June 22, 1999

To:       Jeanne Boyle  
           Catherine Geddis  
           Gary Golden  
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           Linda Turzynski  

From:  Marianne Gaunt  

Subject:  Steering Committee on Training and Development  

I invite you to participate in a new system-wide initiative as a member of the Libraries’  
Steering Committee on Training and Development, which Lynn Mullins will chair. This  
committee will oversee the research and design of a comprehensive plan for the  
professional development of employees at all levels. I will anticipate that the  
committee’s work will be completed within a six-month period.  

Specifically, the committee will be responsible for the following areas:  

**Preparation of a mission statement which identifies goals and objectives of a RUL  
Training and Development Program  

**Examine the current status of training at RUL. The committee will write a document  
which charges specific campuses, units, committees, and departments to submit a  
report which includes the following:  

a. Types of training needed, i.e., technical, supervisory, etc.  
b. Current status; who is trained and how it is handled  
c. Future projections and recommendations for training/  
   continuing education  

**Invite consultants from professional departments, i.e., Office of Human Resources,  
School of Management, and Graduate School of Applied and Professional  
Psychology, to assist committee in the design of a needs-assessment instrument  
for library-wide distribution  

**Steering Committee, with assistance from Library Human Resources department,  
conducts orientation/information sessions and instrument distribution
**Investigate and report on the feasibility of remote training via video teleconferencing from New Brunswick to other campuses**

The Steering Committee will review committee reports and needs assessment results. The final report of the committee should include specific recommendations regarding professional development for library faculty, general professional development and continuing education, general technical skill development, leadership/management training and job-related skills training. The report will also make a recommendation on responsibility for training, which could include a specific position, committee(s), departments, etc. Finally, the report will advise on additional implementation committees or sub-committees, if needed, and time frame for implementation.

Please let me know if you will be able to participate. Many thanks for your cooperation.

Cc: Lynn Mullins