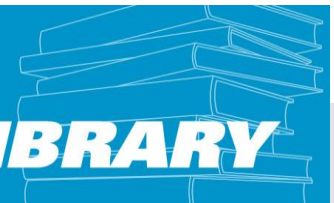


Training
Series



UMA VIRTUAL LIBRARY



Notetaking for an Effective Evaluation Process

Vandy Pacetti-Donelson

UMA Librarian



Why are we
talking about
this?

How you present what you do may influence the
outcome of your evaluation.

Desk Notes are a best practice of qualified educators.



But Why...

- Promote Personal Integrity
- Provide Good Practice in Learning and Assessment
- Demonstrate Academic Integrity



Where to Begin?

The Key.



Project
Tracking

Sticky Tabs on
top

Ongoing

Projects. Review
on Tuesdays.

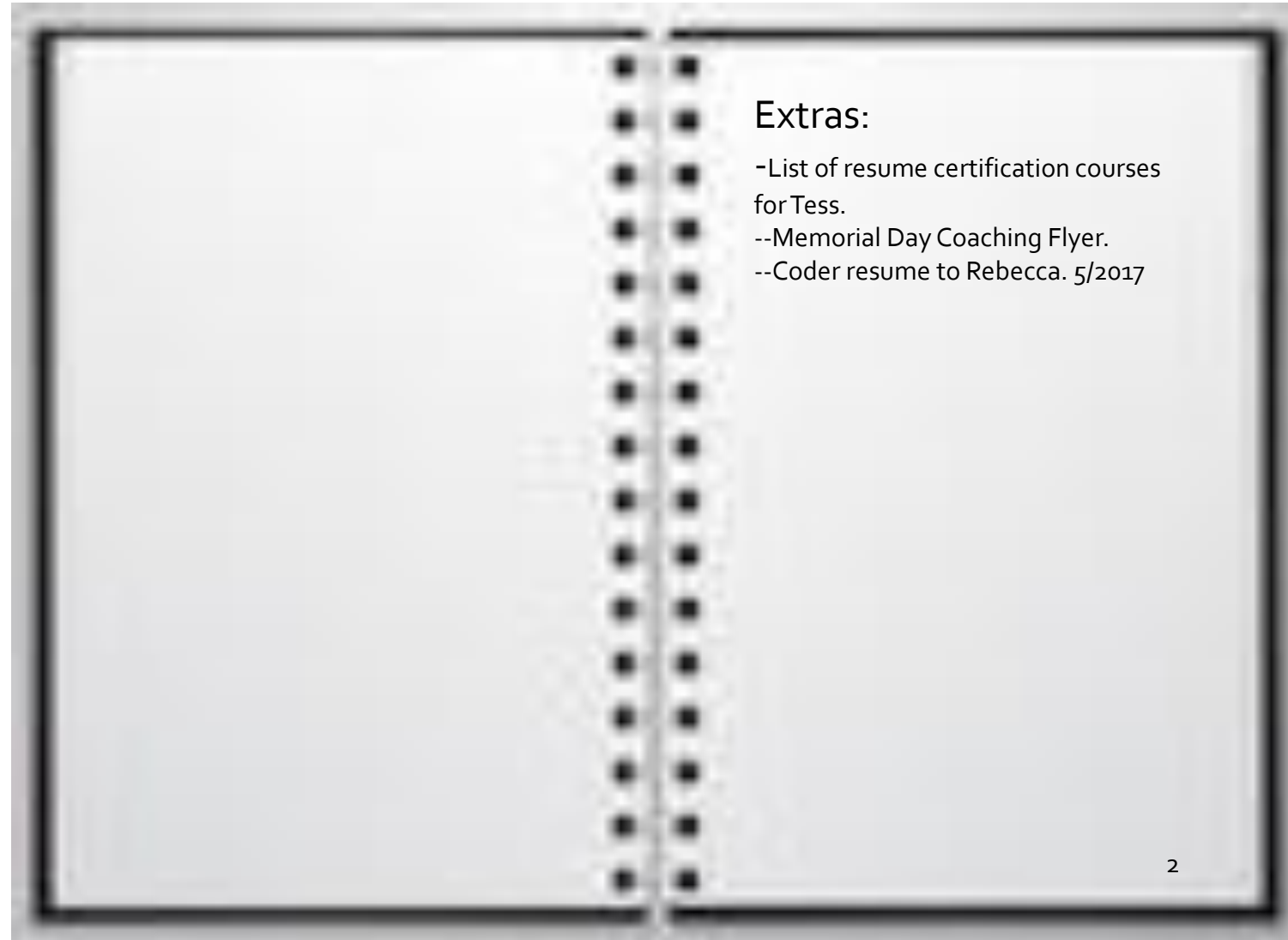
Ask
manager

Email update on
Mondays

Waiting

Review on
Fridays and
email as
necessary

The List Page



List Page for an ongoing extra project.

Date April 2017
Topic ABHES Efforts
Meeting Objectives

Attendees

Notes

- Created Resource list by Program.
- Created Library Sharepoint for Document Sharing of relevant resources to the library.
- Reviewed Self Study template. Added description of library services. (Rebecca)
- Revised Leadership Bios. (Amanda)
- Formatted Jr Leadership Bios. (Amanda)
- Created snippets of Library Resources for ABHES-SER. (Julene)
- Combined duplicate PEP's DA + PCI + MA. (Rebecca)
- Proof read + Update PEP's. (Rebecca)
- Provided update to job description for ground assistants. (Geordie)

Action Items

- Sent subscription list for physical subscriptions @ CLW (Geordie)
- Created Resource list by Ground Program.
- Lib. training schedule 5/12/2017.

ABHES



Daily Page



Meeting Page.

4/20/2017
Library Training for Learner services

(Cross Team Partnership)

Attendees
Danielle Neely
Walter
Tim Coyle
Teresa Ganube

Notes:

- Send content to Tim and he will put on project tracker.
- Followup email coming, forward to Kat and Rebecca.
- Send script by May 2, 2017.

Action Items:

- ✓ Sent notes to Rebecca and Kat.
- ✓ Meeting w/Tim to review script.
- ✓ Sent to compliance for review 5/15/2017
- ✓ Returned & changes made. 5/19/2017
- ✓ Sent to Tim 5/19/2017.

LSA Library Training 4

Meeting and project page w/follow-up notes attached.

Date: 5/16/2017
 Topic: Scholastic Honesty Placement
 Meeting Objectives: Attendees: Amanda

Continued from p. 18

Notes:

LAB	SSC	Course room
AFS Content literacy	- UMA Stylesheet	→ UMA Stylesheet ✓
→ At Discussion Posts	- Short video	→ SH Module ready for compliance
→ At Research Assignments	Scholastic Honesty APA at UMA	→ APA in Discussion Post
→ Paraphrasing + Your Ideas		Research Assn → Attach UMA Styleguide

Next Steps: SH - APA at UMA

Video - Short Video that explains how to cite in text and to include references.
By Friday

Where to use:
 - Announcement in Course room
 - SSC
 - in Course Room in SSC

Action Items:

Pinterest Site

- ✓ Video script sent to key players 5/19/2017
- ✓ Met w/ Adam Blecher and Ismael for edits 5/23/2017
- ✓ Sent text + screen shots to AB + IR 5/24/2017

Vandy Pacetti-Donelson

From: Amanda Smith
Sent: Tuesday, May 16, 2017 2:09 PM
To: Melanie Hovland; Victoria Paterek; Vandy Pacetti-Donelson; Julene Robinson; Bill Harlow; Rachel Barenie; Rebecca Sarlo; Geordie Hyland
Subject: Scholastic Honesty - Wrap-Around Resources for Faculty, Students and Staff

Thanks for taking time to meet just now – great conversation just now. Thanks for the collaboration and teamwork! Below is a list of action items related to a wrap-around set of resources for student, staff and faculty related to our Scholastic Honesty initiatives.

I've scheduled a follow up two weeks out for Wednesday the 31st at 3pm. Looking forward to re-connecting on progress then. Thanks again and enjoy the rest of the day!

Scholastic Honesty Plans, Notes and Timelines

Module (remediation)

- o Reviewed and approved by team
- o Has not gone to compliance (Rebecca to send)
- o Is ready for production
- o Adding a copyright (from legal)
- o Go to production end of next week (May 26th) *Include certificate

Course

- Video and plagiarism on scholastic honesty (every course, every program)
 - o Vandy working on video script
- Every assignment can include an overview of scholastic honesty along with assignment resources
 - o Updated and live by 7/17

SSC

- Scholastic honest module, video and resources will live under academic resources tab
- AF and LS will drive students to the resource
 - o Updated and live by 7/17
 - o Need to determine if there is a viable way to track student completion/could potentially place the item in an organization to track completion

Scholastic Honesty Labs

- Rebecca and team to determine good go-live

Training

- LS training script – sent to compliance
 - o In YouUniversity
 - o Faculty trained by Vandy yearly
 - o Use June Faculty meeting to kick off instructor branding
 - o Use June to also train on new plagiarism modules
 - Victoria and Bill to connect on where/how to best place module for faculty completion

Discussion Items for Next Meeting:

Orientation
Roll Call

Notes from Training Page

Date 5/10/2017
Topic Webinar: Research Data Management:
Meeting Objectives What libraries Need to know.

Attendees
Bright talks

Strength of Mendeley data
- wide ecosystem of collected information

Notes
Mendeley Institution Edition
- Research management access
- Analytical insights
usage, collaboration + impact stats

- looking for data sets
www.datasearch.elsevier.com
IRIS SAFE

**If you want to publish w/ Elsevier, you will need to use Mendeley.

* Mendeley Certification for lib
- Cohort beginning in Sept.
- 3 levels
www.elsevier.com/mendeley

[Hive bench]
- electronic lab notebook for researchers
- apple friendly

? Costs -
certificationprogram@mendeley.com

Action Items
lookat → force11.org standards

- Prof. Dev. Webinar
5/10/2017 25

Journal entries for my evaluation.

1. Compliance

- ABHES-Revised Leadership bios 5/12/2017 ***
- Bright Talk Webinar-professional development.

2. Results-Oriented

- Scholastic Honesty Resources developed into RTI model. ***
- Provided SH stats to Rebecca for tracking.

3. Specific Job Responsibilities

- ABHES-Created Resource Lists – 5/10/2017

4. Student/Customer Outcomes

- Revising Research Lessons for process.
- Advanced search one on one lessons with students.

5. Teamwork and interaction

- You University course partnership with learner services trainers.