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I-Share Instruction Team Minutes for April 23, 2007

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I-Share Instruction Team Minutes

April 23, 2007

Conference Call

Attending: Susan Avery (University of Illinois at Urbana-Champaign), Molly Beestrum (Dominican University), 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), Victoria Pawl (National-Louis University), Leslie Starasta (Lincoln Christian College and Seminary), Lorna Engels (CARLI), Jessica Gibson (CARLI).

The meeting was called to order at 9:04a.m. by Courtney.

I. Approval of Minutes

The minutes of the [February 28](#) and [March 26, 2007](#) meetings were approved with corrections. Jessica will post the minutes to the web site.

II. Announcements

1. CARLI Office: Lorna sent the team members a link from the IUG Resource Sharing Forum. Lorna announced that the Syndetic Solutions enhancements are appearing in the Universal Catalog. These enhancements include, but are not limited to, cover images displaying in the brief citation list and a link to more information in the detailed record. CARLI is negotiating pricing for inclusion in individual institutional catalogs. Lorna announced that CARLI has a position open for Director of Electronic Resources if anyone is interested or knows someone who might be interested. Lorna also reminded the team members to complete the CARLI volunteer form if they wish to be considered for appointment on a CARLI committee or team.
2. IUG: At the April 13 IUG meeting, David reported that the I-Share tutorials are with the OPAC team. He queried the group for additional forum ideas and shared the survey draft with them.
3. Remember to submit volunteer form if term your term is up and you want to continue working with the group.
4. Courtney officially welcomed Victoria to the team.

III. Tutorials: Status Update

1. Web pages: There is no sound on the .AVI version of the borrowing tutorial. Molly will need to produce the tutorial again and upload it to the server.
2. Status of OPAC team linking: The OPAC team is working on incorporating the tutorials into the catalog, but there has not been an update on the status. Courtney will follow-up on this with Hilary Kraus, the chair of the OPAC team. We will wait to announce the revised tutorials until the OPAC team is finished.
3. .AVI Files: Windows Media Player has been causing problems when viewing the tutorials. When viewed in the Camtasia player, the files display well. It was recommended that we update the librarians' webpage text to say ".AVI version of tutorials are best viewed in Camtasia Player. Please download here."

IV. Forum

1. Reports from Workgroups
 - a. Lorna & Chad: Immersion breakout: nothing to update
 - b. Amy & Joe: technology breakout: There was some discussion on

whether this breakout session should be on just one piece of technology or an overview of different technologies. There was some conversation about this being a panel discussion. Amy and Joe will continue to flush out ideas.

- c. Courtney & Susan: speaker report: Susan will be seeing Beth Woodard within the next few days to see if she would be interested in speaking at the forum. The anticipated time would be one hour including questions and answers. The theme of the forum is teaching and learning styles. Susan will report back to the group once she knows something.

2. General Planning: There was discussion about adding a third breakout session to give attendees more variety, to reduce the size of breakout sessions, and to serve as an alternative if someone does not want to attend a particular session. Ideas generated for a third breakout session could come from the survey being distributed in May, could be about other online products/tutorials, or could be a follow-up to the morning speaker's session. Lorna is contacting Heartland Community College to reserve a third breakout room just in case we decide to pursue another session.

V. Survey

Committee members are questioning the purpose of the survey. Courtney reminded the members that this is a part of the committee's charge. It was suggested that the purpose of the survey be included in the announcement of the survey. The questions were discussed and suggestions offered. Luann sent a revised set of questions to the group during the meeting. The team will continue to flush out the questions by email through April 30. Molly will write a draft of the invitation to participate. We decide that the survey should be distributed to all I-Share library personnel. We will add two demographic questions to the survey related to library and areas of responsibility. The survey is intended to be distributed on May 14, 2007.

VI. Next Meeting

The next meeting will be May 9, 2007, from 3:30-4:30 p.m. via conference call.
The phone number is 217-244-7526.

VII. Adjournment

The meeting was adjourned at 10:02 a.m.

Respectfully submitted,
Luann DeGreve