

## Career Development Committee

Annual Report 2014-2015

**The Committee shall promote and provide continuing education and career development programming for all interested staff of Cornell University Library. Programming efforts should be diverse, targeting both general and more specialized audiences.**

RECOMMENDED: That a standing committee on Career Development be established that is composed of seven members appointed for two year, staggered terms, with a minimum of two academic and two non-academic staff members. Committee members shall be selected by the Library Forum Steering Committee from a pool of volunteers. The Director of Library Human Resources, or the Director's designee from Library Human Resources, and a liaison from the Library Forum Steering Committee shall be invited to serve as ex-officio members.

The Committee shall promote and provide continuing education and career development programming for all interested staff of Cornell University Library. Programming efforts should be diverse, targeting both general and more specialized audiences.

In keeping with the Library Forum Steering Committee Bylaws, the Committee shall keep records of its proceedings.

### **Membership**

Deborah Cook, Co-Chair (Olin/Uris)  
Dianne Dietrich (Physical Sciences)  
Liz Kluz (Olin/Uris)  
Kelly LaVoice (Hotel)  
Jackie Magagnosc, Co-Chair (Law)  
Troy Shaver (Olin/Uris)  
Jackie Beal (Library Human Resources)  
Ardeen White (liaison from Library Forum Steering Committee)

### **Meetings**

The committee met every other week in various locations including Olin 702, Myron Taylor 340E and Ives 521. Members took turns compiling and publishing minutes on the wiki. Extra planning meetings were added during the month of March and April to plan, publicize and host Career Development Month.

### **Wiki**

The CDC wiki continues to be updated frequently to include program information and additional resources for staff.

### **NISO Institutional Membership**

Cornell's NISO Standards Alliance Membership was continued. The CDC remained primary contact for announcements and connection information for NISO webinars. Connection information for webinars was forwarded as requested and an archive of recording information was added to the CDC wiki. Management of the webinars provided by NISO may be a better fit for the mission of the Metadata Working Group, or a department within CUL.

## Career Development “Week”

The Career Development Committee received a suggestion that we try CD Fridays or some other strategy to spread CD Week activities over multiple weeks. The Committee surveyed CUL staff in September 2014. While 41% of respondents favored retaining the traditional CD Week during Spring Break format, 59% favored a “Career Development Days” format (See Appendix 1). Based on this survey result, Career Development Days were scheduled for the first four Wednesdays in April (April 1, 8, 15 and 22).

A follow-up survey was administered to evaluate the success of the new format. In answer to the question “How should the Career Development Committee schedule their yearly event next year (2016)?” 14% of respondents favored a return to the one week format, 74% favored keeping the format used in 2015 and 12% chose “do something else” (See Appendix 2). The change suggestions under “do something else” were to vary the day of the week, and/or to consider scheduling in a month other than April.

Attendance figures validate the success of the new format. In 2015, three more programs were presented in the context of Career Development Days; total attendance was higher (372 in 2015 vs 236 in 2014) and average attendance per session was also higher (18.6 vs 13.88).

The popular “attendance incentive raffle” piloted in 2014, was continued. Prizes were solicited from area organizations and session attendees were invited to enter their name at each session attended. The names of staff attending sessions via WebEx were entered by CDC members. Prizes were divided equally and a drawing was held at the end of each CD Day. The raffle was enthusiastically embraced by session attendees. A list of prizewinners is included in Appendix 3.

Most CD Week sessions were broadcast via WebEx. A WebEx session was established for each day and was opened or closed as preferred by presenters. CDC members monitored WebEx during sessions to check broadcast quality and check for questions. Concerns that WebEx broadcast of sessions would have an adverse effect on in person attendance continue to be unwarranted. The Career Development Committee wishes to acknowledge the invaluable assistance of Sean Taylor, CUL-IT Desktop Services.

Due to poor response to exclusive use of a Qualtrics survey for session feedback, the Career Development Committee resumed the use of paper session feedback forms for CD Day presentations augmented by a Qualtrics survey to collect feedback from WebEx attendees. Feedback received will be used to guide programming for the 2015-2016 academic year.

## CD Day program details

<b>April 1, 2015 – Kroch 2B48</b>	
<i>IT security trends</i> Chris Manley	29 attendees (11 non-academic, 3 academic, 15 unspecified; 9 via WebEx)
<i>Communicating the library's value</i> Zsuzsa Koltay	14 attendees (2 non-academic, 3 academic, 9 unspecified; 2 via WebEx)
<i>Cornell Team and Leadership Center presentation</i>	16 attendees (7 non-academic, 5 academic, 3 unspecified; WebEx not offered)
<i>Putting Lincoln on view</i> Michelle Hamill, Lance Heidig, Michele Brown	13 attendees (3 non-academic, 1 academic, 9 unspecified; 2 via WebEx)
Poster session (Olin 703) 2:30-3:15	
<b>April 8, 2015 – Mann 106</b>	
<i>Preliminary Findings: A Comparative Study of User- and Cataloger- Assigned Subject Terms</i> Hannah Marshall	20 attendees (4 non-academic, 8 academic, 8 unspecified; 9 via WebEx)
<i>How to give a webinar &amp; do it right</i> Tracey Snyder	24 attendees (7 non-academic, 8 academic, 9 unspecified; 13 via WebEx)

<i>Panini Press Generation: Managing love, life, work</i> Tami Magnus	17 attendees (7 non-academic, 4 academic, 6 unspecified; session not WebExed)
<i>Volunteering: The Ultimate Networking Experience</i> Maggie Ambrose, Elizabeth Teskey, Jackie Beal, Erla Heyns, Gary Stewart	17 attendees ( 3 non-academic, 2 academic, 12 unspecified; 10 via WebEx)
<i>Academic promotion review panel</i> Lyndsi Prignon, Erla Heyns, Greg Lawrence, Neely Tang	22 attendees (22 academic)
<b>April 15, 2015 Kroch 2B48</b>	
<i>Antique library technology</i> Jackie Magagnosc)	17 attendees (2 non-academic, 2 academic, 13 unspecified; 5 via WebEx)
<i>Streamlining your workflow</i> Wendy Kozlowski, Sarah J Wright and Peter Magnus	31 attendees (6 non-academic, 10 academic, 15 unspecified; 5 via WebEx)
<i>What is a systematic review?</i> Erin Eldermire, Dianne Dietrich, Sarah Young	13 attendees ( 1 academic, 12 unspecified; 6 via WebEx)
<i>A room without a roof</i> Jessica Withers and the C.O.R.E. Group	14 attendees ( 6 non-academic, 1 academic, 7 unspecified; WebEx not offered)
<i>Career Development Tools</i> Deb Billups	11 attendees ( 4 non-academic, 7 unspecified; 3 via WebEx)
<b>April 22, 2015 – Olin 106G</b>	
<i>Preserving web content</i> Jason Kovari	34 attendees (9 non-academic, 12 academic, 23 unspecified; 9 via WebEx)
<i>LEAN Process Improvement at Cornell</i> Amy Emerson, Jennifer Fonseca, Kathy Hartman	35 attendees (9 non-academic, 3 academic, 23 unspecified; 15 via WebEx)
<i>Online training modules</i> Tom Ottaviano	12 attendees (7 non-academic, 5 academic; no WebEx recorded)
<i>Calisto</i> Sally Lockwood, LTS E-Resources Department	10 attendees (4 non-academic, 2 academic, 4 unspecified; 4 via WebEx)
<i>Creating the Poster for the New Student Reading Project</i> Carla DeMello	15 attendees; WebEx not offered
<i>Lightening round</i>	6 attendees (3 academic, 3 non-academic)
<i>Ending social event – Happy Hour at the Statler</i>	20+ attendees

### **Lessons learned/suggestions**

The revised format for Career Development Days is a success. The planning and development process for this format should be documented to aid future iterations of the Career Development Committee. The assistance of CUL-IT Desktop Services in management of WebEx technology is essential for the successful execution of this programming.

### **Other Programs**

In addition to Career Development Days, the Career Development Committee presented one or more programs most months during the academic year.

- 9/10/2014 2-3 p.m. - Introduction to Confluence presented by Joanne Button (CIT). 14 Attendees.
- 9/15/2014 - Introduction to Qualtrics. 16 attendees.
- 10/13/2014 10:30-12 - Taking effective meeting minutes with Deb Hover.
- 11/10/2014 12-1:30 - Elements of survey design
- 12/11/2014 12-1:30 - Privacy and security on the web SCLRC Webinar. 7 attendees.

- 1/14/2015 9:00-noon - Feedback: Giving and Receiving - Co-sponsored by Library HR (Jennifer Fonseca presenter).20 attendees
- 1/14/2015 1:30-3:00 - Information Session for Student Supervisors (Co-sponsored by Library HR - 26 attendees, well attended and unanimous success!!
- 3/3/2015 Noon-12:30 Office En-lightning round: Outlook e-mail. 31 attendees.
- 3/10/2015 Noon-12:30 Office En-lightning round: Outlook calendar. 13 attendees
- 3/17/2015 12:10-12:45 Office En-lightning round: Excel. 12 attendees
- 7/16/2015 1:30-4:30 Introduction to Myers-Briggs type indicator - Co-sponsored by Library HR (Amy Stewart presenter)

**Appendix 1: Career Development Week preference survey**

**1. For Career Development Week 2015, would you prefer:**

#	Answer	Response	%
1	Career Development Week (week of spring break)	27	41%
2	Career Development Days (ex: CD events every Friday during a given month)	20	30%
3	Career Development Rotating Days (during a given month)	19	29%
	Total	66	100%

Statistic	Value
Min Value	1
Max Value	3
Mean	1.88
Variance	0.69
Standard Deviation	0.83
Total Responses	66

**Appendix 2: Career Development Days follow up survey**

**Initial Report**

Last Modified: 04/24/2015

**1. How should the Career Development Committee schedule their yearly event next year (2016)?**

#	Answer	Response	%
1	Return to having all events in the same week.	7	14%
2	Keep the format used this year, the same day for four weeks within a month.	37	74%
3	Do something else.	6	12%
Total		50	100%

Statistic	Value
Min Value	1
Max Value	3
Mean	1.98
Variance	0.26
Standard Deviation	0.51
Total Responses	50

**2. If you specified something else, describe your idea here.**

Text Response
But perhaps change the day of the week, i.e., not every wednesday for 4 in a row. Might allow more folks to go. But pick a different month. Reference staff are absolutely swamped in April and not able to attend sessions. But you did a fantastic job!!! Thank you.
split up as you did this year, but during a time not so close to the end of the semester.
One day/week was great! Perhaps rotate through the days - Mon-Thur, because same day each week will always be a problem for some people. Really good idea though!
Keep the "one day per week" format, but make it a different day in different weeks (some depts. have all their meetings on the same weekday, so those people might not be able to attend at all, otherwise)
LOVED the events spread out over the month of April; choose different days though. Wednesdays are a tough day with lots of meets.
Having it on the same day every week is hard for those of us who only work part time and are not scheduled to work on that day. Although it would be somewhat confusing to have it on different days during the month, there would be some advantage to that.
Either of the above choices would work for me, but that wasn't a choice.

Statistic	Value
Total Responses	8

### **Appendix 3: Career Development Days Raffle Winners**

#### **April 1, 2015**

Cornell Library Mug with \$5 Cornell Dining card – Bronwyn Mohlke  
\$10 Insomnia Cookie Gift Card – You Lee Chun  
\$20 Fork & Gavel Gift Card – Jessica Withers  
\$25 Cornell Store Gift Card – Gaby Castro Gessner  
2 Hangar Theater Ticket Vouchers – Tenzin Tsokyi  
1 Science Center Family Membership – Tom Ottaviano

#### **April 8, 2015**

Elizabeth Teskey – Cornell Library Mug with a \$5 dining card  
Bonna Boettcher - \$20 Fork & Gavel/Mandible gift card  
Gaby Castro - \$25 Cornell Store gift card  
Sean Taylor - \$30 Rose's Home Dish gift certificate  
Zsuzsa Koltay – 2 Hangar Theater ticket vouchers  
Lenora Schneller – 1 Greek Peak Adventure Center ticket (\$65 value)

#### **April 15, 2015**

Catherine Vellake – Cornell Library Coffee Mug & \$5 Dining Card  
Lois Purcell - \$20 Fork & Gavel / Mandible Gift Card  
Sean Taylor - \$25 Cornell Store Gift Card  
Jessica Withers – 2 Hangar Theater Ticket Vouchers  
Erica Johns – 1 Greek Peak Adventure Center Ticket (\$65 value)  
Hannah Marshall – 2 Kitchen Theater Ticket Vouchers (\$68 value)

#### **April 22, 2015**

Cornell Library Coffee Mug – Hannah Marshall  
\$20 Fork & Gavel / Mandible Gift Card – Gary Branch  
\$20 Fork & Gavel / Mandible Gift Card – Suzanne Cohen  
\$25 Ithaca Beer Company Gift Card – Chris Fournier (Already picked up)  
2 Hangar Theater ticket vouchers – Carla DeMello  
2 Hangar Theater ticket vouchers – Michelle Hubbell  
Ornithology Bag with Goodies (\$100 value) – Jessica Withers