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I-Share Instruction Team Minutes for May 9, 2007

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I-Share Instruction Team Minutes

May 9, 2007

Conference Call

Attending: Susan Avery (University of Illinois at Urbana-Champaign), Molly Beestrum (Dominican University), David Bell (IUG Liaison, Eastern Illinois University), Amy Glass (Illinois Central College), Courtney Greene (DePaul University), Joe Hardenbrook (Millikin University), Chad Kahl (Illinois State University), Victoria Pawl (National-Louis University), Lorna Engels (CARLI), Jessica Gibson (CARLI).

The meeting was called to order at 3:32 p.m. by Courtney.

I. Approval of Minutes

The [minutes of the April 23, 2007 meetings were approved](#) with the corrections sent by Jessica. The minutes will be posted to the web

II. Announcements

1. CARLI Office: The tutorials have been announced on the I-Share Announce email list. It was suggested that a mention should be put in as a CARLI news item so it would appear in the News RSS feed.
2. IUG: David reported that they met on April 13. He reported on the forum and the committee's work on the survey and tutorials. David emailed the IUG minutes to the Instruction Team members.
3. Remember to submit volunteer form if your term is up and you want to continue working with the group. Courtney, Leslie, and Luann's terms are up. Courtney reminded the team that they will need to pick a new chair.

III. Survey

1. Time was spent giving feedback on the survey invitation draft written by Molly. A date of completion for the survey was added (Friday, June 1), and a line with the email address for Support at CARLI if someone has a technical problem filling out the survey. A link was also added to the IUG Instruction Team site. It was decided that the survey would only go to I-Share members. Molly will revise and send the revision to the group.
2. Feedback was given on the revised survey from Luann. A standard list of job responsibilities will be one of the questions (with the qualification of "pick all that apply"), followed by a question for responders to select their primary job responsibility ("pick only one"). For the question on suggested topics for the upcoming forum, it was suggested that these might be placed in alphabetical order. A question on instruction methods had suggestions of giving examples for "online" and "interactive." The Camtasia questions looked good. Members of this group will have other members of their staff look at the questions for any other possible revisions. The last page of the survey will contain more information on the recently revised I-Share tutorials and a "look forward to seeing you at the forum in November."
3. The discussion focused on creating and distributing the survey. David will take it to the next IUG meeting, and it should be approved. The survey will then be distributed by Tuesday, May 15 to the I-Share Announce email list.

IV. Forum – Reports from Workgroups

1. Courtney & Susan reported on Susan's meeting with Beth Woodard and she is able to do a

presentation at the November forum. Since the focus of the forum is teaching and learning styles, Susan asked her to suggest a breakout session, but she was not sure on when we needed to hear back from Beth. Since there is some time before the planning for the forum gets into high gear, it was suggested that the team wait until July 1.

2. Amy & Joe, technology breakout: Nothing new to report at this time.
3. Lorna & Chad, Immersion report: Nothing new to report at this time.

V. Next Meeting

The next meeting will be Tuesday, June 12, 2007, from 2:00-4:00 p.m. via conference call. The phone number is 217-244-7526.

VI. Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Amy Glass