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I-Share Instruction Team Minutes for June 12, 2007

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I-Share Instruction Team Meeting Minutes

June 12, 2007

Attendees: Susan Avery (University of Illinois at Urbana-Champaign), Molly Beestrum (Dominican University), Luann DeGreve (Benedictine University), Amy Glass (Illinois Central College), Courtney Greene (DePaul University), Joe Hardenbrook (Millikin University), Chad Kahl (Illinois State University), Jessica Gibson (CARLI), Lorna Engels (CARLI).

Courtney Greene (chair) called the meeting to order. It began at approximately 2:00 pm.

I. Approval of Minutes

Joe Hardenbrook moved to approve the minutes from May 9, with Chad Kahl seconding it. The minutes will be posted to the web.

II. Announcements

No major announcements from the CARLI office. IUG will meet on June 13 and Courtney Greene will deliver the Instruction Team annual report at their meeting. IUG is planning on forming an assessment team. Details will be provided when they become available. No member announcements.

III. Annual Report

Courtney Green sent the Instruction Team annual report to the team members via the team e-mail list. Contact her with any questions.

IV. Survey

The team discussed the results of the Instruction Needs Survey that was taken by 202 respondents from 64 libraries. It was suggested that the team present a brief look at the results for the November instruction forum. A majority of respondents (21%) marked "reference" as their primary area of responsibility, with only 9% choosing instruction. However, "instruction" was a popular choice for secondary responsibilities. According to the responses, the four top-ranked areas of interest for the November instruction forum were: 1) best practices 2) assessment 3) I-Share Camtasia tutorials 4) role of instruction in information literacy. It was noted that the respondents provided the team with a good set of ideas and names for possible presenters. The team consensus is that it is already planning well for the forum and that the survey helped to reinforce this. One drawback is that the survey indicated that most respondents did not know about or did not promote the I-Share Camtasia tutorials. The team may investigate the creation of an instruction listserv, or putting announcements on the public services listserv. In addition, the team will look at providing up to date training materials on Camtasia and making those materials accessible on the librarians' page. Another possibility is for participating team members to act as regional "consultants" to member libraries needing assistance with Camtasia.

Action items: 1) Jessica Gibson will respond to the survey questions concerning the Camtasia product in which a respondent left contact information. 2) The team will continue to think about how to publicize its activities. 3) Think about topics for the November instruction forum: best practices/assessment. 4) Provide a summary of the survey results for the November instruction forum.

V. Forum

The team hashed out a rough outline of the November instruction forum beginning with a 30-minute welcome/introduction, which shares what the team has been working on, and a summary of the survey results. Following this, a morning keynote presentation, approximately one hour, followed by 45 minute catered lunch, 2-3 breakout sessions, and an afternoon closing speaker to discuss assessment.

Action items: 1) Find a speaker for a possible closing or afternoon session to talk about assessment.

VI. Scheduling Next Meeting

A SurveyMonkey survey will be sent to continuing and new team members to decide on a time to meet. The next meeting will likely occur the week of July 23 or July 30 and be an in-person meeting.

VII. Adjournment

Courtney Greene, outgoing chair, thanked the team members for their work and encouraged continuing members to consider volunteering to be the chair for the coming year. The meeting adjourned at approximately 2:55 pm.

Respectfully submitted,

Joe Hardenbrook

Millikin University