

Department Annual Report for Science, Business, Agriculture, Engineering and Documents Reference

July 01, 2001 to June 30, 2002
Submitted by Sylvia Ortiz

Instructions:

- Deadline for submission is July 1, 2003
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

• **Organizational**

- Participated in the organization of the Reference & Research Services Department through the merger of Branson Reference and Zuhl Reference Departments.
 - Department reviewed the literature on reorganizing departments and on managing styles and had discussions on the various models.
 - Participated in a series of meetings with Zuhl Reference to discuss how the reorganization would take place. Input was gathered from everyone.
 - Held retreat with both reference departments in May to finalize the details of the reorganization.
- Shifted and reoriented the reference collection in order to allow for growth.
 - Moved the CAB Indexes to the Reference work area, opening up a substantial amount of shelf space. Shifted the entire collection.

• **Personnel**

- Initiated the training programs for Cindy Watkins, Judith Pearson, and Charles Townley, new librarians to the department, Fall 2001
- Hired Lenny Silverman to fill the Library Specialist I position.
- Conducted the search for the Business Reference Librarian.
 - Advertised position, reviewed applications, and conducted telephone interviews.
 - Invited final candidates to campus and conducted further interviews.
 - Submitted recommendations to Dean.

• **Programs**

- Updated current awareness profiles in Current Contents.
- Evaluated the reference collection in light of the new undergraduate border health and environmental engineering majors.

• **Strategic Goals/Targets**

- Enhance the reference collections in the areas of border health and environmental engineering. (accomplished)
- Participate in the merger of the reference departments. (accomplished)

Trends/Issues:

- Federal documents service point incorporated into reference service points.

Faculty/Staff Accomplishments:

- **Degree Completion**

- **Cindy Watkins**

- Received Master of Science in Agriculture, December 2001.

- **Grants Awarded**

None awarded in this period.

- **Presentations**

- Ortiz, Sylvia. *Border Health Education and Information Network (BIEN!)*. Plenary Panel. Presented March 6, 2002 at the National Institute of Standards and Technology Conference, Gaithersburg, Maryland.
- Watkins, Cynthia and John Mexal. *How to Avoid Truly Offal Poster Presentations*. Contributed Paper. Presented June 27, 2003 at the 5th LOEX of the West Conference, Eugene, Oregon.

- **Publications**

Journal articles and book chapters submitted for publication but not published.

- **Other (e.g. awards, etc.)**

- **Tim Mckimmie**

- Grant Administration: "Preserving the History of New Mexico Agriculture and Rural Life 1820-1945" for NEH/USAIN Grant.

- **Sylvia Ortiz**

- Grants Administration:
 - National Library of Medicine, BIEN! Project, \$204,000
 - Department of Education, Title V, Activity 2, \$87,000, year 1