

SAMPLE

Faculty Development Plan

Physical and Mathematical Sciences Librarian
Harold B. Lee Library
Brigham Young University

June 2019

Part 1: Self-Assessment

A. Academic Background

- B.S. Applied Physics, Mathematics minor, Brigham Young University, August 1989
- M.S. Computer Integrated Manufacturing, Brigham Young University, August 1991
 - Thesis: “Improved Production Scheduling and Control through Integration with Simulation.”
- M.B.A. University of California, Los Angeles, June 1996
- Physics Teaching Post-Baccalaureate certificate, Brigham Young University, June 2010
- M.L.S. (currently enrolled), University of North Texas

B. Library Experience

- HBLL Physical & Mathematical Sciences Librarian, since September 2018.
- Subject Specialist for Departments of Computer Science (including the Center for Animation), Mathematics, Mathematics Education, Physics & Astronomy, and Statistics as well as the Information Technology & Cybersecurity group in the School of Technology.
- Member Creativity, Innovation and Design Steering Committee.
- Member Utah Library Association conference planning committee.

C. Strengths

- Extensive background in subject areas, including education and employment in Physics Teaching, Product Management and Market Research in Internet and computer-related businesses, and Engineering in aircraft manufacturing.
- Strong interpersonal and organizational skill.
- Lifelong learner.
- Desire to acquire new skills.
- Actively seek advice from others.

D. Skills and Competencies

- I enjoy teaching and have relevant experience that I can apply to library instruction.
- I am effective at interacting with people and helping them with their academic needs.
- I am eager to learn new library-related skills from my colleagues and the MLS program in which I am enrolled.
- I work to see the big picture and how things fit together.
- I have work experience managing budgets.

E. Research Interests

- Innovation in academic library methods and processes.
- Astronomy and cosmology.
- Interaction between libraries and scientific research.
- Connections between physics and computer engineering.

F. Citizenship Opportunities

1. Professional Organizations

- Utah Library Association: I have been a member of ULA since 2018. I attended the 2018 Fall Workshop and attend the annual conference in May 2019. I am currently serving on the conference organizing committee to help with the silent auction. I presented as part of a group from our science and engineering department on the department's collection evaluation work.
- American Library Association: I have been a member of ALA since 2018 and will attend the annual conference in June 2019.
- Association of College and Research Libraries: As part of my ALA membership, I also belong to ACRL. I attended the April 2019 conference. I will make connections and begin working with the Science and Technology Section (STS) part of ACRL.
- Utah Science Teachers: I have been a member of UtSTA since 2011 and have attended their annual conference every year. I presented at their February 2019 conference on the topic of the National Science Foundation's Research Experience for Teachers program.

2. BYU Citizenship

- Creativity, Innovation and Design (CID) Group: In February 2019 I was asked to be part of the CID committee to help facilitate a unique learning space on the 4th floor of the library.
- Subject Librarian Group Pilot Survey Group: formed in December 2018, the purpose of this group is to determine effective ways to get feedback for subject librarians from the patrons they interact with.
- Central Utah STEM Fair at BYU: on March 28, 2019 I helped judge junior and senior high school student science fair entries.
- Astrofest: I worked with the library's special collections group to assemble an exhibit of early astronomy books (1400s – 1700s) and other resources (1960s) related to Apollo moon missions. In support of BYU Physics and Astronomy department.

G. Areas I Wish to Develop

- **Scholarship and creative works:** I would like to maintain a steady output of creative works and therefore have scheduled time each day for 15-30 minutes of writing. Periodically I will work in larger blocks of time to allow for in-depth research and literature reviews. Initially, I will focus my research and writing to library-related topics like documenting the collection evaluation project that the science and engineering department completed in March 2019. I am also working on a paper to document how a book's shelf position affects its usage rates. Eventually, I would like to engage in research related to astronomy and cosmology. To do that I will foster relationships with faculty from the astronomy department with whom I could collaborate. Additionally, I will search for a professional organization related to astronomy and cosmology and seek to join it and attend their conferences.
- **Knowledge of subject information sources:** I want to develop a more comprehensive knowledge and awareness of the library collection in all of my assigned disciplines. As part of that I began a systematic review of the library's print collection in the disciplines I support. I went to each section and browsed the types of books included, then referenced GreenGlass® data for statistics about usage and other institutions that also have the item.
- **Subject Guides:** I want the subject guides for the areas I support to be clear and concise sources of relevant information for the students who reference them. To that end I have begun a thorough review of each guide and all their related links. I routinely ask faculty in the departments I support for references related to organizations, journals and websites that I should include to assist students to become familiar with resources in their areas of study.
- **Faculty Collaboration:** I recognize the importance of developing long-term working relationship with the research and teaching faculty in my assigned subject areas. I am contacting each faculty member and requesting a brief meeting to review their research and teaching and how the library can support them. Additionally, I regularly attend department colloquia and seminars to understand what is happening in those disciplines and to make contact with students and faculty.

Part II Professional Goals and Action Plans

A. Citizenship

Goal: Actively contribute to the HBLL and BYU community.

Plan:

- Currently serve on the Creativity, Innovation and Design (CID) steering committee.
- Assisted Physics and Astronomy department with Astrofest 2019 event.

Goal: Regularly participate in citizenship activities in the broader library and science community.

Plan:

- Currently serve on the Utah Library Association (ULA) conference planning committee, in particular to manage the silent auction.
- Will seek involvement in the Science and Technology Section of ACRL.

B. Librarianship: Professional Assignment

Goal: Liaison - Develop working relationships with faculty in each of my assigned departments.

Plan:

- Attend a total of 6 department colloquia from among my 7 supported programs.
- Meet all new faculty in my 7 supported programs within 3 months of when they are hired.
- Contact all of faculty in my 7 supported programs to request a brief meeting with them to learn about their teaching and research areas. Meet with as many as respond to my meeting request.
- Implement database to track meetings with faculty and their teaching and research areas.

Goal: Collection Development - Improve my familiarity with library collection related to subject areas I support.

Plan:

- Review 40 books from the Library of Congress classes that correlate to my 7 supported programs – their content, checkout history, relation to similar books and relevance to current curriculum and research.

Goal: Collection Development – develop library collection to support changing needs of departments I support.

Plan:

- Work with the Statistics department to augment the library collection in ways that will support the growing Actuarial Sciences program.
- Coordinated with Mathematics Education department chair and co-chair to assure we have the top journals needed in their field.

Goal: Instruction – Develop relevant instruction to support English 316 and Physics 416.

Plan:

- Participate in instruction workshops offered by the library.
- Try new ideas to improve instruction, including:
 - Method to assess students' prior knowledge.
 - Handout with information on RefWorks and source evaluation.
 - Place for students to take notes and identify keywords related to their topics.
- Worked with Professors Hart and Neilsen to prepare and assure what I taught would meet the needs of their students. They attended my session. I reviewed with them afterwards and they confirmed it went well.

Goal: Reference - Develop and maintain useful subject guides related to subject areas I support.

Plan:

- Incorporate lessons learned from teaching Advanced Writing sessions and in-office consultations.
- Implement feedback surveys that will be sent automatically through LibApps as a follow-up to in-office consultation appointments.
- Add references to industry associations, journals and websites based on input gathered during faculty visits.

Goal: Reference – Assure online search tools support needs of departments I support.

Plan:

- Work with Mathematics department to assure library's Scholar Search properly manages searches using Greek letters, superscripts, etc.

C. Librarianship: Professional Development

Goal: Develop librarianship-specific skills.

Plan:

- Complete Subject Liaison Training Checklist by August 2019.
- Complete 4 MLS classes during 2019.

Goal: Become involved in relevant library associations.

Plan:

- Attended ACRL in April 2019.
- Attended ULA in May 2019.
- Am registered to attend ALA in June 2019.

Goal: Become involved in subject-related association.

Plan:

- Collaborate with physics professors to learn which associations they find most useful. Apply for membership using department funding. Attend conference and begin participating in organization.

D. Librarianship: Scholarship & Creative Works

Goal: Develop areas of active research in library science and subject disciplines.

Plan:

- Have scheduled 15-30 minutes each workday for writing.
- Currently participate in library writing group.
- Currently preparing paper for submission during 2019.
- Presented at 2 conferences in 2019.
- Prepare 1 display/exhibit on subject-related topic during 2019.

PART III: Relationship between Individual Goals and University Aspirations and Resource Needs

A. Relationship between Individual Goals and University Aspirations

These individual goals are intended to help me contribute to the overall mission of BYU and the Harold B. Lee Library. As an employee, I have a responsibility to uphold and advance the purposes adopted by the library and the university. The vision of the Harold B. Lee Library is to “actively participate in learning, teaching, and research by identifying and responding effectively to the information needs of students and faculty.” Additionally, the mission of BYU is to “assist individuals in their quest for perfection and eternal life,” and pursue “the full realization of human potential.” That last statement relating to human potential especially resonates with me and my efforts to support the College of Physical and Mathematical Sciences. I believe that science can complement faith in this regard and can help humanity achieve its maximum potential.

My individual goals will provide a framework for me to increase my knowledge and skills. This will be helpful to me individually and will benefit the university as a whole and students and faculty directly. Successful completion of these goals will allow me to more effectively assist students and faculty in their educational and research pursuits and will allow me to contribute to the associations and communities related to my profession.

B. Resources needed to accomplish goals

- Financial support to attend professional conferences and meetings.
- Financial support for collection development activities.
- Time and financial support to devote to creative works.
- Financial support to complete a Master of Library Science degree as required by my job description.
- Software tools and technical support to for online guides and tutorials.
- Institutional support for additional training opportunities, such as webinars and guest lecturers.
- Institutional and financial support for professional development leave.

PART IV: Summary of Goals

- Actively contribute to the HBLL and BYU community.
- Regularly participate in citizenship activities in the broader library and science community.
- Develop working relationships with faculty in each of my assigned departments.
- Improve my familiarity with library collection related to subject areas I support.
- Develop relevant instruction to support English 316 and Physics 416.
- Develop and maintain useful subject guides related to subject areas I support.
- Develop librarianship skills.
- Become involved in relevant library associations.
- Become involved in subject-related association.
- Develop areas of active research in library science and subject disciplines.

PART V: Time Line for Accomplishing Goals

2019

- Serve on a library, university, or professional association committee.
- Attend at least 6 department colloquia from among my supported programs.
- Contact all of the faculty in my supported programs to request a brief meeting with them. Meet with as many as respond to my meeting request.
- Develop and refine curriculum for Advanced Writing curriculum, supporting English 316 and Physics 416.
- Work with Mathematics department to assure library's Scholar Search properly manages searches using Greek letters, superscripts, etc.
- Work with Statistics department to augment library collection to support growing Actuarial Sciences program.
- Update and maintain Subject Guides based on lessons learned from teaching Advanced Writing classes, in-office consultations, and meeting with faculty.
- Complete Subject Liaison Training Checklist.
- Complete 4 classes in MLS program.
- Attend at least 2 library association conferences.
- Serve on ULA conference planning committee.
- Seek advice from faculty on relevant associations.
- Join one subject-related association, likely related to astronomy.
- Prepare and submit paper on library-related topic for publication.
- Present at a conference.

2020

- Continue to serve on ULA conference committee. Look for opportunity to serve in association leadership.
- Complete 4 classes in MLS program.
- Prepare and submit paper on library-related topic for publication.
- Present at a conference.
- Attend ALA conference.
- Attend subject-related conference.

2021

- Prepare portfolio for third year review – due December 6, 2021.
- Attend ACRL and ALA conferences.
- Look for opportunities to serve in ACRL STS groups.
- Complete 4 classes in MLS program.
- Serve in association leadership role.
- Present at a conference.
- Prepare exhibit related to renaissance astronomy utilizing unique resources in BYU's special collections.

2022

- Prepare and submit paper on subject-related topic for publication.

- Graduate from MLS program.
- Attend subject-related conference.
- Attend ALA conference.
- Present at a conference.
- Serve in association leadership role

2023

- Attend ACRL and ALA conferences.
- Present at a conference.
- Prepare and submit paper for publication.
- Begin making contacts and plans for a professional development leave to be done later, after attaining CFS status. Explore opportunities with the Galileo Museum in Florence, Italy and the University of Florence, Physics and Natural Sciences school regarding research in renaissance astronomy.
- Serve in association leadership role.

_____ Date: _____
Physical and Mathematical Sciences Librarian

_____ Date: _____
Science and Engineering Department Chair

Faculty Development Series Project Proposals

Physical and Mathematical Sciences Librarian
Harold B. Lee Library
Brigham Young University

Course Development Project Proposal

Course: Advanced Writing Library Sessions for English 316 and Physics 416

Purpose: To help students develop and implement effective research strategies for their work in the physical and mathematical sciences.

Learning Outcomes: After completing the library tutorial and attending the in-person library session, students will be able to do the following:

- Understand and apply the Association of College & Research Library's Information Literacy Framework regarding the iterative and nonlinear nature of research.
- Create effective search strategies to find research articles using tools such as Boolean operators, wild card character, text strings, and database limiters.
- Identify and use relevant databases.
- Evaluate the credibility of information sources, such as peer-reviewed journal articles and websites.

Course Description:

The course lasts up to 50 minutes and is usually held in one of the library instruction rooms. Students come from all the majors I support: Physics, Astronomy, Mathematics, Mathematics Education, Statistics, Computer Science, and Information Technology & Cybersecurity. Most students will have already selected their topic prior to this session.

During the session I describe the ACRL's Information Literacy Framework relating to how to approach research, review the available resources, and demonstrate specific search strategies. With the Teacher's Assistant, I make sure students know what RefWorks is and have an account. Then, students have the remainder of the class period to work to find relevant sources on their selected topics while the TA and I help them individually.

Changes to Course:

- Implement a way to assess the students' prior knowledge so I can tailor my instruction and demonstration accordingly.
- Have a structured way (probably a paper handout) for them to take notes on what I talk about with them and search strategies I demonstrate to them.
 - Include in that form information on RefWorks to save time having to show the whole group, when some already have accounts.

- Have a place for students to write their topic, keywords, choice of database, etc.
- Add information to the presentation and the handout about how to evaluate sources.

Method of Evaluation

At the end of some sessions I will pass out 3x5 cards and ask the students to write answers on them to 2 questions:

1. What is the most valuable thing you learned?
2. What did you not learn but needed to?

I will collect the cards from the students as they leave. I will review the answers, document them on a spreadsheet, and use them to adjust my lesson plan.

Citizenship Project Proposal

Description:

Since I am new to working in a library, I want to find ways to improve my understanding of the library environment. To assist in that goal I want to become more involved in library-related associations. A good place to start appears to be with the Utah Library Association (ULA). I served on the ULA conference planning committee, specifically for the silent auction fund raiser, for the May 2019 conference. I will continue to serve on the conference planning committee to help plan the 2020 conference, but will also seek opportunities to serve in the organization leadership.

Method of Evaluation:

I will document the services I perform and the roles I am assigned, and evaluate my effectiveness.

Scholarship Strategies Project Proposal

Description:

To help make progress with my writing I have joined a library writing group. In that group we account to each other how much we write and meet periodically to review each other's writing. I usually write 15-30 minutes each day. I am currently working on two papers, one by myself and one as part of a group from the library's science and engineering department.

For the paper I am working on by myself, my goal is to complete it and submit it for publication before the end of 2019.

For the group paper, I completed a literature review and have conducted 20 interviews. I will continue to support the group by doing more interviews, transcribing and coding the interviews, and writing sections of the paper that may be assigned to me. I think we will be able to submit the paper in early 2020.

Method of Evaluation:

I will track progress on the papers and record when they are submitted and published.