

11-7-2006

I-Share Instruction Team Minutes for November 7, 2006

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I-Share Instruction Group Meeting Minutes

November 7, 2006

Attendees: Susan Avery (University of Illinois at Urbana – Champaign), David Bell (Eastern Illinois University), Luann DeGreve (Benedictine 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).

The meeting began at approximately 1:30pm.

I. Approval of Minutes

Corrections were made to the meeting minutes from October 24. Luann DeGreve moved to approve the minutes from the last meeting as revised, with Susan Avery seconding it.

II. Announcements

No major announcements from the CARLI office. IUG will meet in person on November 10. No member announcements.

III. Discussion of Script Revisions for Existing Scripts

No major changes to the “Limiting a Search” script. David Bell will add a comment to the “Search for a Journal” script about print journals generally being only available for in-library use. All scripts need to be uploaded via FTP to the CARLI server space for the I-Share Instruction Team.

IV. Discussion of New Scripts

Members discussed the “Collected Works/Notes” script. Susan Avery will add a sentence to the script about searching different formats. No major changes were suggested for the “By and About a Person” script or the scripts or Chad Kahl’s scripts on advanced searching.

V. Review Timeline

A reminder was made to the members to record their presentations using the test environment.

The following changes were made to the review timeline:

Friday, November 10 by 5pm: All edited scripts need to be uploaded to the CARLI server space for the I-Share Instruction Team. Edits to scripts discussed at today’s meeting need to be sent to the listserv for general review. Send item and status information for the test environment to the listserv.

Friday, December 1 by 5pm: All completed tutorials need to be uploaded to the CARLI server space for the I-Share Instruction Team. Send an e-mail to the listserv to notify the team that you have done so.

Thursday, December 7 by 5pm: Post comments on the completed tutorials to the listserv.

Monday, December 11: Conference call from 2:30-4pm.

Friday, December 15: Final submission date

VII. Adjournment

Chad moved to adjourn the meeting with Amy Glass seconding it. The meeting adjourned at 2:43pm.

Respectfully submitted,
Joe Hardenbrook
Millikin University