

CLS Conference Program Planning Committee Minutes Midwinter 2003

Participants: Akos Delneky, International College
Rita Gulstad, Central Methodist College
Christopher Millson-Martula, Lynchburg College
M. Dermody, St. Cloud State University

We are set with our keynote speaker, Maureen Sullivan. Maureen will be drafting a very general outline of what she hopes to cover in her part of the program, and Melinda will be her contact.

We have a library educator, Pru Dalrymple, for the panel, and Tara has inquiries out to a CIO and a library director. We need to finalize this by early December, when the information is due to ACRL. Tara has a draft list of questions ready, which the committee has already seen, and she will tweak this based on what Maureen drafts.

Akos and M&M are working with two new librarians who are creating videos based on questions we prepared. We tried for a third, but have had no luck to date, and so will rely on the two. We considered doing a survey of new librarians, but were not convinced that the results would serve our main purpose or be worth the time.

Rita has drafted a bibliography and a list of desired qualifications from recruits, and everyone had a chance to provide input. Rita will choose a final bibliographic format and get participant input as final participants are identified.

We tweaked our committee timeline, a revision of which is attached.

CLS 2003 Program Timeline

August 2002	Identify keynote speaker and panelists New librarians identified New librarians provided list of questions to cover in video
September 2002	Meet room request due Sept 30 Finalize moderator
October 2002	Survey conducted for handout prep? If we anticipate needing funding, notify ACRL of plans
November 2002	If we anticipate needing funding, seek it Virtual midwinter meeting
December 2002	List of speakers due to ACRL
January 2003	Preliminary program due to ACRL Decide what we can put on the web Midwinter virtual meeting New librarian videos due to committee Keynote speakers preliminary outline/notes sent to panelists

Initial questions to panelists

February 2003 Draft of handouts sent to participants for additions
 New librarian videos reviewed for needed edits
 Keynote speaker and panelists have chance to review videos

March 2003 Participant biographies made into handout
 Revised videos due from new librarians
 Confirm questions and approach with panelists

April 2003 AV request and final changes due to ACRL
 Design session evaluation form
 Handouts finalized
 New librarian videos meshed into segments for showing
 Keynote speakers talk due to committee and sent to panelists

May 2003 Advertise in collib-I and related places
 Panelists exchange ideas via email
 New librarian video portion reviewed by committee, keynote & panelists
 Decide on lunch with participants
 Ask Membership Committee to pass out brochures

June 2003 Hat to pass cards to new members
 Check room and AV prior to the program
 Check that room is properly listed in program
 Program held

July 2003 Handouts duplicated
 Thank you letter sent to each speaker/participant
 Any reimbursement claims sent to ACRL