

Dear Deans and Department Chairs:

Last year, the Faculty Senate approved a new policy that requires that the library conduct a review and assessment of the university's libraries content and services to support all new graduate and undergraduate degrees and programs or actions that require full Faculty Senate approval, including undergraduate majors and minors, and certificate programs. Attached is a copy of the policy document, and a *sample* template that the library might use as its report format.

Through this process the library is asked to identify the *minimum* (not the ideal) level of resources to support the proposed degree or program), both at the time of the launching of the program and as the program develops. Please know that the objectives of this process are aimed at ensuring student and faculty satisfaction. Through this review, the library can attempt to identify any current inadequacies, and do so prior to the new degree or program being undertaken. If there are some expectations that the library cannot meet with existing resources, this is valuable information for the Faculty Senate to consider in its deliberations. Through early identification of issues, it may also be possible for the proposers to work with their schools and the libraries to identify potential alternative solutions.

Although the minimum lead-time for the library to prepare and deliver its findings is three weeks, we strongly urge proposers to start engaging with the library as early in the planning process as possible. *By involving the library early in the process, this will give the library greater time to conduct the formal review, and to clarify and discuss with proposers questions that may arise during the process and make modifications that might be incorporated into the final report.*

Please use the table at the end of this message to determine to which library director the program or degree proposal should be sent. Should the proposal be interdisciplinary, or if you are otherwise unsure of to whom it should be sent, forward it to any one of the library directors and that person will ensure it is forwarded properly.

Using the table at the end of this message, we ask that you share this information and the attachments with anyone who is now or who plans to develop a new degree or program. We would be happy to answer any questions you may have about the process. Thank you for your cooperation as we work to make this process as effective as possible.

Sincerely,

Kathleen Blazar, Interim Director, CHSL

Joseph Custer, Law Library Director

Arnold Hirshon, Associate Provost & University Librarian

Samantha Skutnik, MSASS Library Director

School/College	Library	Send Proposal to:
Case School of Engineering	Kelvin Smith Library	Arnold Hirshon Associate Provost & University Librarian <a href="mailto:arnold.hirshon@case.edu">arnold.hirshon@case.edu</a> 368-2992
College of Arts and Sciences		
Weatherhead School of Management		
School of Law	Ben C. Green Law Library	Joseph Custer Library Director <a href="mailto:joseph.custer@case.edu">joseph.custer@case.edu</a> 368-2794
School of Dental Medicine	Cleveland Health Sciences Library	Kathleen Blazar Interim Director <a href="mailto:Kathleen.blazar@case.edu">Kathleen.blazar@case.edu</a> 368-1361
School of Medicine		
School of Nursing		
Jack, Joseph and Morton Mandel School of Applied Social Sciences	Lillian and Milford Harris Library	Samantha Skutnik Library Director <a href="mailto:samantha.skutnik@case.edu">samantha.skutnik@case.edu</a> 368-2283

## Library Content and Resource Review Process for New Programs and Degrees

*9 March 2017*

When a school or the College plans to submit to the full Faculty Senate for final approval a proposal for a new CWRU degree or program (including new undergraduate majors or minors), the sponsor (e.g., the school or one of its departments) must include in its submission materials a "library resource assessment report" regarding the adequacy of library content and services to accommodate the academic requirements of the program or degree. This report must be prepared and certified by the appropriate library of the university, independent of any review conducted by the sponsoring school or one of its departments.

For interdisciplinary programs or degrees that span the scope of more than one of CWRU's libraries, the school or College should submit its proposal to the library primarily responsible for the program or degree. When in doubt, the school or College should submit the form to the Kelvin Smith Library. In all cases where there is a potential for interdisciplinary content (regardless of whether the program or degree is designed to be an interdisciplinary program or degree among two or more schools), the libraries of the university will coordinate their efforts so that the final report comprehensively addresses all library resources. The report will specify which library or libraries are affected, and to what extent.

To initiate this process, when the school or College is considering a program or degree proposal, it should submit that proposal as early as possible in the process to the appropriate library. Under most circumstances, it is likely that the library will need no additional information.

A library review is required for any new degree, program or action that requires full Faculty Senate approval, such as:

- any new undergraduate or graduate degree;
- any new programs, including new undergraduate majors and minors, regardless of whether or not they were previously a track in another registered program;
- new dual or multi-degree programs combining two or more University programs;
- new joint-degree programs with other universities and colleges, regardless of their location;
- new certificate programs;
- the addition of a significant on-line component to an existing degree or certificate program; and
- changes in the degree of a registered program.

It is **not** necessary to submit for review any proposed new courses, tracks or pathways that are within an existing program, unless it is an action that will require approval by the full Faculty Senate,

The responsible library will usually complete its review and return it to the school or College within three (3) weeks.

The library assessment will provide a statement concerning of the quality of the existing and required staffing and content resources to provide a minimum quality program. The content assessment will include printed media, e-books and e-journals, audio and/or video recordings, and other associated technologies that are available on campus or that are readily available through OhioLINK.

If additional resources are found to be necessary, the library will specify a plan (with dollar amounts) necessary to acquire these resources within a specified time frame. The library will indicate whether there are or are not current funds to purchase the needed resources.

The final report must include a letter from the director of the appropriate library of the University to certify the findings of the report.

At the conclusion of the library assessment, the library director will provide a letter with a five-year estimate of expenses for essential new content, services, and technology. The letter will be accompanied by the library assessment report. (See Appendix for a sample template for a library report.)

## Appendix - Sample Template CWRU Libraries Resource and Service Assessment Report Regarding New or Revised Programs and Degrees

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Assessment for:

- Program level    graduate       undergraduate  
 Degree             Major             Minor             Certificate

Title of proposed program or degree: \_\_\_\_\_

Sponsor (School/College or Department): \_\_\_\_\_

*[For interdisciplinary proposals, list all schools/College affiliated with the proposal, and the libraries covered under this report.]*

Report prepared by: [Librarian]: \_\_\_\_\_ Date of Report: \_\_\_\_\_

### ADEQUACY OF SERVICES

- Current library staff expertise (depth and availability) in the area of the new program or degree:
- Ability of the library to accommodate funder data management requirements (e.g., access to essential technology or media) to support the program or degree:

### ADEQUACY OF CURRENT CONTENT AND ABILITY TO SUPPORT FUTURE NEEDS

- General strength of the current collection to accommodate new program needs, including major available content resources currently available:
- Minimum additional required resources required to accommodate the new program needs:

Content Category	Adequacy of Current Content Resources *	Additional Resources Required (list specific titles whenever possible)	One-time Cost to Fill Content Gaps	Recurring Cost to Fill Gaps for the next 5 years (including inflation)
Books: <i>Essential</i>				
Books: <i>Supplemental</i>				
Journals: <i>Essential</i>				
Journals: <i>Supplemental</i>				
Databases: <i>Essential</i>				
Databases: <i>Supplemental</i>				
Media: <i>Essential</i>				
Media: <i>Supplemental</i>				

\* "Current content" includes content available through OhioLINK.