

SECTION 3, COMPREHENSIVE STANDARD 3.8.3

The institution provides a sufficient number of qualified staff – with appropriate education or experiences in library and/or other learning/information resources – to accomplish the mission of the institution.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

The Stewart Library is staffed with a sufficient number of qualified personnel with appropriate education and experience in library and other learning/information resources to accomplish the mission of the institution.

Consistent with the Association of College and Research Libraries' (ACRL) statement on the "Terminal Professional Degree for Academic Librarians" [1], the Stewart Library employs five librarians with Masters Degrees in Library/Information Science from American Library Association (ALA) accredited institutions. In addition, two librarians hold additional graduate degrees and one is currently pursuing a Ph.D.. Librarians have non-tenure track appointments with faculty rank; three faculty librarians are at the assistant rank and two at the associate rank (one position is vacant.) The librarians' curriculum vitas [2] are retained in the Office of the Vice President for Academic Affairs. The Stewart Library also employs six support staff members, two part-time librarian, two part-time staff members, and two FTE student workers. Each staff member has experience, education, and training commensurate with their responsibilities and the mission of the institution. All library faculty and staff receive annual performance evaluations as outlined in the Faculty Handbook and the Human Resources Handbooks. The university's emphasis on leadership promotes active participation by faculty librarians and staff on university and community-wide service initiatives, committees, and continuing education opportunities.

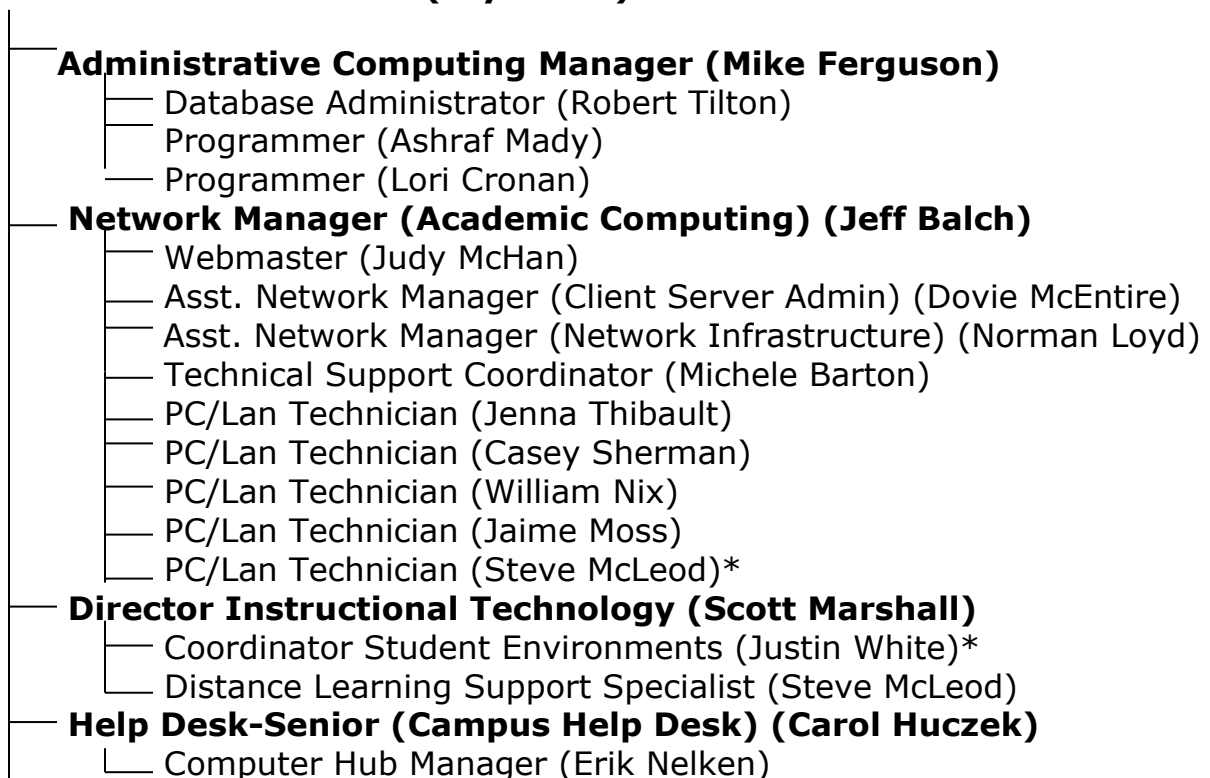
The Stewart Library, while scoring below average in staffing levels when compared to peer institutions (Table 1) [3], is focused on providing essential library research and instructional services, developing and promoting access to collections, and supporting informational technologies. To better support

library services, the institution approved a new position effective 2006-2007, Coordinator of Library Instruction and Distance Learning. Two additional part-time positions have been created to meet the increased demands for GilExpress services and to better support external programs. The organization and staff [4] are structured around the delivery of these core services. With the opening of the Library Technology Center in 2008 and the focus of the Quality Enhancement Plan on information literacy, demands on the library staff will be significant. The library is now adequately staffed to meet these new increased expectations.

The Department of Information and Instructional Technology (IIT) is responsible for the planning and support of all technology resources owned and operated by the University. IIT is staffed by nineteen full time employees. Mr. Jay Steed, the Chief Information Officer, holds a Bachelor of Science Degree (Magna Cum Laude) in Computer Science with ten years experience in technology administration within the higher education field. Mr. Steed is currently pursuing a Master’s degree in Public Administration at North Georgia College and State University.

**Department of Information and Instructional Technology
Organizational Chart**

Chief Information Officer (Jay Steed)



___ **Network Security Officer (James Webb)**

___ Security Technician (Josh Boyd)

- Duties split 1/2 time

Name	Position	Degree(s)	Certification(s)	Experience
Balch, Jeff	Network Manager	A.S. Mechanical Engineering Technology, Southern Tech		18 years
Barton, Michele	Technical Support Coordinator	B.S. Univ. of Southern Miss.		15 years
Boyd, Josh	PC/LAN Technician	B.S. Criminal Justice -North Georgia College B.S. Computer Information Systems -North Georgia College Masters of Public Administration -North Georgia College		6 years
Cronan, Lori	Support Specialist Programmer	BS Computer Science, NGCSU BS Mathematics, NGCSU		12 years
Ferguson, Michael	Administrative Computing Manager	Data processing degree from Lanier Tech		27 years
Huczek, Carol	Help Desk Support Coordinator			3 years
Loyd, Norman	Asst. Network Manager			12 years
Mady, Ashraf	Support Specialist Programmer	Bachelors Degree in Chemistry and Physics Alexandria University; Bachelors Degree in Computer Science North Georgia College and State University; Masters Degree in Computer		7 years

Name	Position	Degree(s)	Certification(s)	Experience
		Information Systems Kennesaw State University		
Marshall, Scott	Director of Instructional Tehcnology	BS Communications (History and Journalism), University of Miami	Polycom product sales engineer Tandberg Technician Tandberg TMS/MCU Administrator Asymetrix Toolbook Instructor	8 years
McEntire, Dovie	Asst. Network Manager	Data Processing Diploma - Lanier Tech		20 years
McHan, Judy	Web Administrator	BA in English with a technical writing minor; working on Masters in Instructional Technology from Univ. of Wyoming		15 years
McLeod, Steve	PC/LAN Technician	BS in Computer Science, NGCSU AS in pre-engineering, Trident Technical College, Charleston, SC		2 years
Moss, Jamie	PC/LAN Technician			10 years
Nelken, Eric	Computer Hub Manager	B.A. in Art, NGCSU		3 years
Nix, William	PC/LAN			
Sherman, Casey	PC/LAN			
Thibault, Jenna	PC/LAN Technician	Associate's Degree in Electrical/Electronic Engineering Vermont Technical College		22 years
Tilton, Robert	Database Administrator	B.A. David Lipscomb University		33 years
Webb, James	Network Security Officer	Bachelor of Arts, Philosophy : University of Georgia		3 Years Work Experience: Information Security

Name	Position	Degree(s)	Certification(s)	Experience
				8 Years Work Experience: Information Technology (overall)
White, Justin	Coordinator Student Environments	BS Information Technology Management Georgia Tech		3 years

Document Reference:

Number	DB Num	Document Title	Resource
1		Association of College & Research Libraries, statement on the Certification & Licensing of Academic Librarians	http://www.ala.org/ala/acrl/acrlstandards/statementcertification.htm
2		Link to Librarian CV's	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_docs_5.htm#Lib_Svcs
3		Peer Comparison, 1998-2004 Table 1	http://www.ngcsu.edu/sacs/Reference_Room/documents/Library_docs/Library_Peer_Comparisons1_Staff.pdf
4		Stewart Library Personnel & Organization chart	http://www.ngcsu.edu/sacs/Reference_Room/documents/Library_docs/Library_org_personnel.pdf