

**2005-2006**

**Strategic Goal:**

**Convert Books-on-Tape to Digitized Books: LS**

<b>ACTION STEPS</b>	Action Leader	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05
Obtain equipment and software for scanning and digitizing files	Hinz	x	x										
Obtain digital voice recorders with direct voice to word download capacity	Hinz		x	x									
Train staff on use of equipment	Scallon;Coppess	x	x	x		x	x						
Develop user request form	Scallon		x										
Develop list of publishers and cross check with Publisher Master List for availability	Scallon	x	x	x		x	x	x					
Contact students who have used BOT services to determine their needs for digitized books	Scallon	x	x	x		x	x						
Survey student users for satisfaction and quality control	Scallon			x		x		x		x			

**Personnel:**

May need some part time hours increased during certain times in the semester

**Success Indicators:**

# of digitized books available; #of digitized files from publishers; #of students with disabilities using the system; production time turnaround; student user satisfaction

<b>KPI:</b>	Learner Success	x	Community Responsiveness		Human Resources		Institutional Effectiveness	
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Continuous Improvement	x	Customer Service	x	Stakeholder Service	
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