Consortium of Academic and Research Libraries in Illinois (CARLI)
digitalcommons@carli

I-Share Instruction Team   CARLI Committees

3-4-2009

I-Share Instruction Team Minutes for March 4, 2009

Consortium of Academic and Research Libraries in Illinois

Recommended Citation

CARLI I-Share Instruction Team Meeting

March 4, 2009
Conference Call

Members attending: Laura Burt (North Park University), Amy Glass (Illinois Central College), Stephanie Graves (IUG Liaison SIU-Carbondale), Kathleen Haefliger (Chicago State University), Joe Hardenbrook (Millikin University), Terry Huttenlock (Wheaton College), Rebecca Martin (Northern Illinois University), Randi Sutter (Heartland Community College), and Aimee Walker (University of St. Francis)

Members absent: Molly Beestrum (Dominican University)

Staff attending: Jessica Gibson (CARLI Staff Liaison), and Lorna Engels (CARLI Staff Liaison)

Decisions:

- The minutes from the last meeting were approved unanimously.
- Rebecca Martin will be happy to be our next chair.
- Our next conference call will be March 25 from 10:00-12:00.
- The meeting was adjourned at 11:15.

Announcements:

1. CARLI Report
   - Voyager 7 testing is going on, and planning for the upgrade.
   - Check the CARLI newsletter for more information
   - More news after the CARLI board meeting this week.
   - VuFind upgrade is separate from the Voyager upgrade. We are waiting on version 1.() from developers.
2. IUG Report.
   - Just completed 3 mini-report forums using Wimba. All went well.
   - Planning a liaisons forum in May, so liaisons from each I-Share institution are invited.
   - Starting a Usability Testing Volunteers group to facilitate usability testing throughout I-Share
   - Each of the different IUG groups are developing checklists of things to try in each functional area when new versions of the online catalog are made available.
   - Have been asked by the CARLI board to brainstorm things that would be desirable in an ideal ILS.
     - They are asking all teams to do this as well. We should handle this next month.
   - Discussed the use of VU-find to request books owned by multiple libraries. The new Voyager upgrade will probably not fix this problem, but we are not sure. This is still the only workaround that we know about.
   - If you experience a Voyager slowdown, that appears to be unrelated to the multiple copy issue., please email CARLI support and tell them that you are experiencing a slowdown.

Old Business

3. Final review of Social Technologies Glossary: http://docs.google.com/Doc?id=ddzw39cq_5j7d264gf&hl=en
    - There were some changes, such as adding Facebook to photosharing definition, and the addition of professional networking sites as Linked-In.
    - The Virtual Learning Environments definition was elaborated upon as well.
    - Randi will send this in as a finalized list on Friday afternoon.
4. Discuss adding topics for future forums to the evaluation form for the April 2 forum
    - We added Collaborating w/Faculty, Assessing One-Shot Instruction, Active Learning in the Classroom, & Instruction in a Mobile World as topics.
5. Talk about when presenters should have handouts etc. to CARLI for copying, other final details for forum:
    - CARLI would like the handouts by the 27th, but absolutely needs them by the morning of the 30th of March.
    - Randi will canvass presenters for the forum to see if they have special technology needs. Every room is internet wired.
    - Randi will do the welcome and moderate the panel, and Laura will be the backup for the panel, if needed.
    - Registration opens at 9:30 and Lorna will be there at 9 to set up registration. Anyone who can be there early is welcome to help Lorna.
    - We have 56 people registered for the forum presently.
6. Review tutorial creation workshop doc: http://docs.google.com/Doc?id=ddzw39cq_6fvb44rgg&hl=en
   There are not a lot, if any, "software experts" listed. If you feel comfortable answering questions about a certain type of software, please include your name and contact info next to the description
    - There currently are no tools that help with script writing.
    - We need experts in tutorial creation and we need to plan the agenda for the workshops. Currently, all we know is that we are limiting participation to 15 people.
    - Instruction Team members should register if they'd like to participate in the workshop, but should otherwise not register as participants, but let Lorna and Jessica know they'll be coming to help out.
    - All team members don't have to be at each workshop—we can divide up geographically.
    - All Team members should see if they know anyone familiar with any of these software, and then see if we can use their names as contacts for tutorial participants.
    - www.celtx.com is a free scriptwriting software we can add to our list.
    - Rough outline of the day:
        - We'd like a presenter with a best practices list to open the forum.
        - We will ask people to come with a project in mind: they don't have to have anything done with this but must have a project in mind.
        - We'll be focusing on scriptwriting and storyboarding for individual projects in the morning.
        - In the afternoon, there can be practicing with screencasting.
        - Have the participants share scripts and information after the workshop so that all participants have a couple of developed projects at the end of the day. We should let registrants know that this will happen.
        - Registrants should list their topics at the time that they register in order for presenters to be better prepared
    - Over the next few weeks, we'll choose a scriptwriting software over email, and have team members become familiar with these. We should also play with Jing and Wink to gain familiarity with both. (Links to both are on the Google Doc.)

- Randi will post a tentative schedule on Google Docs that we can all edit. Everyone should look at it over the next couple of weeks: this needs to be something we can confirm at our next meeting.
7. Discuss 2009-2010 Chair
  - Rebecca Martin will be happy to be our next chair.
  - No other nominations occurred.
  - Rebecca will serve as chair beginning May 2009.
  - We will meet in July if we can.

New Business

8. Next Tutorials Interest Group call scheduled for Friday from 9:00-10:00 if anyone is interested. Numbers are (217) 265-5200 and (800) 363-6873

Notes submitted by Laura Burt