

# SUBJECT COORDINATOR

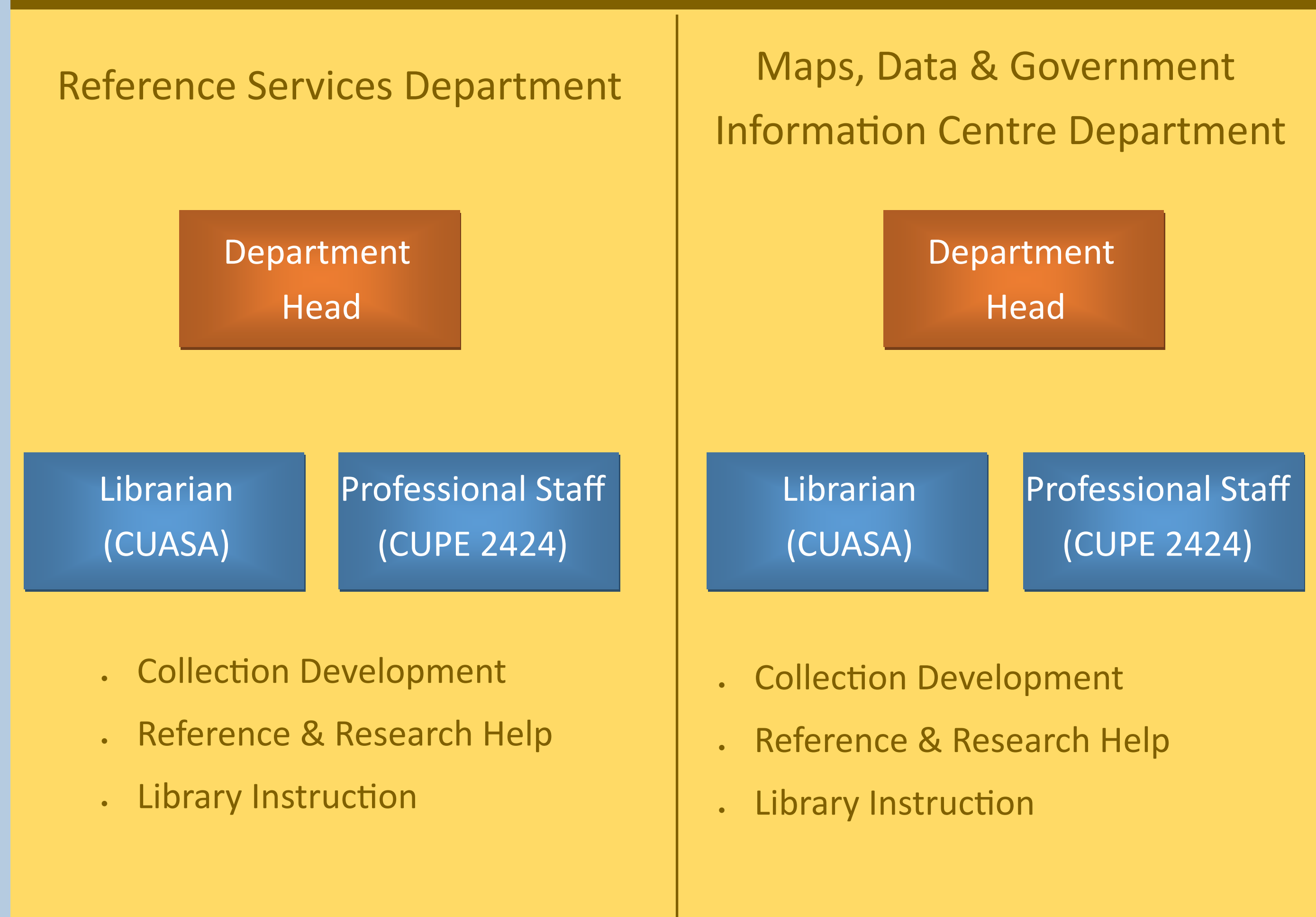
## A NEW ROLE TO SUPPORT TEAM-BASED RESEARCH SERVICES

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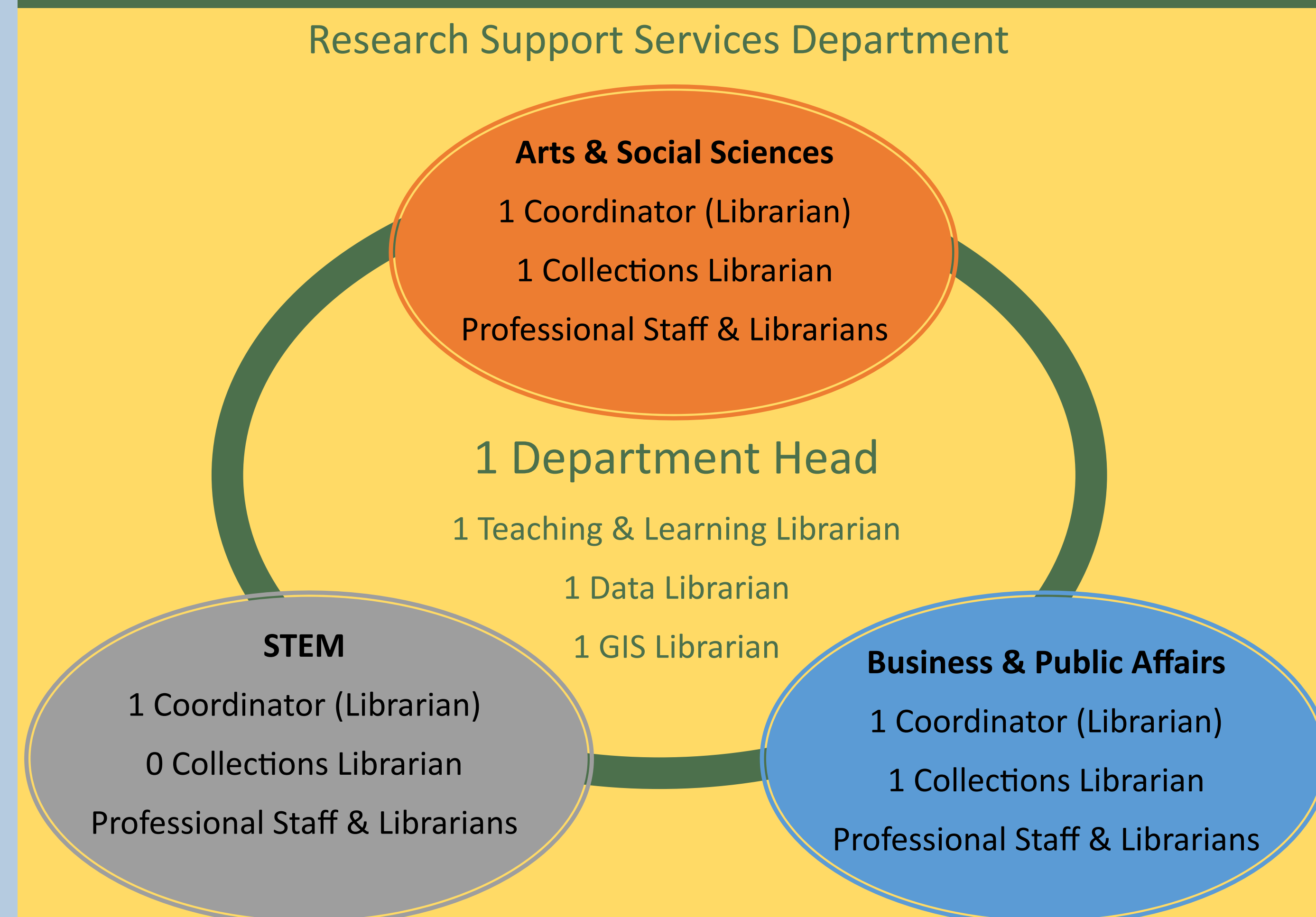
Subject Area Coordinators, Carleton University MacOdrum Library

Ottawa, Canada

### OLD STRUCTURE



### NEW STRUCTURE



### ROLE / NOT OUR ROLE

#### Our Role:

- Coordinates all activities of the Subject Area Team
- Works collaboratively with other library staff members

#### Not Our Role:

- Human Resources
- Work Performance

### THEMES

As subject coordinators, we are involved and participate in the following themes:

#### Defining Team Goals

- ⇒ New process for staff

#### Team Building

- ⇒ Colleagues that sit in two teams
- ⇒ Changes in subject assignment
- ⇒ Coordinators have different styles

#### Staffing

- ⇒ Provide consistent level of service
- ⇒ Changes in subject responsibilities & team membership
- ⇒ Need for back-up for sabbaticals and/or long-term leaves

#### Co-teaching

- ⇒ Develop training procedures/workshops
- ⇒ Create a repository for guide, slides, worksheets & assignments
- ⇒ Participation
- Instruction calendar
- Engagement

#### Collections

- ⇒ RSS staff engagement/acceptance
- ⇒ No STEM Collections Librarian
- ⇒ Hybrid model

### ASSESSMENT

#### Are Individuals Accepting the New Role?

- ⇒ Staff engagement while setting up Individual & Team goals
- ⇒ Change in organizational culture
- ⇒ Implementing knowledge sharing database (Sharepoint). Includes:
  - ⇒ teaching resources, outreach activities, back-up liaisons, etc.
- ⇒ Co-teaching/shadowing
- ⇒ Establish guidelines for research desk

#### Assessing the Level of Service

- ⇒ Capture the Number of Connections
  - ⇒ Teaching, Consultations, Outreach, Research desk
- ⇒ Capture the Quality of Connections
  - ⇒ Summative and Formative Assessment
- ⇒ Outreach and Relationship Building with faculty and students
- ⇒ Assessment of research desk