CHAPTER 13: SCHOOL RESOURCES

Student Day at the Legislature, 2008

Chapter

13

School Resources: Supporting the Mission

Making the Most of What We've Got

Texas State is a public agency, though the money which the state allocates to the University has decreased markedly over time. Consequently, Texas State increasingly relies on student tuition and external dollars to meet its mission. The University has grown in reputation and allure, and student enrollment has ballooned. Tuition dollars are making our balance sheets much more attractive.

EDUCATIONAL POLICY 3.5—RESOURCES. ADEQUATE RESOURCES ARE FUNDAMENTAL TO CREATING, MAINTAINING, AND IMPROVING AN EDUCATIONAL ENVIRONMENT THAT SUPPORTS THE DEVELOPMENT OF COMPETENT SOCIAL WORK PRACTITIONERS. SOCIAL WORK PROGRAMS HAVE THE NECESSARY RESOURCES TO SUPPORT LEARNING AND PROFESSIONALIZATION OF STUDENTS AND PROGRAM IMPROVEMENT.

Accreditation Standard 3.5—Resources

☑*3.5.1 The program describes the procedures for budget development and administration it uses to achieve its mission and goals. The program submits the budget form to demonstrate sufficient and stable financial supports that permit program planning and faculty development.*

☑*3.5.2 The program describes how it uses resources to continuously improve the program and address challenges in the program's context.*

☑*3.5.3 The program demonstrates sufficient support staff, other personnel, and technological resources to support itself.*

☑ *3.5.4 The program submits the library form to demonstrate comprehensive library holdings and/or electronic access and other informational and educational resources necessary for achieving its mission and goals.*

☑ *3.5.5 The program describes and demonstrates sufficient office and classroom space and/or computer-mediated access to achieve its mission and goals.*

☑ *3.5.6 The program describes its access to assistive technology, including materials in alternative formats (e.g., Braille, large print, books on tape, assistive learning systems).*

Developing and Using the School's Budget

The School goes through the budget development process set up by the University. Because the School has grown in student body and in faculty numbers, our budget has risen. Texas State gives the School one budget for both the MSW and BSW program. The following table reflects general budget information from Fiscal Year '07-FY 12.

Table 1   School of Social Work Educational and General State Funding

	FY07	FY08	FY09	FY10	FY11	FY12*
Faculty & Administrators	813,983	894,496	937,894	962,993	1,057,172	1,045,458
Support Staff	99,560	102,789	106,228	110,653	112,852	116,183
Faculty Adjuncts/Field	131,975	115,791	124,506	218,177	224,000	311,971
Summer Faculty	100,259	103,102	116,372	120,172	125,051	125,051
Fringe 28%	320,818	340,530	359,800	395,359	419,931	442,215
Supplies & Services	57,337	55,496	84,848	89,911	95,249	95,249
Travel	7,994	25,194	26,394	26,394	26,994	26,994
Technological Resources					1,100	7,700
Total Budget	$1,531,926	$1,637,398	$1,756,042	$1,923,659	$2,062,349	$2,170,821

*FY12 does not include a TBN tenure-track faculty line

Below (see Table 1A), we provide an estimated budget for the BSW program. We arrived at the estimated budget using a formula based on the number of faculty allocated to the BSW program. We have 8.5 faculty assigned to the BSW program out of a total of 20 currently filled faculty lines. We estimate that 8.5/20 or 47.5% of our funding is dedicated to the BSW program (see Table 1A).

Table 1A   School of Social Work Educational and General State Funding – BSW Only - Estimate

	FY07	FY08	FY09	FY10	FY11	FY12*
Faculty & Administrators	345,943	380,161	398,605	409,272	449,298	444,320
Support Staff	42,313	43,685	45,147	47,028	47,962	49,378
Faculty Adjuncts/Field	56,089	49,211	52,915	92,725	95,200	132,588
Summer Faculty	42,610	43,818	49,458	51,073	53,147	53,147
Fringe 28%	136,348	144,725	152,915	168,028	178,471	187,941
Supplies & Services	24,368	23,586	36,060	38,212	40,481	40,481
Travel	3,397	10,707	11,217	11,217	11,472	11,472
Technological Resources					468	3,273
Total Budget	$651,068	$695,893	$746,317	$817,555	$876,499	$922,600

*FY12 does not include a TBN tenure-track faculty line

As supplementary information, we provide Table 2, which describes the School's Title IV-E (Administration of Children and Family) funding which is administered through the Texas State Center for Children and Families. Table 3 verifies grant funding from 2007-2012. Table 4 identifies the student support the School provides.

Table 2   Title IVE/ACF

	FY07	FY08	FY09	FY10	FY11	FY12
Salaries	340,799	291,707	34,112	354,985	374,013	330,766
Travel	8,630	12,941	5,844	7,992	7,800	12,400
M&O	6,950	4,207	1,749	1,512	727	1,073
Student Support	122,500	98,397	171,700	197,000	217,900	220,600
SubTotal	478,879	407.252	521,405	561,489	600,440	564,839
F&A (Indirect Costs)	169,242	146,705	166,110	173,133	181,528	166,955
Total	$648,121	$553,957	$687,515	$734,622	$781,968	$731,794

Table 3   Grant Funding

	FY07	FY08	FY09	FY10	FY11	FY12
Title IVE/ACF	648,121	553,957	687,515	734,622	781,968	731,794
Healthy Marriage-Relationship Education/ACF	464,937	481,065	497,641	497,641	497,641	617,000
First Generation College BSW Scholarships/ACF	100,000	100,000	100,000			
Hartford Partnership Program/NY Academy of Medicine	25,000	25,000	25,000			
Training Child Welfare in Rural/ACF	196,231	195,934				
Eval of Health Link Program/R W Johnson Foundation			58,411			
Mental Health Bilingual Scholarship/Hogg Foundation					48,078	48,078
Foster Care Alumni-Education Success/TG Student Loans						51,622
Total	**$1,434,289**	**$1,355,956**	**$1,368,567**	**$1,232,263**	**$1,327,687**	**$1,448,494**

Table 4   School of Social Work Student Support

	FY12
Title IVE-Tuition Stipends (both BSW/MSW)	$220,600
Hogg Mental Health Bilingual-Scholarships (MSW)	$42,928
Foster Care Alumni Educational Success-Intern Stipends (both BSW/MSW)	$7,500
Research Fellowships (2) (MSW)	$26,000
Graduate Instructional Assistants (4) (MSW)	$40,608
Graduate Research Assistants (2) (MSW)	$19,710

Administrative Support

The School employs three full-time administrative assistants, who work as a team and are cross-trained to assist each other. In general, Sonya Kraus works with School and budget issues, supporting the School Director. Hortencia Hernandez works with curriculum, classroom, and student administrative tasks. Lisa Tobias works primarily with the Field Office.

We also hire one-half time administrative assistant, Terry Pacheco, who works with the MSW Coordinator, the MSW Admissions Coordinator, and online students who need support. We buy 10% of the time of the Budget Consultant in the Center for Children and Families, Michele Bauman, to assist us with budgetary matters. In addition to these continuing employees, the School hires student workers, Graduate Teaching Assistants, Graduate Research Fellows, and other contract workers as needed. The School has

administrative support sufficient to assist us in achieving autonomy in running School business.

Technological Support

The technology which the University provides is excellent. The Division of Information Technology delivers secure telephone, computing, and Internet access, as well as support for users. It keeps the University community connected. Students can access tutorials on how to use university technology. Students register for class, pay tuition, receive e-mail, and view financial aid via Internet, as well as build their future schedules and review their degree plans. The IT Assistance Center provides live chats, a call center, or in-person assistance virtually all the time. Students can receive free anti-virus software, and they may bring their computers into the ITAC if they suspect some virus or spyware. The University has an advanced wireless "mesh network" that provides wireless network connectivity to virtually the entire campus, both indoors and outdoors. Many other services, such as mobile phone discount plans and iPhone connections, are available to faculty and students.

Every student has access to TRACS, the University course management system and has access to tutorials and guidance in using this excellent system. Faculty can manage course communication, receiving and returning assignments electronically, managing chat rooms and electronic forums, posting grades, and many other factors that make teaching more efficient through TRACS. The School of Social Work uses TRACS in every course and for many other activities with students and faculty. Faculty and students have excellent technology to support chat rooms and discussion forums.

Library Support

Texas State School of Social Work is fortunate to have a vast array of library services, holdings, and resources available to students and faculty.   The major Texas State library, Alkek Library—which is about 500 yards from the School of Social Work—is housed in a pleasant 7-story building of recent vintage, and is equipped with up-to-date technological advantages for acquiring information. Texas State students and faculty can also directly access the holdings of any state-funded college or university in the state on the same basis as students on that campus through a program called TexShare. Students and faculty have easy, reliable access to a huge online repository of information sources through the library.

The Library assigns a librarian to work with the Social Work holdings and acquisitions, and she frequently teaches classes of social work students to learn how to research topics. The library offers services such as:
- ❖ student computer lab facilities with an array of software,
- ❖ frequent informative library tours and workshops,
- ❖ computers for student use and laptops for check-out,
- ❖ networked printers and numerous photocopiers,
- ❖ a commercial print center,

Brian McCall, Chancellor of the Texas State University System, delivered his vision statement in August 2011: "Picking up the Pace". He confirmed that Texas State is the fastest-growing university system in the state. (Texas State University is the largest institution in the system.) In the last 10 years, the system has seen a 22% increase in 6-year graduation rates, and an 81% boost in the number of degrees it awards. And it's a lean operation: The average per-student appropriation is the lowest in the state.

- ❖ an A/V center from which social workers can check out films and viewing equipment,
- ❖ an audio and video media recording area to produce class materials,
- ❖ and a range of electronic databases and internet searches accessed through many PCs throughout the library.

Texas State has a library allocation formula. The formula takes into account such factors as number of majors, number of full-time equivalent faculty, number of credit hours generated, the supply of books and serials in the discipline; and the average cost of materials purchased by the School. This formula provides the School of Social Work with an increasing yearly appropriation as the School grows.

The School appoints a library liaison (currently Dr. Anne Deepak), who works with the library identifying additional journal subscriptions, books, instructional videos, and computer software to support social work curricula with timely, balanced, and useful. Databases that apply to social work are available off-site, 24 hours a day, many of them in full text. Students find this service very useful, since many social work assignments require library research.

The School has found that Alkek librarians are extremely helpful to faculty and students. We consider the Alkek Library to be a great resource for the School.

Classroom and Office Space

The School is located in the Health Professions Building (HPB), a relatively modern and comfortable building. Classrooms are located in the building as well as offices, and the School has two "first-call" classrooms in HPB. We work closely with the University to acquire the proper-sized classrooms for our courses, and for the most part, our classes meet in the HPB. When we are scheduled outside the building, it is close to HPB. In HPB, Social Work also has a small lab room which holds about 20 people, which we use for some seminars, course events, and committee meetings. The School also has designated laboratory space in the Clinic for speech and hearing disorders in the building. This facility provides us a number of interviewing areas consisting of two rooms with a "viewing mirror" and audio-visual taping equipment. Thus, students can practice individual and small group intervention techniques while viewed by faculty and classmates.

Almost all our University classrooms are "smart" classrooms, with internet access, the capability of showing DVDs and films, writing on a "white sheet" and projecting it for students, and the other kinds of technology one wants in a multi-purpose classroom. The University provides strong support for this technology, so that it is up and running when we need it.

All our faculty are housed in individual offices in HPB. Offices are of a standard size (about 10X10), and each office is equipped with a recent-vintage computer and printer (most of them are color printers). The University provides new computers for each faculty person every three years.

Our students benefit by the School's partnership in working with the Hogg Foundation for Mental Health. The money for this foundation came from the oil fortune of former governor Stephen Hogg and his four children, one of whom was Miss Ima Hogg. Miss Ima, as she was typically called, funded this effort to improve the mental health of all Texans, and it has provided seed money for countless innovative mental health programs, as well as much scholarship money. Miss Ima died at 90 years of age, as she was exiting her chauffeur-driven vehicle in front of Harrod's Department Store in London. She was a true Texas icon!

We also have network printers to which each faculty person is connected. Student computer labs are located in several buildings around us, but the lab in the library (which is not far from HPB) is open the most hours.

The main School office is on the first floor, with most of the faculty offices. The Field Office and a number of faculty offices are located on the second floor. Adjuncts share an office on the second floor, as do Graduate Research Assistants. Across the street from HPB is the LBJ Student Center, so students easily can go there for refreshments and group meetings. We also use the LBJ Center for larger meeting rooms when we need to group people together for field training, our student Research Forum, and other such events.

The main issue about our space is that there's not enough of it: we are crowded. We have limited storage space; we have no conference room of our own; we have no student lounge in the building. And we are out of faculty offices.

This space issue is problematic across campus. With the rapid growth in students and faculty and associated support services, all units are fairly crowded. Though construction is everywhere on campus, new space is not staying ahead of the growth in numbers.

The University administration is quite aware of the School's space issue and is working to resolve it. Though this decision is not set in concrete, we anticipate moving the School next summer to Nueces Building in central campus, a space that will give us more offices, much more storage, a conference room, and a small student lounge. So we believe that we will soon be in a more spacious situation.

Assistance for Students who are Differently Abled

The University has an excellent Office of Disability Services (ODS) that works closely with our School when students need those services. We are able to accommodate students who have mobility impairments, deafness, blindness, and other issues. It is the student's responsibility to identify him/herself as needing such services and secure an assessment and a plan from ODS. Faculty work closely with ODS to ensure that students receive our educational offerings fairly.

Program Expense Budget
Council on Social Work Education
Commission on Accreditation

2008 EPAS

This form is used to evaluate a program's compliance with Accreditation Standard (AS) 3.5.1.

AS 3.5.1

The program describes the procedures for budget development and administration it uses to achieve its mission and goals. The program submits the budget form to demonstrate sufficient and stable financial supports that permit program planning and faculty development.

Provide all of the information requested below. If accredited baccalaureate and master's programs are being reviewed at the same time, use one form for each program.

Type of Program: **X**   Baccalaureate   Master's

Program Expenses	Previous Year 2011		Current Year 2012		Next Year 2013 (anticipated)	
	Dollar Amount	% Hard Money	Dollar Amount	% Hard Money	Dollar Amount	% Hard Money
Faculty & Administrators	449,298	100%	444,320	100%	444,320	100%
Support Staff	47,962	100%	49,378	100%	49,378	100%
Temporary or Adjunct Faculty & Field Staff	148,347	100%	185,735	100%	185,735	100%
Fringe 28%	178,471	100%	187,941	100%	187,941	100%
Supplies & Services	40,481	100%	40,481	100%	40,481	100%
Travel	11,472	100%	11,472	100%	11,472	100%
Student Financial Aid						
Technological Resources	468	100%	3,273	100%	3,273	100%
Other (Specify)						
TOTAL	876,499	-------	922,600	-------	922,600	-------

Librarian's Report
Council on Social Work Education
Commission on Accreditation

2008 EPAS

This report is used to evaluate the program's compliance with Accreditation Standard (AS) 3.5.4.

AS 3.5.4

The program submits the library form to demonstrate comprehensive library holdings and/or electronic access and other informational and educational resources necessary for achieving its mission and goals.

For further information on the Alkek Library holdings and services
for the School of Social Work, please see:
http://www.library.txstate.edu/about/departments/acq/colldev/socialwork.html

In a narrative report of social work library resources, including those used in distance education or off-site programs, address the items in each bullet below. Tables, charts, or spreadsheets may be used to provide data. Address the following:

- Holdings of books, monographs, journals, and other collection resources pertinent to social work study and research.

  Books, A/V   **7,770** Total holdings (includes serials and databases below, excel document attached)

  Serials   **58** Serials List, Social Work subscriptions (word document attached)

  Databases   **15** Social Work Database list with usage stats (excel doc. attached)

- Staffing pertinent to the provision of library services to social work students

  Reference Librarians   **11 (2 more at satellite campus RRHEC)**

  Subject Librarians   **18**

  Instruction Librarians   **8**

- Budget for social work library resources for the last, current and upcoming academic years.

Fiscal Year	Total Amount	Serials (out of total)	Remaining for new material
2010	$44,211	$31,302	$12,909
2011	$48,497	$33,557	$14,940
2012	$51,649	$33,274	$18,395

- Circulation or utilization data for items relevant to social work.

  Holdings HV1 to HV5840 with circulation, last date circulated and catalog date

  Social Work database use statistics

- Equipment and technology available to social work (computers, copiers and printers).

  1. PCs in Ref   **75**

  2. Laptops for check out   **79**

  3. PC Lab   **9 iMacs, 63 PCs**

  4. Student Lounge email stations   **10**

- Circulation policies and procedures (policy and procedures to ensure that books or other materials required or recommended in social work courses are made available to students).
  http://www.library.txstate.edu/about/departments/circ/lending-pol.html

- Library's online catalogue, email, computerized search services, document delivery, interlibrary loan (identify per-fee versus non-fee), media, and other related services available to students (include other libraries outside the educational institution to which students have regular access and the appropriateness of each library's holdings for social work).

  1. www.library.txstate.edu – Library's web page.

  2. http://catalog.library.txstate.edu/search/y - Online, full-text dabases

  3. http://www.library.txstate.edu/about/departments/ill.html Library's InterLibrary Loan, all non-fee unless lending institution requires fee (rare).

  4. https://www.tsl.state.tx.us/texshare/cardpage.html - Library is part of TexShare consortia, which allows students to check out material from any academic library participant in Texas.

- Reference coverage and related services (comment on the availability of library staff to provide reference help on social work topics to faculty and students).

During the Spring and Fall semesters, the library is open a total of **111** hours per week. During the summer sessions, we are open **81.5** hours per week. The **Reference desk** is open **66** hours per week during the regular fall and spring terms and **43** hours during the summer sessions. Professional librarians (with para-professional assistants) are on duty those hours. Faculty and students are encouraged to make appointments for individual reference and or research help. http://www.library.txstate.edu/about/departments/ref.html

http://www.library.txstate.edu/about/departments/instruction/individual-instruction.html
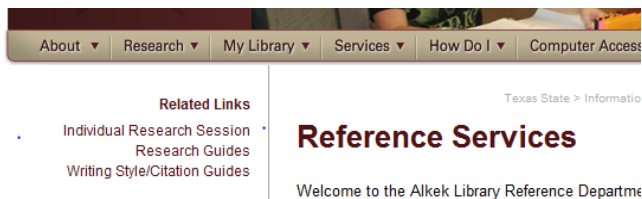
The Library offers reference service in person, over the telephone, email and via texting. The latter two services are via Altarama's "Ask a Librarian" for email, and RefChatter for texting.

- Is there a library staff member assigned to a liaison role for the social work program? (If yes, describe the nature of this role vis-à-vis the social work program.) NO, see below

- Is there a librarian (or librarians) with a specific social work designation, such as social work librarian, social work bibliographer, or social work liaison? Describe the job responsibilities of these librarians and other activities. In addition, is there involvement by librarians in (a) social work courses or in course management programs (such as Blackboard, WebCT) for social work students; (b) library instruction provided through distance education, continuing education; (c) library services for alumni, outreach, or community services; (d) development of the program's strategic planning, technology development and curriculum revision; and (e) activities providing opportunities for professional development?

There is one Reference/Instruction Librarian assigned as the subject librarian and liaison to dept. of Social Work. Her name is Arlene Salazar, and she has been the subject librarian for Social Work for the past 9 years. She provides library reference, collection development, instruction and individual research appointments for the Social Work dept. faculty and students, including via our course management system called TRACS **(a)**. Arlene has devised a Research Guide for Social Work, and it is available to students and faculty on the library's research guide pages.

http://libguides.txstate.edu/content.php?pid=240857&sid=1988161

It includes a profile box (see below), where she is available for Live, online chat (subject/ref/instruction librarians are logged in for chat, whenever they are working in their office), and of course, email.
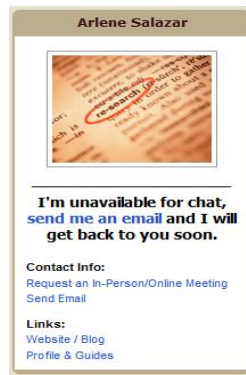
The library is very much involved in participating and aiding students and faculty doing distance education courses and have an Instruction and Distance Education Librarian position http://www.library.txstate.edu/about/departments/ref/tedwards.html . This librarian works with the office of Distance and Extended Learning http://www.extension.txstate.edu **(b).**

Alumni are accorded access to all library resources on site. There are some limitations to online access (off site), relevant to the resource and the library's license agreement with those resource suppliers. General community can also use most library resources, and we have a bank of 10 online computers (with library's website and internet access) that do not require login **(c).**

All professional librarians have a role in development of the Library's strategic plan. The library is a department within the division of the Vice-President for Information Technology. Technology developments are shared on a continuing and ongoing basis. The Collection Development Librarian is a permanent, ex-officio member of the University Curriculum Committee (UCC), and the library has another voting library membership on the UCC, which is rotated among the subject librarians (3 year terms). As it happens, Arlene is that current voting member, and has been for the last 2 years **(d).**

The library has a budget to support professional development opportunities for all librarians, and encourages participation. In particular, the library supports a career ladder for librarians and curators, and participation in professional development opportunities become critical to librarian advancement and success **(e).**

- Is there a procedure used by social work faculty to recommend items for purchase? If yes, how are such faculty recommendations handled by library staff.

  The library has a material Order Request Form linked to the library's home page.

 https://tim.txstate.edu/libraryorders/LibraryOrderRequest.aspx

  Faculty may request material via this form all year long. Material request submitted by faculty are given priority, with the library funds allocated to each academic dept.

The library has also set up a material availability notification system via YBP (GOBI3) for any interested faculty library liaisons to receive. Using this online system, they can select from electronic, pre-printed academic library material (from all US academic publishers and some foreign) titles, to share with dept. colleagues and submit directly to Collection Development/Acquisitions to purchase. The faculty liaison for Social Work is one of the few faculty liaisons (16 out of 40) who have made use of this selection process.

- How often are new acquisitions in social work listed and reported to program faculty?

  The library provides monthly "READY FOR USE" emails to the subject librarians, based on a received material in particular fund codes as they become available in the online catalog, including Social Work (fund code 80).   Those are forwarded to the dept. faculty liaison. In addition, this year, the library has a "New Titles" feed in the catalog by subject area (includes social work)
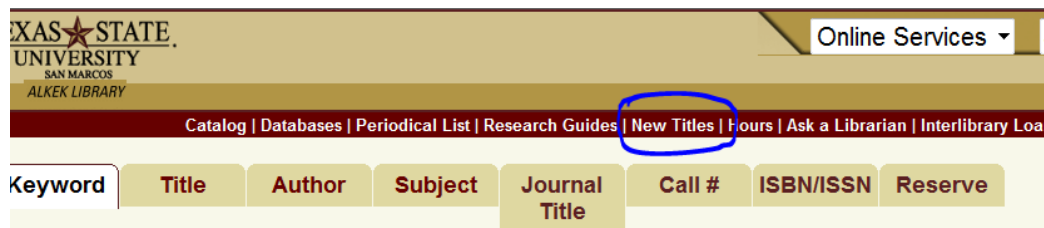
  and the Social Work Subject Librarian has a New Title tab in her Collection Development Social Work guide and the Social Work Research Guide.

  For 10 years now, since FY 2002, the library has also provided to dept. faculty a simple search that anyone can use in the OPAC, to see what was purchased by an academic dept. fund code. By doing a subject search using the fiscal year and fund code, anyone can see what was purchased or is on order, via that fund code in any fiscal year.

  Example, in the subject line, simply type: 1180 and all material purchased in FY 2011 with fund code 80 (Social Work) will pull up, by title and status.

- Traffic or other counts of users of social work collection or social work resources.

  See holding records, have circulation (check out figures)

- Instructional sessions (number and type of presentations, number of participants, evaluation data). During FY2010, the library offered **334** Information Literacy classes, general and specialized, including Social Work, but do not have those numbers broken down by discipline. In total **8,212** students attended these classes.   That same year **123** individual instruction appointments were made, and **23** specialized workshops (Copyright and RefWorks) were offered. They also offered **3** community (outside the university) programs with **131** attendees.

- Location of library/social work collection relative to classroom and other social work student services.

    Databases and ebooks are available to all students via the library's webpages, 24/7. The physical collection for social work material are located in two areas. Books are in the general stacks (HV1 through HV5840 is the Library of Congress call number range for Social Work) on the 5th floor of the Alkek Library. Print periodicals and A/V are on the 3rd floor of the Alkek building.

- Library hours for the main library and social work collection library for the full calendar year. (Are there requests for additional hours from social work students? If yes, discuss the library's response).

    During the Spring and Fall semesters, the library is open a total of **111** hours per week. During the summer sessions, we are open **81.5** hours per week. The Social Work students have access to reference and research help   hours per week. In addition, the library is in the process of converting all reference resources to online, making them available to students 24/7. The library also offers text and online reference and research help, all hours that the reference desk is open. Library is currently spending approximately 60% of its annual budget on digital online resources, full text databases, ejournals and ebooks, which are also available to students 24/7. There have been no requests for additional hours from Social Work students that we are aware of. The library itself is open 24 hours during finals.

- Samples and results of assessment/evaluation surveys of library services.   LibQual survey 2011 attached here.

- Strengths, areas of concern, projections for and assessment plans of the social work collection.

    The collection itself is strong, print and online. The library material allocation for each dept. is based on a formula with takes in many factors, including number of majors and credit hours in Social Work. As long as enrollment increases, their library material budget will increase for their resources.

    The library is undergoing a renovation in the Reference area, but of necessity, general stacks and serial/A/V areas will be affected. Specifically the library is attempting to convert as much reference material (including indexes and serials) as possible and needed, to online access.