INFORMATION SERVICES ADMINISTRATION

Information Services is led by the VP for Information Services and Librarian of the College, who works with and relies on a Leadership Team made up of the IS departmental managers. As an organization supporting libraries, instructional technology and information technology, the IS Leadership Team includes the leaders of Enterprise Systems, Research Support and Instruction, Instructional Technology, Information Resources, Special Collections and Archives, and Technical Support. A librarian who serves as the Special Projects Coordinator completes the team. This group meets biweekly, following an established agenda, to review progress on objectives, discuss status of projects, and problem-solve issues that arise within the department. In addition, each department has its own regular staff meetings for planning, assessment and issue resolution.

Most IS teams are led by a Senior Director, who also sits on the College's Senior Directors and Administrators' Council. The Enterprise Systems team is led by an Assistant Vice President; this title reflects the critical importance of an effective Enterprise Systems department to the success of overall College initiatives, operations and progress. The AVP helps oversee the information technology (IT) governance structure, described elsewhere in these pages, and works directly with the leadership and staff of all College administrative departments. Each administrative department has a Functional/Technical Lead position who is liaison to IS, serves the IT needs of their individual department, and works in a team of peers to prioritize projects and ensure that overall College priorities are met.

Information Services is administered under a philosophy of continuous improvement, grounded with effective and comprehensive planning. Leadership style is situational, from participatory to consultative to directive. Good communications within Information Services and with the other administrative leaders and departments of the College helps ensure that IS activities are in support of College priorities.

THREE THINGS YOU SHOULD KNOW ABOUT IS ADMINISTRATION:
- Administration of Information Services is a collaborative effort, but is led by the VP for IS, who relies on the leaders of each department for effective leadership and management.
- IS administration is facilitated by the common values, mission, planning and priorities that managers share. A shared sense of service also binds the group together for effective teamwork.
- Expectations are consistent across IS teams, and assessment is based on achievement of IS annual objectives.

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