephanie Levitt. Each received a \$500 award. A reception for the awardees was held in the library.

- Created a new Instruction Menu Web page to showcase all instruction options for faculty.
- Started monthly Instruction Brown Bag meetings among all librarians who teach to stimulate ideas among instruction librarians; attendance averaged approximately 13.

- As interim head of ILO Killingsworth began observing all instruction librarians twice a year.
- Updated Captivate instructional videos and determined a standard for all future Captivates.
- Opened the Production Lab in room 203S for all UCF Library employees to use various kinds of software.

We also continued our embedded librarian program in which librarians monitor online classes throughout the semester to provide research assistance. Most librarians participating in an online class also provide an assignment, grade and give students feedback, and post grades.

Overall WebCT classes taught rose by 6%. The number of graduate classes and graduate students taught decreased by 7% and 24% respectively as a result of the loss from cancer of Allison King, one of the most active members of this program.

The following statistics include all embedded librarians in all WebCT classes, including Regional Campus librarians.

Another main goal of the department is outreach to faculty and students to market our services and resources across campus.

Highlights from Outreach:

- Continued bimonthly publication of *InSTALLments* newsletter
- Began publication of *Unbound*, the library internal newsletter to improve communication and camaraderie between departments
- Participated in and presented to the New Faculty Orientation
- Participated in the New Faculty Orientation One-Stop Shop
- Gave presentations to two Graduate Student Orientations
- Participated in over 50 New Student Orientations reaching approximately 200-300 students in each session
- Conducted orientations of O-Team Leaders during summer training
- Conducted library orientations for area high schools, Shore Jr/Sr High School and Trinity Prep AP, working on class projects in the library
- Participated in the UCF Welcome Expo to introduce the library to new students

- Revised and updated library information for the UCF New Student In-Person and Virtual Orientations
- Completed revisions and updates to the New Graduate Student Orientation Guide
- Updated the library chapter of the SLS Course Textbook for SLS 1501
- Provided Endnote sessions to specific groups on campus:
  - Research Experiences for Undergraduate (REU) Students (CREOL and National Science Foundation sponsored summer program)
  - Organization of Doctoral Students in Nursing (ODSN)
  - College of Health and Public Affairs (COHPA) Doctoral Students
  - College of Education Holmes Scholar Program students
  - Graduate Students Association (GSA) students

## Staffing Changes

- Jason Martin's assignment in the Curriculum Materials Center went from 25% to full-time in fall 2007.
- Rachel Mulvihill took a six month maternity leave from November 2007 until May 2008.



ILO Staff - Left to Right: Rachel Mulvihill, Erica Baker, Elizabeth Killingsworth, Renee Montgomery, Corinne Bishop

## Departmental Goals: 2007-2008

- **Continue production of the first set of information literacy online modules to be made available for faculty and student use by summer 2008.** *Accomplished: The first set of four Information Literacy modules debuted June 23, 2008.*
- **Create a marketing plan for the first set of information literacy online modules.** *Accomplished: A marketing plan has been developed and implementation has begun.*

- **Continue production of the next set of information literacy online modules.** *Ongoing: The fifth Information Literacy Module on APA Style will debut in September 2008, with four additional modules planned for summer 2009.*
- **Increase awareness of and use of embedded librarians in WebCourses.** *Ongoing: Meetings with CDWS to strategize are ongoing.*

**Departmental Goals: 2008-2009**

- Develop the next set of information literacy modules for summer 2009
- Increase use of existing modules through marketing and outreach
- Find new ways of reaching faculty and marketing our services

Information Literacy & Outreach  
Table 1  
Face-to-Face Instruction, 2005/06-2007/08

	2007/08	2006/07	2005/06
<b>Classes</b>			
Undergraduate	356	367	320
Graduate	62	67	56
Orientations	8		
<b>Total</b>	<b>426</b>	<b>434</b>	<b>376</b>
<b>Students</b>			
Undergraduate	9,272	9,842	8,100
Graduate	1,118	1,322	1,005
Orientation attendees	253		
<b>Total</b>	<b>10,643</b>	<b>11,164</b>	<b>9,105</b>

Information Literacy & Outreach  
Table 2  
WebCT Classes, Three-Year Summary

	2007-2008	2006-2007	2005-2006
<b>Classes</b>			
Undergraduate	28	23	17
Graduate	27	29	23
<b>Total</b>	<b>55</b>	<b>52</b>	<b>40</b>
<b>Students</b>			
Undergraduate	898	847	673
Graduate	678	841	572
<b>Total</b>	<b>1576</b>	<b>1688</b>	<b>1245</b>




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**What IF?**

<http://www.if.ucf.edu>

**To Libraries IF Page**  
<http://library.ucf.edu/ILO/>

**Advancement Toward the President's Five Goals**

-  **Offer the best undergraduate education available in Florida**  
The new Information Literacy modules are designed to improve undergraduate information literacy skills and knowledge, and provide support to faculty through online instructional resources that can be easily incorporated into their courses.
-  **Achieve international prominence in key programs of graduate study and research**
  - Outreach to graduate programs through orientations, instruction sessions, one-on-one research consultations, and online WebCourses continue to improve graduate students' ability to conduct research.
  - Our department also coordinates and teaches sessions on citation management software mainly for graduate students to improve their ability to successfully manage large research projects.
-  **Be America's leading partnership university**  
ILO continues community outreach to area schools and programs providing instruction and orientations to build community.

Elizabeth Killingsworth  
Interim Head, Information Literacy & Outreach