1-26-2007

I-Share Instruction Team Minutes for January 26, 2007

Consortium of Academic and Research Libraries in Illinois

I-Share Instruction Group Meeting Minutes

January 26, 2007

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

Meeting began at approximately 1:05 p.m.

I. Approval of minutes from Dec. 13th meeting
Corrections and additions were made to the Dec. 13 minutes. Amy moved to approve with changes and seconded by Luann.

II. Announcements
Jessica indicated the test server will be coming down on Monday Jan. 29, 2007 at 2:00 p.m. for approximately one hour to prepare for new I-Share libraries. There were no other announcements.

III. Tutorials: questions, concerns, issues …
   a. Introductory slides have been posted to the secure server in a file named PowerPoint Slides. We need to change "lesson" to tutorial. Everyone likes the CARLI logo which will be added. These changes were made and posted to the secure server by Chad before the meeting adjourned.
   b. Updates on the tutorials web page: Luann has begun working on the wording for the web page with the assistance of her student workers. She would like to make the text welcoming to students.
   c. We need to make every effort to have the tutorials done by our Jan. 31 deadline. Please let Courtney and Jessica know if you have an emergency come up. Consult the December minutes, Courtney's email, the updated Camtasia settings document, and Jessica's email for changes we decided to implement.

IV. Next steps for the Team
   a. Additional tutorials, a second group of sorts, were discussed at our September 29, 2006 meeting including prolific author, music, reading call numbers, series titles, and conference proceedings. Please consider other tutorial topics.
   b. Our team's predecessor, the IUAG End User Instruction Committee, hosted an instruction forum in November 2004 which contained an idea generation session on whether or not to have tutorials, breakout sessions discussing various types of instruction to different audiences, and a panel discussion on instruction types. At an instruction forum we could do a commercial for our tutorials and have some speakers talk about instruction topics and events such as the Information Literacy Institute. The earliest we could do one would be May or June as we need to work around when instruction schedules are heaviest. The team was encouraged to think about what could be included in a forum. One idea offered was having a session on using SFX, WebFeat, CONTENTdm, and other CARLI products in instruction if this is not covered by another team or partnering with another group to offer a forum. Additional suggestions included putting together a forum and then surveying attendees concerning interest for future forums, offering instruction forums more regularly, and cooperating with other groups such as with the OPAC group on changes in the web catalog.

    c. Another charge of our team is to survey I-Share libraries concerning end-user instruction topics which we may consider doing again.

    d. Should our team be actively involved in offering Camtasia training or should we recommend to IUG and CARLI that training sessions be pursued with outside trainers?

V. Schedule next meeting

A conference call was scheduled for Wednesday, February 28 from 10:00 a.m. to 12 noon.

VI. New team member

A call has been issued to the I-Share membership with a deadline of Jan. 31 for volunteers. IUG will take action at their Feb. 9 meeting.

VII. Adjournment

Everyone was encouraged to do well on their recordings. Meeting was adjourned by consensus at 1:55 p.m.

Respectfully submitted,
Leslie Starasta
Lincoln Christian College & Seminary