Assessments in the Language Media Center:

Management Tools

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Areas to Assess

- Curriculum Contribution & Development
- Collection Management
- Facilities
- Technology
- Personnel
- Center Usage
Curriculum Contribution & Development

- Staff role in supporting department’s mission
  - Self-assessment by staff members
  - Faculty evaluation of support on individual projects & annual evaluation by faculty on staff performance
  - Student evaluation of lessons or projects conducted in center
- Collection support of curriculum
Collection Management

**Quantitative:**  
# of holdings by language, course, student, technology

**Qualitative:**
- Evaluation by media center manager
- User opinion of collection: student & faculty
Center Usage

- **Student use:** log-in records, webpage counters, polling, survey
- **Faculty use:** reservation logs, polling, survey, LRC listed in course syllabi
- **Circulation analysis:** % of use per language, media type, instructor
- **Required assignments** using LRC resources
Physical Facilities

- Room location & layout
- Multipurpose uses: teaching & computer spaces
- Furniture: ergonomics & arrangement
- Lighting & acoustics
- Appropriate signage
- Technology-enabled: ports, outlets, cable/satellite
Technology

- Types of technology
  - Media
  - Hardware & Software
  - Infrastructure
  - Satellite or cable programming

- Total Cost of Ownership Reports
**Personnel**

- Regular performance evaluations for staff, including student staff
- Faculty survey of LRC director performance
- Time expenditure measurements