1. **Goals and Objectives for the Quarter**

- Work with web designer to complete revision of navigation and “look” of the website.
- Complete the new Student/Learner and Teacher/Tutor pages.
- Continue to search for high quality resources to add to the collection.
- Work with CKG to complete the rewriting of Specific Selection Criteria for the collection.
- Create rubric for Resource Review process.
- Try new Resource Review process and revise as needed.
- Add new CKG members who will assist with resource review.
- Begin work with Donna Brian on crossover page between the LD and Workforce Education Special Collections.
- Prepare for and make joint presentation (with Donna Brian) at Workplace Learning Conference in Chicago, December 7-10.
- Write proposal for COABE presentation
- Perform regular maintenance on the site.
- Plan the site evaluation process to begin in Qtr. 2
Actively promote the collection via information releases to state directors, state and national discussion lists, newsletters, and through conference presentations.

2. Activities Initially Planned for the Quarter

See # 1

3. Barriers or Concerns Regarding Meeting Goals, Objectives, and Activities

- Time constraints- for the coordinator and for the CKG – were the greatest barriers. Both annual leave and holiday leave in this quarter reduced work time available to the coordinator.
- Conflicts of time and responsibilities for CKG members made it difficult to complete goals regarding Selection Criteria and Material Review processes. (We were unable to schedule a conference call with more than two members of the CKG at any one time.) Working with individual CKG members, we were able to move forward on drafting and revising the review process- including use of a rubric, but we still need to reach consensus and try out the entire process.

4. Major Outcomes During Fourth Quarter

- Worked with CLS web designer to refine navigation changes and accessibility components of the revised LD website. Through the use of the revised navigation template, every page in the collection is updated. Updates of content will be placed on pages in 2nd Quarter and the new site placed online.
- Sent out the revised website template to CKG for review.
- Drafted and submitted for CKG consideration a rubric and step by step process for Materials Review. When unable to find a workable time for a CKG conference call to discuss these, I worked with individual members to move the process along to some extent.
- Completed preliminary selection of resources for LD/Workforce Education crossover page.
- Attended and made presentation with Donna Brian, Workforce Education Special Collection at the International Workplace Learning Conference in Chicago,
December 7-10.
• Participated in CDP phone conference October 23.
• Wrote and submitted NAASLN and COABE proposals.
• Worked on revising Student /Learner and Teacher /Tutor pages.
• Reviewed sixteen resources for possible inclusion in the Literacy & Learning Disabilities Special Collection. Nine of the reviewed resources have been selected for inclusion in the collection. Two have now been cataloged.
• Five broken links were detected and checked. Two resources were de-selected.

5. **Problems Encountered in the Use of Project Funds**

• None.

6. **Assessment of Collaboration with NIFL Staff During the First Quarter and Suggestions for Improvement**

• Collaboration with NIFL staff continues as needed and is always helpful.
• The CDP Info Swap board continues to provide a ready source for updated information. Notes from CDP calls have been posted quickly.

7. **Assessment of Collaboration with CKG Members during the First Quarter and Suggestions for Improvement**

CKG collaboration during this quarter has been mixed. Some members responded with speed and substance. Others have not responded. It has been difficult to arrange conference calls, although my failure to set a conference call date a quarter ahead contributed to this difficulty, I am sure.

8. **Next Quarter Goals and Objectives, Expected Outcomes, Planned Activities, and Suggestions**

• Make presentations at NAASLN and at COABE, if accepted.
• Complete new Student/Learner and Teacher/Tutor pages
• Reorganize content of other pages as needed.
• Continue to search for high-quality resources and submit appropriate ones for review by the CKG. Catalog and add those selected to the site.
• Create audio files of all pages for the “Listen to this Page”
• Continue work on crossover page between the Learning Disabilities Special Collection and the Workforce Education Special Collection.
• Launch newly revised website.
• Collaborate with other CDPs in every way possible.
• Recruit programs to participate in the ‘utility of site’ evaluation project.
• Perform regular maintenance to keep abstracts and URLs of included resources up-to-date.
• Analyze and use Web Trends data.

9. Number of:

New Materials Identified for the Special Collection: 9
Materials Web Published: 0
Materials Cataloged: 2

Conference Presentations: 1

Conference Participants: 11

LINCS Marketing Materials Distributed:

Rochelle Kenyon, Florida Bridges to Practice Initiative, distributed 1,000 PR sheets on the Literacy & LD Special Collection in the last year. During this quarter she requested and we were happy to send 350 more for her use at the Florida 2004 Adults with Disabilities Symposium.

50 copies were prepared for the Workplace Learning Conference in Chicago. Those not distributed in the session were placed on the handouts share table and gone in short order. Participants at this conference are less aware of LINCS than participants at other conferences where we present.

Phone Calls: 3 calls with individual members of CKG

Web Pages Launched: 0

Web Pages Updated: 0 that are on the current site. However, every page of the revised site (to be launched in 2nd Qtr) has been updated in navigation. Content updates will be completed this coming quarter.
**Web Use Statistics:** The following monthly statistics are for the period of October 1, 2003 – December 31, 2003.

<table>
<thead>
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<th></th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Quarter</th>
</tr>
</thead>
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<td>Total # of hits</td>
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<td>25,062</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(average monthly)</td>
</tr>
<tr>
<td># of visitors who visited once</td>
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<td>1,319</td>
<td>1,532</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(average monthly)</td>
</tr>
<tr>
<td># of visitors who visited more than once</td>
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<td></td>
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<td></td>
<td></td>
<td>(average monthly)</td>
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<tr>
<td>average length of visits</td>
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<td>(average monthly)</td>
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<td>average number of visits per day</td>
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<td>visitor repeat rate</td>
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<td>18%</td>
<td>19.9%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(average)</td>
</tr>
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