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I-Share Instruction Team Minutes for December 13, 2006

Consortium of Academic and Research Libraries in Illinois

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I-Share Instruction Group Meeting Minutes

December 13, 2006

Attendees: Susan Avery (University of Illinois at Urbana – Champaign), Molly Beestrum (Dominican University), Luann DeGreve (Benedictine University), Lorna Engels (CARLI), Jessica Gibson (CARLI), Courtney Greene (DePaul University), Joe Hardenbrook (Millikin University), Chad Kahl (Illinois State University), Leslie Starasta (Lincoln Christian College)

The meeting began at approximately 4:00pm.

I. Approval of Minutes

Corrections were made to the meeting minutes from November 7 and they were approved as revised.

II. Announcements

Noted David's December 12th email where he stated that he provided an update on the progress of the task force at an IUG meeting on December 8.

III. Discussion of Overall Experiences Working on Tutorials

Courtney asked if everyone had a chance to read her email earlier that afternoon to questions and comments that had arisen during the posting of tutorials. Since many had not had a chance to review the email, she covered the points:

- a. Need to strive to have best possible audio recording the first time, especially since it may be compressed more than once during production.
- b. Felt the committee had made a good first try at the tutorials. Experience of this committee was similar to what happened with the committee that made the first versions of the tutorials. Discussed whether tutorials would likely need to be re-done or simply corrected.
- c. Discussed potential need for new deadline. The new deadline for completed tutorials was January 31.
- d. Discussed a better way of reviewing the tutorials. The last committee had reviewed them in pairs. Committee agreed to this idea. The following pairs will work together to review tutorials: Leslie & Molly, Joe & Amy, Susan & Chad, and Courtney & David
- e. Need to produce as SWF, not AVI, file. Need to make sure to include all accompanying folders. Courtney noted that all the changes to process will be reflected in updated production document she will send via email.
- f. Discussed how endings need to be standardized. Courtney will send new statement via email that will include directions, reference to other tutorials and a thank you.
- g. Should the tutorials be referred to as "lessons" or "tutorials"? Committee agreed on the latter.
- h. Lack of consistency on PowerPoint slides was noted. Chad volunteered to utilize templates to create introductory slides for all the tutorials.
- i. Noted problem with differing resolutions. Future work will be done on screens at the 1024 x 768, but the tutorials will be produced at 800 x 600.
- j. Lack of consistency in callouts was discussed. Courtney will provide further details in the updated production document.
- k. Problems with audio were discussed. According to a colleague, Chad noted that headphone microphones should be set to the side of the mouth, rather than right in front. Courtney noted that silence could be

added to the tutorial to replace the pops that tend to occur when one starts and ends recordings.

Jessica asked if a committee member would be willing to work with her on the tutorial web page text. Luann volunteered.

Chad asked how to know the size of the image. Courtney noted values are provided in the wizard when the active window is chosen.

Other production notes made during the meeting:

- a. trim down size of tutorials by removing dead time, especially the time after submitting task in tutorial
- b. should likely create a segment each time you initiate a task utilizing the submit/enter button
- c. change Camtasia settings to mute keyboard and mouse sounds; Courtney will add to production document
- d. capitalizing search terms is left to each member
- e. turning off toolbars on screen capture helps improve captured image
- f. future editions of tutorials should be noted with “_final” at end of file name

IV. Discussion of Comments on Individual Tutorials

Key changes for each individual tutorial were noted:

- a. Advanced Search – Collections/Anthologies – post it note at beginning
- b. Advanced Search – Partial Information – remove the pleases from the script; note exact number of results; tighten length; add audio to introduction .ppt slide
- c. Advanced Search – Topic Searching – remove the pleases from the script; tighten length; add audio to introduction .ppt slide; note exact number of search results
- d. Borrowing – change script/audio from “X number of I-Share libraries” to “all I-Share libraries”
- e. By and about a Person – slow down scrolling
- f. Email/Print – change types of callouts
- g. My Account – need changes to dummy account
- h. Quick Search/Quick Search Plus Signs – need fewer callouts and slow talking in audio
- i. Author – fix callouts, not quite matched with screen image
- j. Title – work on problem with audio

V. Review of Next Steps

- a. Courtney will send out updated production document
- b. Courtney will send out email with replacement wording for the end of tutorials.
- c. Replace “lesson(s)” with “tutorial(s)”
- d. Chad will create introductory .ppt slides for everyone.
- e. Jessica, Lorna and Luann will collaborate on web page text for the tutorials.
- f. Pairs should review tutorials in their natural environment.
- g. Final versions of tutorials should be completed by January 31.

VI. Next Meeting

Conference call scheduled for January 26 from 1:00 to 2:30pm.

VII. Adjournment

The meeting adjourned at approximately 4:50pm.

Respectfully submitted,
Chad Kahl
Illinois State University