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## I-Share Instruction Team Minutes for February 28, 2007

Consortium of Academic and Research Libraries in Illinois

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## I-Share Instruction Team Minutes

February 28, 2007

**Attending:** Susan Avery (University of Illinois at Urbana-Champaign), David Bell (IUG Liaison, 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 and Seminary), Lorna Engels (CARLI), Jessica Gibson (CARLI).

**Absent:** Molly Beestrum (Dominican University), Victoria Pawl (National-Louis University)

I. [The minutes from the January 26, 2007 meeting were approved with corrections.](#)

II. Announcements:

1. CARLI: Lorna Engels noted that the ACRL Institute for Information Literacy Immersion Program will take place in July at ISU. Deadline for registration is the end of March. The preferred deadline for Illinois librarians is February 28.
2. I-Share User's Group: The group met by conference call Feb. 9. A new member, Victoria Pawl, from National-Louis University, was appointed to the Instruction Team.
3. Other announcements: Amy announced Info Lit Summits in April at Moraine Valley, Illinois Central, and John Logan Colleges. Lorna sent an e-mail to the group with detailed information about registering to attend these.

III. Tutorials:

1. General comments on the pages indicated they look good.  
The tutorial web pages from CARLI include links to new pages. The committee needs to be sure they get running times to Jessica. Courtney noted some spacing issues on the page of links. The CARLI office will resolve these.
2. Discussions of production issues indicated that objectives for partial information needed additional clarification. Discussion of the back button resulted in the decision it was probably best not to mention it in the script, although using the button isn't problematic. We don't want to condone use of the back button. Chad will redo the tutorial without mention of the back button. We decided to leave the missing scroll bar tutorial as is for now. Reference to the inclusion of the scroll bar will be included in future production documents.

Other production issues:

David brought up the issue that the new Camtasia player itself doesn't have a FF or Rewind option. This means we can't self direct back to other frames and the use of the bar appears to be limited. This may be related to legacy swf output which is currently required for posting the tutorials on the CARLI website. Courtney will play with settings and see what can be tweaked.

3. AVI production is needed to produce as AVI for librarians page. Courtney will send instructions for doing this and members will need to upload the tutorials they created. March 9 was set as the completion date, after which the information can be shared with larger CARLI community.

Publicizing: Send to I-Share list, notify OPAC team so links to tutorials can be updated in the I-Share catalog. Courtney will draft an announcement. CARLI blog.

IV. Next steps:

1. The creation of additional tutorials, possibilities include:

- prolific author (Courtney will draft something)
- finding music materials
- series title
- reading call numbers
- conference proceedings
- search by publisher
- specialized topics

The committee discussed whether or not there might be niche populations among our users.

Examples included: searching for/by bible passages, music, medical students, translations, foreign language materials. These ideas will be given further thought in the future.

David suggested we develop a standing agenda item to share ideas and changes. Adding this will help keep everyone up to date.

2. The possibility of a forum was discussed. Options considered were:

- An introductory session on tutorials
- Speakers
- Other CARLI products and instruction: webfeat, sfx
- Do other I-Share teams have something they wish to share?
- Universal borrowing
- David will ask IUG to see what ideas others might have.

Further forum discussion focused on the best time to hold a forum. It was agreed that November 2007 would probably be best with a day preference (in order) of Friday/Thursday/Wednesday. It was decided that Heartland Community College in Normal, IL was a good, central location. The CARLI office will check with Heartland to schedule.

The tentative structure of the forum will include:

- Opening
- Overview of tutorials
- Morning speaker(s)
- A lunch of 75 minutes
- Two breakout sessions in the afternoon

It was decided that determining a theme and then securing a speaker were important first steps.

Given that Immersion will take place in Illinois this summer, the possibility of a panel of Immersion attendees was suggested.

3. A survey discussion began by focusing on what we would survey. It was decided that we may not need a survey at this time.

4. The Camtasia training discussion focused on the following questions and topics:

- Should CARLI be paying for licenses or updates? This question needs to go to IUG first as there is already a process for asking for money. David will get this information to the group.
- What is the usage of the tutorials?
- Should a survey of Camtasia usage be created asking members if they have used Camtasia and for what? Such a survey can help determine whether to support further purchases.
- Should the committee be available to help others learn Camtasia? The possibility of a CARLI listserv was discussed. This will need to be brought to CARLI staff.
- Other thoughts included a wiki. The committee will mull over these ideas to discuss at later meeting and talk about these ideas with colleagues.

The discussion moved back to the Survey topic slightly, wondering if the scope of a survey should broaden scope beyond Camtasia. One idea discussed was a possible survey on instruction and tutorial/training methods. Questions could include:

- what people are doing
- what people are planning on doing
- possible forum ideas
- information about Camtasia use

Luann and David will begin to work on questions to share at next meeting.

The idea of Camtasia training was tabled.

V. The next meeting will be at 9 a.m. on Monday, March 26, 2007. The phone number will be sent prior to the meeting.

VI. Adjournment

Respectfully submitted,  
Susan Avery