I-Share Instruction Team   CARLI Committees

5-27-2009

I-Share Instruction Team Minutes for May 27, 2009

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I-Share Instruction Team Meeting

May 27, 2009

Via Conference Call

Members Present: Rebecca Martin (North Illinois Univ.), Laura Burt (North Park Univ.), Terry Huttenlock (Wheaton Coll.), Aimee Walker (North Central Coll.) Kathleen Haefliger (Chicago State Univ.), Joe Hardenbrook (Millikin Univ.)

IUG Liaison: Stephanie Graves (Southern Illinois Univ. at Carbondale)

Members Absent: Randi Sutter (Heartland Community Coll.), Molly Beestrum (Columbia Coll.), Amy Glass (Illinois Central Coll.)

CARLI Staff Attending: Lorna Engels

Decisions:

- The May 6, 2009 minutes were approved with a revision of a spelling error.
- Our next meeting will be sometime in July at the CARLI office.

Announcements:

1. CARLI Report
   a. Everyone is working on the Voyager upgrade. CARLI has also just received the 7.1 Gold/general release.
   b. The upgrade will begin Sunday morning June 14th and if everything goes as scheduled, the upgrade will be finished by Wednesday June 17th.
   c. During the upgrade everyone will have access to a frozen OPAC (about a week old). This means that the status of items may not be correct. During this time, libraries can use the offline circulation module only to charge items. After the upgrade is complete, these transactions can be uploaded to the system.
   d. A training database is available but there may be occasional disruptions in its availability.
2. IUG Report – given by Lorna Engels
   a. IUG last met last week at the CARLI offices.
   b. Annual reports from all teams were shared. Team chairs were also present at the meeting.
   c. IUG is sending out a call for volunteers to join a usability testing group. This will be a pool of volunteers who are willing to be available to do usability testing. Volunteers need to understand that since it will be their institution who will be doing the usability testing it may be necessary to obtain approval from the campus, have a signed IRB, etc.
   d. IUG is sending out a call for volunteers to join a group that will be revising & updating the electronic resources and databases cataloging documentation that was developed a few years ago.

Old Business

1. Tutorial Creation Workshops
    a. All team members need to practice using Wink prior to workshop
    b. Handouts ready for the workshop.
        i. Software chart.
        ii. Evaluation form.
        iii. Wink user's guide
        iv. Best Practices
    c. Handouts still working on/needed for the workshop.
        i. Amy Glass, Stephanie Graves, Laura Burt and Kathleen Haefliger, as they will be presenting that section of the workshops, will create a sample tutorials handout that will be the same for both sessions. Stephanie is working on this and indicated that it will be ready by Monday June 1.
        ii. Joe Hardenbrook will put his "best practices" handout on Google Docs.
        iii. Lorna will check with Molly to see if there are any other handouts to include from Chris.
    d. Other items clarified about the workshops.
        i. Timeline for the day of the workshops is on Google Docs.
        ii. How the script writing and storyboarding section of the workshop will be run was clarified. This will be a time when participants will work on their first tutorial (collecting screen shots, thinking about them, etc.) The committee will be helping individual participants during this time.
        iii. Jessica and Lorna will check with Molly to make sure they have everything they need.
        iv. The different topics that the participants are interested in will be sent to the presenters.

New Business

- The next meeting will be scheduled sometime in July after ALA at the CARLI office.
- Stephanie Graves' term is over as the instruction team IUG liaison. The new liaison will be chosen at the July IUG meeting.
- Lorna will send the evaluations from the workshop to the list after they are completed.

Respectfully submitted,

Terry Huttenlock

Wheaton College