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Public Services Working Group Minutes for April 22, 2010

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Public Services Working Group Minutes

April 22, 2010

Conference Call

Members attending: Kelly Fisher (ERK); Dave Green (NEI); Sarah Laaker (JWC), Chair; April Levy (COL); Matthew Rutherford (NBY); Bruce Stoffel (ISU); Susan Tulis (SIC); Michele Ukleja (WRH).

Members absent: Lisa Hinchliffe (UIU)

Staff attending: Elizabeth Clarage, Jennifer Masciadrelli

Sarah Laaker, Chair, called the meeting to order at 11:05 a.m.

General Discussion and Agenda Items:

1. Select minute taker: Bruce Stoffel agreed to take minutes.
2. Approval of 3/18 minutes: Minutes from the March 18 meeting have been drafted by Matt and are posted to the wiki for initialing by members.
3. Follow-up on SIUC open house: Sarah and Bruce commended Susan and her colleagues for a successful open house on April 9. Susan reported that initial feedback from attendees has been positive. Susan has skimmed program evaluations and said most comments look good. A summary of the open houses now needs to be sent to the CARLI Program Planning Committee. Sarah volunteered to compile the report. She will distribute a draft to group members for review and revision. She expects to have a draft available by Wednesday or Thursday (May 5 or 6).
4. Check-in on anthropology colloquiums (or colloquia): Elizabeth reported that all spaces available at both locations have been filled. Registration was announced around 9 o'clock on a Wednesday, and all spaces had been taken by 11 o'clock the next day. We have a wait list of approximately 40 persons (total for both sites).
 - o The group agreed that the CARLI staff should work to include participants from as many institutions as possible as cancellations are received.
 - o The group agreed that an institution may substitute one colleague for another on the registration roster if requested.
 - o Dave inquired whether CARLI has contacted staff at Illinois Wesleyan University about food arrangements and also when information for packets needs to be submitted. IWU has been contacted regarding food and May 3 is the deadline for getting packet information to the CARLI office. CARLI staff members will do their best if speakers are a bit late submitting materials. Elizabeth will get information about room assignments to Dave so he can in turn pass the information to speakers. Registration reminders will be sent by CARLI next week, as will a request to speakers for packet information.
 - o The group then discussed whether additional training opportunities should be offered given the demand for space at these two programs. Bruce mentioned that Lynda

Duke at Illinois Wesleyan University has agreed to present a shorter version of the program to faculty and staff at Illinois State University on July 9, so space at the May 21 conference could be freed for use by persons from additional institutions. Bruce suggested that this shorter program might be offered to other persons unable to register for the DePaul or Illinois Wesleyan University program. Dave said that contractual arrangements with research participants expire on June 30, so asking them to do another program would not be feasible. He is also reluctant to ask speakers to do more traveling to programs, as they have been asked to do considerable traveling already.

- The group discussed options for program delivery. One suggestion was to sponsor webinars on topics scheduled to be covered during afternoon breakout sessions on May 14 and 21. Elizabeth suggested basing the webinars on PowerPoint presentations and adding voiceovers. Jennifer said that CARLI has Adobe Connect software available for webinars through the Illinois State Library. Dave agreed to propose the webinar idea to the research group.
- Another suggestion was to audiotape or videotape the May 14 and/or May 21 presentations. Group members raised several issues with this idea including the need for agreements with presenters, quality and reliability of the audio or video, and personnel needed to film and edit. Dave offered to inquire about utilizing graduate students at his institution to do the filming. Group members suggested that Dave investigate the possibility but not pursue the idea if logistics become too complicated.
- April asked if speakers at the May 14 and 21 programs will have written information that could be disseminated to persons unable to attend. Dave said he would need to check but thinks it is possible.
- Dave and Susan volunteered to help with welcoming and registration on the day of the DePaul program. Kelly and April volunteered to assist with welcoming and registration on the day of the Illinois Wesleyan University program.
- Dave asked if someone from CARLI and/or the host institutions should be added to the programs to welcome attendees. Elizabeth said that CARLI need not be involved but can be if asked. As far as having persons from host institutions welcome, it depends on preferences of each host institution. Elizabeth agreed to pursue this with hosts at each site.
- It was noted that a Chicago Cubs home game is scheduled on the same day of the DePaul program. As a result, attendees may expect traffic delays and parking difficulties. Elizabeth offered to advise registrants of this situation with the registration reminders.

5. Public Policies Clearinghouse: Sarah asked for comments regarding the collection of public policies compiled by Sarah, Matt, and Michelle and posted on the wiki. Kelly asked if the group might consider organizing lists within each subject category by subtype instead of or in addition to by institution. Elizabeth asked if the list might be arranged by type of institution, such as community college, public institution, and private institution. Sarah asked where the completed list should be posted, how entries will be added, and whether persons who are not affiliated with the project will be allowed to post entries there. Elizabeth said that if the collection is posted on the CARLI wiki, it could be designed to allow anyone to post. Sarah asked if the group should establish posting guidelines. Jennifer responded that it would be a good idea to establish guidelines and to include them in an introduction to the site. Sarah asked about next steps. Kelly

suggested subcategorizing existing content. Susan suggested that someone not on the committee and not familiar with the project look at the list and provide feedback. Group members thought this would be a good idea. Susan will ask persons on her staff do so and will report feedback to the group by next Friday (April 30). Other members were encouraged to do the same at their institutions. Sarah will send a reminder to group members asking for this feedback. Group members thanked Sarah, Matt, and Michelle for their work on the project.

6. Other Business: Elizabeth reminded the group that it needs a new chairperson for year beginning July 1. She said that a new chairperson should be named by the end of May if possible. Kelly, Dave, and Sarah are completing their terms on the group, but all other members are eligible to serve as chairperson. Sarah recommended the position, saying that it has been a good experience for her. Elizabeth asked members to think about volunteering and to come to the May 27 group meeting prepared to name a chairperson.
 - Elizabeth noted that the group needs to submit an annual report of its activities to CARLI. The report is due at the end of May. The CARLI board is scheduled to review reports from this and other groups at its June meeting. Sarah volunteered to draft the report by May 17 and to disseminate it to group members for comment in advance of the May 27 group meeting. The group can then finalize the report at that time.
 - Elizabeth announced that CARLI is moving toward electronic evaluation of meetings using SurveyMonkey.
7. The meeting ended at 12:05 p.m.

Decisions:

The group decided to allow institutions to substitute one staff member for another on the colloquium registration list if they request to do so.

Announcements:

1. Registration for the May 14 and 21 colloquia are full. The registration remains open but those that register are added to the wait list for the programs.
2. An abbreviated, non-official version of the May 14/21 program has been scheduled for July 9 at Illinois State University.
3. CARLI is moving toward electronic evaluation of meetings using SurveyMonkey.

Tasks Assigned:

1. Members who have not approved minutes from the March 18 meeting are asked to log into the wiki and do so.
2. Members continuing on the group in 2010-2011 are asked to consider volunteering to serve as group chairperson for the year.
3. Sarah will draft a summary report regarding the open houses by May 6. She will distribute the draft to group members for their comments in advance of the May 27 group meeting.
4. Dave will inform May 14/21 program speakers to submit program materials for packets to CARLI by May 3.
5. Elizabeth will send room assignments for the May 14/21 programs to Dave.
6. Elizabeth will have registration reminders sent for the May 14/21 programs during the week of May 3 and will contact speakers for packet information.
7. Dave will explore the idea of webinars with members of the anthropology research group.

8. Dave will investigate taping of the May 14 anthropology program at DePaul.
9. Dave will inquire whether speakers at the May 14/21 anthropology programs would be willing to allow their materials and handouts to be made available to persons unable to attend the programs.
10. Matt and Susan will help with welcoming and registration at the DePaul anthropology program. Kelly and April will help with welcoming and registration at the Illinois Wesleyan University program.
11. Elizabeth will contact representatives of institutions hosting the May 14/21 programs to inquire whether they would like to formally welcome attendees.
12. Elizabeth will advise persons registering for the May 14 DePaul program about traffic delays and parking difficulties that might occur as a result of the Chicago Cubs home game that day.
13. Members are asked to have colleagues provide feedback on the policies wiki and report feedback to Sarah, Matt, and Michelle.
14. Sarah will draft an annual report of group activities and distribute it to group members by May 17. Group members are asked to review the draft and come to the May 27 online group meeting prepared to finalize the report.

Minutes respectfully submitted,

Bruce Stoffel