I-Share Instruction Team   CARLI Committees

9-29-2006

I-Share Instruction Team Minutes for September 29, 2006

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I-Share Instruction Team Meeting Minutes

Friday, Sept. 29, 2006, 10:00 a.m.

Attending: Susan Avery (University of Illinois at Urbana – Champaign), Molly Beestrum (Dominican University), Amy Glass (Illinois Central College), Courtney Greene (DePaul University), Joe Hardenbrook (Millikin University), Chad Kahl (Illinois State University), Leslie Starasta (Lincoln Christian College), Jessica Gibson (CARLI), Lorna Engels (CARLI), David Bell (Eastern Illinois University - IUG Liason).

Absent and excused: Marta Davis (SIUC), Luann DeGreve (Benedictine University)

1. Welcome and Introductions
2. Determine Team Chair
   It was unanimously decided that Courtney Greene, the chair of the prior ILCSO End User Instruction Committee, would chair the newly named I-Share Instruction Team. Courtney agreed to continue in this role.
3. Determine Team Secretary or rotation
   The Team determined that an alphabetical rotation of the members would be responsible for meeting minutes, in lieu of selecting a Secretary.
4. Determine Team members' terms of service
   The following terms of service were decided upon:
      3 years: Amy, Joe, Molly
      2 years: Susan, Chad, Marta
      1 year: Luann, Leslie, Courtney
5. 5. Approve Team minutes of July 20
   The minutes of the July 20 meeting were approved as written.
6. IUG Report
   David Bell reported IUG had met on August 15 and Sept. 8. At these meetings numerous reports were made and discussions focused on the following:
     RSS feeds for new books
     Future federated searching products
     Revision of documents to refer to CARLI terminology
     Serials and Acquisitions forum to be held at UIS in November
     Initial article searching may be added (this will directly impact the work of this team)
     IUG is looking for a way to recognize those team members and forum presenters who have risen above the call of duty with exemplary performance. Letters to members and their directors were discussed as a venue for this recognition.
   The next IUG meeting will be Oct. 13 at Illinois Central College.
7. CARLI Office Report
   Jessica Gibson announced that Amy Maroso has been hired as a new CARLI Coordinator. Jessica is now telecommuting in this position and Lorna Engels will be working with the team as well, particularly given her prior instruction experience. A new CARLI web page is launching and team information will be posted on this page. The CARLI Board is meeting to discuss new libraries. CARLI will be hosting a reception on Tuesday evening, Oct. 3rd at ILA. A new Communications Director for CARLI will be

starting soon.

8. Camtasia overview session

    The bulk of the meeting time was spent on a overview of Camtasia, led by Courtney. It was determined that half of the team had prior Camtasia experience. Points for the team to be aware of in tutorial creation included:

    Looking at tutorials for consistency, such as naming conventions

    Discussion of file management and its importance

    Reading through training materials carefully for tips and points to remember.

    A general rule of thumb in tutorial creation is to plan on one hour of production time for each minute of tutorial time.

9. Discuss I-Share tutorials and plan to update them

    As many were unable to open the copies of the revised tutorials send by Courtney, Jessica will move these scripts to the team web page. Courtney will also send copies of the scripts via e-mail.

    The tutorial revisions will be done by:

    Existing scripts:
    Searching A Topic -- Courtney
    Using Plus Signs -- Courtney
    Limiting a Search -- David
    Search by Author -- Joe
    Search by Title -- Amy
    Journal -- David
    Borrowing -- Molly / Leslie [to be determined by the two of them]
    My Account -- Molly / Leslie
    Email/Print -- Leslie / Molly

    Adapted or new scripts:
    Introduction to Advanced Search -- Chad
    Searching with Partial Information -- Chad
    Collected Works / Notes (needs a better title) -- Susan
    By/About a Person (needs a better title) – Leslie

    The following were decided to give consistency to Callouts:

    Square Callouts will be used in the color pink. (3rd down on the right side)

    Notepad Callouts will use the yellow on the top row, with a black border.

    A discussion on a timeline for completion determined the following dates:

    Oct. 19, 5 p.m. – Script drafts of existing scripts to the team.

    Nov. 3, noon – Remaining script drafts to the team.

    Nov. 17 – Final drafts of all scripts to completed.

    Dec. 8 – All tutorials completed. Instructions for FTP of these scripts to the CARLI office will be sent by Jessica as the date draws near.

10. Other business

    Team members reported to Jessica the Camtasia versions available on their campus. Jessica will make certain everyone has the updated versions.

11. Set next meeting date

The next meetings, via conference call will be:
    Oct. 24: 9 -11 a.m.
    Nov. 7: 1:30 3:30 p.m.
Jessica will send information for these calls.
The meeting was adjourned at 2:40.

Respectfully submitted,

Susan Avery
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