Annual reports for units in the Division of Academic Affairs are to be posted to the Annual Report section of the unit’s strategic planning site on UPIC according to the following schedule:

- Academic departments/divisions: Wednesday, June 30
- Colleges and other units: Wednesday, July 21
- Division of Academic Affairs: Wednesday, August 11

For questions related to the UPIC site contact Keith King at kcking@uwf.edu.

An electronic copy should also be forwarded to the Office of Academic Affairs (academicaffairs@uwf.edu).

PART I

Part I-SP, Summary Report on Status of Strategic Planning Goals/Objectives

To be completed by all units. See attached template for Part I-SP.

PART II

Part II-A, Major Unit Accomplishments and Changes in Programs and Services

To be completed by all units. See attached template for Part II-A.

Part II-B, Distinguished Individual Accomplishments

To be completed by all units. See attached template for Part II-B.

Part II-C, Community Engagement Activities with Participation on Behalf of UWF

To be completed by all units. See attached template for Part II-C.

PART III

Part III-A, Strategic Planning Goals/Objectives

To be completed by all units. See attached template for Part III-A.
## Part I-SP, Summary Report on Status of Strategic Planning Goals/Objectives

<table>
<thead>
<tr>
<th>Program/Function/Service</th>
<th>Strategic Goal/Objective&lt;sup&gt;a&lt;/sup&gt;</th>
<th>Related UWF Strategic Goal&lt;sup&gt;b&lt;/sup&gt;</th>
<th>Method of Assessment</th>
<th>Summary of Assessment Results&lt;sup&gt;cd&lt;/sup&gt;</th>
<th>Use of Assessment Results to Improve Program/Function/Service&lt;sup&gt;e&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Website Presence</td>
<td>Implementation of new UWF website templates and specification for main and branch library infrastructures/University Congruence</td>
<td>3.5</td>
<td>University Web Compliance Committee, University Web Advisory Committee/Library Web Team evaluation</td>
<td>Site-wide redesign achieved with compliance to university template standards (CSS, Templates, Coldfusion Infrastructure)</td>
<td></td>
</tr>
<tr>
<td>Student/Faculty/Community/Staff/Printing Services</td>
<td>Increase library printer density infrastructure</td>
<td>3a, 3.5</td>
<td>Stats. Survey of libraries automation committee</td>
<td>New color and b/w printers purchased and for students (3) and staff(3)</td>
<td></td>
</tr>
<tr>
<td>Library Learning Spaces</td>
<td>The realization and Implementation of Library Digital Media Studio</td>
<td>3a, 3.5</td>
<td>Communication progress logbooks with Library Skylab Task Forces and Administration</td>
<td>This project was progressively realized through the Skylab Project in progress as of July 2010. (Projected completion, Fall 2010)</td>
<td></td>
</tr>
<tr>
<td>Library Management</td>
<td>Implement Aleph v.19 Integrated Library System for main and branch libraries</td>
<td>3.5</td>
<td>Results checklist from FCLA with various Library departments (Circ, Cataloging, Aqu. Serials)</td>
<td>Successful implementation with Fall 2009 launch</td>
<td></td>
</tr>
<tr>
<td>Create a Donations/Giving Section for the Libraries Web presence</td>
<td>In consultation with</td>
<td>3.5</td>
<td>Web section launch assessment with administrative/Office</td>
<td>Set up through Office of Development as Drop Drown/library</td>
<td></td>
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<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitate technological training and development opportunities for faculty/staff</td>
<td>5a,5c,5d Numbers of Workshops (2). Attendance of Staff at external training.</td>
<td>21 Workshops/Webinars Organized/3 PLAN workshops attended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to investigate streaming video possibilities with Circulation and Administration</td>
<td>3.5 Survey with Administration and circulation as to needs met.</td>
<td>Digital Video Software/Hardware/Server Infrastructure Implemented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with Automation committee and Web Committee to support hardware/software, networking and web needs for future website development for main and branch libraries</td>
<td>3.5 Annual departmental survey of web updates and needs evaluation. Student surveys, Committee minutes.</td>
<td>Various hardware equipment &amp; software purchased, site sections developed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take steps towards communicating and actualizing new Web 2.0 and technology possibilities for the Libraries information commons and web presence</td>
<td>3.5 Stats. Evaluation/feedback forms. Library web committee assessment and implementation goals.</td>
<td>Library Weblog (25)Entries. Connected and implemented with both wider library Facebook/Twitter Strategies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*a* From unit’s 2009-2010 strategic or action plan. Add lines as necessary.

*b* Insert Focus/Goal number/letter from the UWF Strategic Priorities and Measurable Achievements, 2008-2012.

*c* Data/information used to determine goal/objective status.

*d* Can comment on status of goal as “met,” “not met,” or “in progress.”

*e* Describe decisions made based on assessment results to improve program
Annual Report, 2009-2010

Department/Division: Department of Digital and Learning Technologies

College: University Libraries

Part II-A, Major Unit Accomplishments and Changes in Programs and Services

List major department/division accomplishments and changes in programs and services for 2009-2010. (Add lines as needed.)

1. Library Management System Upgrade (Aleph 19)
2. Sitewide Staff/Faculty/Computer System Upgrade (Windows 7, Campus First)
3. Skylab Information Literacy Classroom, Multimedia Studio and Conversion Center (Completion Fall 2010, January 2010-June 2010)
4. Completion of Bell Scanning project (11000 images with metadata and uploaded to FCLA)
5. UWF Libraries Hardware Infrastructure Upgrade: 30 new staff PC’s, new digital projector for classroom/conference room.
6. Internal Transfer of EZProxy server from ITS to local in-house server
7. Transition and upgrade to ILLIAD v.8 (Interlibrary Loan System)
8. Library PC Availability Application
9. Major transfer, update, revision and internal tech refresh of Metalib (Library Federated Search Database Aggregator)
10. Major transfer and update of SFX, E-Journal URL Resolver Application
12. Gmail migration for both Faculty/Staff and Patrons. Library Synergies and Training
13. SATELITE (Endeca UWF Catalog Statistical Analysis Project) 2 Year Prototype/Project Completion (December 2009)
Annual Report, 2009-2010

Department/Division: Digital and Learning Technologies

College: University of West Florida Libraries

Part II-B, Distinguished Individual (Faculty, Staff, and Student) Accomplishments

List college/departmental distinctions earned by faculty, staff, and students during 2009-2010.

A. Faculty

3. Awards

Dr. Ray Uzwyshyn published “Arbitrage Opportunities for Image Search: Changing Metaphors, Game Metadata and Gathering Common Sense”. *Bulletin of the American Society for Information Science and Technology: Special Issue on Visual Search and Retrieval*. June/July 2009. 35:5. ISSN: 1550-8366. This journal issue was later awarded SIG Publication of the Year, 2009 by the American Society of Information Science & Technology.

4. Other Distinctions

Dr. Ray Uzwyshyn completed a multi-year term of service on the University Web Committee. This committee successfully forwarded the two major university wide redesigns for the university and libraries in a three year working group period.


B. Staff

Fred Barry completed a multi-year term of service on the University Work Force Staff Council

Fred Barry completed a multi-year term of service on the University Planning/Information Technology Committee.
Information about community engagement will be used to document the University’s activities related to its service mission, to comply with a new SACS standard pertaining to community service, and to support the University’s application for classification by the Carnegie Foundation as a “community engagement” institution.

List all college/departmental community engagement activities with participation on behalf of UWF by faculty, staff, and students during 2009-2010. Please include a very brief description of the Activity, the Community Partner, and the Outcome/Impact of the activity.

Examples of community engagement activities include participation on community-based projects, organization and/or presentation of cultural community events, faculty scholarship related to community action, student scholarship related to community action, participation on community organization boards, and community-based student learning activities such as service learning projects, internships, and capstone experience projects.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Community Partner</th>
<th>Outcome/Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ray Uzwyshyn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batey Relief Alliance (Caribbean Medical/Humanitarian Relief Group)</td>
<td>Outreach regarding humanitarian/medical relief for devastated areas in Haiti and Dominican Republic</td>
<td></td>
</tr>
<tr>
<td>Presentation on Library Digital Infrastructures</td>
<td>Azalea Trace Seniors Group (Local)</td>
<td>Community Relations/Improving Seniors Digital Awareness of UWF Academic Libraries Digital Resources</td>
</tr>
<tr>
<td>Festival on the Green Library Book Sale Volunteer</td>
<td>University of West Florida</td>
<td>Community Relations</td>
</tr>
<tr>
<td>B. Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fred Barry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Festival on the Green Library Book Sale Volunteer</td>
<td>University of West Florida</td>
<td>Community Relations</td>
</tr>
</tbody>
</table>
**Part III-A, Strategic Planning Goals/Objectives** for 2010-2011

List strategic plan goals/objectives and planned method of assessment (if applicable).

<table>
<thead>
<tr>
<th>Strategic Goal/Objective</th>
<th>Related UWF Strategic Goal</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of UWF Libraries Skylab (Fall 2010)</td>
<td>Academic and Student Support Services (Construct high quality student focused buildings)</td>
<td>Skylab logbooks, report and assessment on project progress, completion and budgets</td>
</tr>
<tr>
<td>Hiring of Skylab Technology Manager (Fall 2010)</td>
<td>Investment in People: Recruit and Retain Quality Staff, Foster Culture of Excellence</td>
<td>First Year of Service Supervisor staff evaluation</td>
</tr>
<tr>
<td>Partnerships for UWF Libraries Online Mobile Strategy (2010-2012)</td>
<td>Academic and Student Support Services (New Possibilities for Outreach, Recruitment, Retention)</td>
<td>(Web applications developed, trends analysis, Count number of workshops)</td>
</tr>
<tr>
<td>Completion of UWF Libraries Primo Central Testing (Fall 2010)</td>
<td>Academic and Student Support Services (New possibilities for research)</td>
<td>Departmental/FCLA report</td>
</tr>
<tr>
<td>Facilitate technological training and development opportunities for Faculty and staff (2010-2011)</td>
<td>Investment in People: Actively Encourage Professional Growth of Faculty and Staff</td>
<td>Statistics on Number of Workshops Offered/Facilitated/Attendees/Outcomes</td>
</tr>
<tr>
<td>Focus group study of UWF Libraries Online Web Presence (2010-2011)</td>
<td>Academic and Student Support Service (Focus on Student Learning/Research Methodologies)</td>
<td>Focus Groups/Report on Outcomes from various UWF stakeholders and constituencies</td>
</tr>
</tbody>
</table>

*Add lines as needed.  
*Insert Focus/Goal number/letter from the [UWF Strategic Priorities and Measurable Achievements, 2008-2012](#).  
*If applicable.
Appendix I – General Library Web Presence Statistics (Executive Summary)


Summary Overview*

**Hits (Primary Library Website, http://library.uwf.edu)**
Total Hits 19,623,642**
Average Hits per Day 53,763
Average Hits per Visitor 29.24
Cached Requests 4,780,167
Failed Requests 1,611,062

**Page Views**
Total Page Views 2,416,686
Average Page Views per Day 6,621
Average Page Views per Visitor 3.60

**Visitors**
Total Visitors 674,164
Average Visitors per Day 1,838
Total Unique IPs 108,389

**Bandwidth**
Total Bandwidth 175.78 GB
Average Bandwidth per Day 493.14 MB
Average Bandwidth per Hit 9.39 KB
Average Bandwidth per Visitor 274.62 KB

**Visits to Primary Catalogs**
Endeca & Archon *** 504,103

**Digital Collections**
Number of Collections 4
Size (in Gigabytes) 609686
Items 40999
Number of Items Accessed 835 (From FCLA)
Number of Queries 2094 (From FCLA)

* A longer more detailed 109 page report follows for further specification and detail.
**Numbers include both internal (Information Commons) and external users to the library website but exclude traffic from search engine crawlers. In terms of trends, while library website visitors/users numbers are only marginally higher (3000) from the previous year, these same users are spending significantly more time with the library website pages and looking at more pages than 2008-2009. See full reports included here for more specific activity.

***More detailed statistics regarding the catalog may be also found from the libraries two year online statistical study, SATELITE, completed December, 2009. http://library.uwf.edu/satelite