

If questions arise in completing this part of the questionnaire, or if you have comments on its content, please contact ALISE at:

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Please note the following:

1. Data should be entered in **blue cells only**.
2. **Grey cells** are locked because they contain formulas.
3. Some cells have small red triangles in their upper right hand corner. Place the cursor over the triangle to get a more detailed explanation of what should be entered in that particular cell.

All questionnaires are due no later than December 1, 2009.

Please complete the following contact information identifying the person completing this part of the Statistical Report. This will help if questions arise in interpreting the data.

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This section should include information on continuing education activities which are offered specifically for practicing information professionals during the **2008-2009** academic year.

Do not include activities or courses intended primarily for library/information science degree program students. Report 6th year and other post-masters enrollments in regular masters and doctoral courses in Student Section.

Please refer to definitions and read all definitions before answering the questions below.

Please refer to definitions and indicate mode of alternative delivery using the codes below. For teleconferencing, specify type and indicate whether you produced or received (e.g., 3 [I-B]; 1 [V1-way, rcvd]).

I-A	Internet, self-paced	ST	Study tour
I-B	Internet, mostly asynchronous	TV	Television broadcast
I-C	Internet, mostly synchronous	1-way	Video one way only
C	Correspondence	2-way	Audio/video both ways
E	ETN		Other, specify

DEFINITIONS OF CE FORMATS AND DELIVERY MODES
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Asynchronous -- Used to describe a situation where learners and instructor are not in communication at the same time for the most part, e.g., as in Internet-based or video-taped courses.
Conference -- A general type of meeting, usually of one or more days' duration, attended by a fairly large number of people. The emphasis is on prepared presentations by authoritative speakers, although division into smaller group sessions for discussion purposes is often a related activity.
Continuing Education Unit (CEU) -- Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.
Correspondence - Course content delivered by mail, whether presented in print, video or audio tape, CD-Rom, or some combination.
ETN -- Educational Telephone Network, a telephone networking system that allows small groups of learners at several remote sites to communicate with the instructor and each other orally; see also teleconferencing.
Individualized Learning -- A method of learning which leads the learner to control his/her progress in learning and/or where the content may be tailored to the learner's needs. Examples of delivery methods are correspondence (mail), computer-based, programmed text or teaching machine, independent learning on campus.
Institute -- Similar to a conference but more tightly structured. Emphasis on providing instruction in principles and techniques. Institutes may have a certain continuity, meeting on a yearly basis for example.
Internet-based -- Instruction delivered via the Internet. It can be designed for a cohort of learners and be part synchronous/part asynchronous, with due dates for assignments and course completion. Or, it can be entirely asynchronous, with learners working independently at their own pace, without a structured time frame, and without built-in communication among learners and between learners and instructor.
Lecture-mode presentation (oral or textual) - Designed to impart information, in contrast to the workshop, which usually seeks to develop skills or attitudes. The audience is expected to listen or read, rather than to be actively involved as in a workshop or interactive Internet course. A Web tutorial that requires no interaction would fall into this format category, with "Internet, mostly asynchronous" specified as the delivery mode.
Self-paced -- Student may move through and complete a course alone, without a cohort group or fixed schedule.
Seminar -- A small group of people with the primary emphasis on discussion under a leader or resource person or persons. In continuing higher education, a seminar is more likely to be a one-time offering, although it may continue for several days.
Short course -- A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (one to three weeks, for example). A short course may be for academic, post-master's credit or not for credit. The non-credit course may resemble the credit course in everything but the awarding of credit. It may also be more informal and more flexible in its approach in order to meet the needs of student.
Study tour -- Course that incorporates travel to libraries or other sites related to the content of instruction. For contact hours, count only those during which lectures or other modes of instruction occur.
Symposium/Forum -- Similar to conference / institute , but audience participation is built in.
Synchronous -- In Internet-delivered instruction, both instructor and students are online simultaneously. "Real-time" teleconferencing may be said to be synchronous.
Teleconferencing -- Synchronous exchange of audio, video, or text (or a combination) between two or more remote sites using telecommunication technology such as telephone or cable lines, satellite transmission, etc. In reporting this kind of delivery mode, please specify two-way video/audio, or one-way video with two-way audio, or one-way video/audio in combination with whatever other communication mode was used from remote sites.
Television-delivered -- Course broadcast via TV stations.
Workshop -- Usually meets for a continuous period of time over a period of one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experiential activity for the participant. The emphasis is more likely to be on skill training or attitudinal change than on general principles. See also Lecture-mode presentation.

1.A Type, Number, Duration, Location, etc. of Non-Credit Activities.

A. Non-Credit Activity	Col. 1 Total # held	Col. 2 Total # contact hours	Col. 3 Total attendance	Col. 4 Number of programs which offered CEUs	Col. 5 Number held on campus	Col. 6 Number held off campus	Col. 7 Number delivered by alternative methods [specify]
Institute, Symposium, Conference, Forum	8	32 (4 ea)	250		8		1 (video conference)
	4	28 (7 ea)	75		4		
Lecture-mode presentation	2	6 (31 ea)	50		2		
Seminar	3	18 (6 ea)	75		3		
Short course							
Individualized learning							
Other [Please specify]							
TOTAL	17	84	450	0	17	0	0

1.B. Type, Number, Duration, Location, etc. of Credit-Bearing CE

If you offered CE courses specifically designed for practitioners who were not candidates for a degree (i.e., not enrolled in 6th year, masters, or doctoral degree programs) for which academic credits were granted, enter the information below.

Credit Activity	1.0 credit hour		2.0 credit hours		3.0 credit hours		Delivery modes		
	Number of courses	Number enrolled	Number of courses	Number enrolled	Number of courses	Number enrolled	Number held on campus	Number held off campus	Number delivered by alternative methods
1-2 week short course									
3-4 week short course									
5-6 week course									
7+ week course									
Weekend									
Other [specify]									
TOTALS	0	0	0	0	0	0	0	0	0
TOTAL CREDITS	0		0		0				
TOTAL ENROLLMENT		0		0		0			

1.C. Please indicate the number of contact hours that equals one credit hour:

2. Primary Geographical Groups

Geographic Origin	Percentage
Local (within 25 miles)	50%
Within State/Province	50%
Regional (nearby states/provinces)	
National (beyond region)	
International (outside country)	
TOTAL	100%

3. Financial Support

Include salaries for the CE portion of administrators and support staff, stipends or salaries of CE teaching staff, travel and other expenses associated by CE speakers/faculty, facility rental and other CE program related costs.

Source	Percentage
Fees and tuition	
Institutional funds	x
Govt. grants	
Other grants	
Contracts	
Other (specify)	

TOTAL	100%
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Are you required to return a portion of your income to your university?

What percentage?

4. Compensation for continuing education program faculty

Check all that are applicable.

	Non-credit Activities		Courses for Credit	
	School's Own Faculty	Outside Instructors	School's Own Faculty	Outside Instructors
Negotiated				
Flat Fee				
Formula (please explain):				
Part of teaching load (no extra compensation)	X	X		

5. Faculty/Staff Participation in CE Activities

Type of Presenter	Rating
LIS faculty in own institution	x
LIS faculty from other institution	x
Non LIS faculty in own institution	
Non LIS faculty from other institution	
Library/information science practitioners	x
Consultants	
Vendors	
Others (Specify)	

6. Administration and Coordination

	Total Program	Individual Activities
a. Library School coordinator (other than d, e, or f)		
b. University Office of CE or Extension		
c. Faculty Committee		
d. One faculty member as permanent administrator		
e. Faculty rotate		
f. Dean or director	x	