ACRL LES Virtual Participation Committee
Midwinter 2014 Meeting, January 7th 2014, 2-4pm EST
http://ala.adobeconnect.com/r47egly93pt/

PRESENT:
Kathleen Burlingame, Kristina DeVoe, Niamh McGuigan, David
Oberhelman, Amanda Rust.

AGENDA:

• Welcome and introductions.

• Report on the few (small) sound issues at the LES virtual
meetings so far

Mostly minor, having to do with whether participants remember to
mute themselves or mute other types of background noise (typing,
etc.)

If mic audio fails for a presenter, what backup options are there?
Further discussion below.

We think that Connect is working well so far because the install is
a little more lightweight -- you only need up to date Flash rather
than GoToMeeting or WebEx.

• VPC members will try to attend Collections and Reference DGs

later this month, monitoring tech/participation issues during those to further develop suggestions/best practices for DG chairs on this page: http://literaturesinenglish.pbworks.com/w/page/54601917/Best%20Practices%20for%20Online%20Meetings

How to monitor chat during DGs. DGs will always be a little more problematic. Maybe host a virtual meeting with DGs? A yearly or more frequent online party where VPC members and DG co-chairs practice with the software, possibly trading permissions and roles. Some specific suggestions:

Chairs should take on specific roles, particularly with monitoring voice and chat at the same time. In other words, one chair should speak and screen-share, the other should monitor chat and break in where appropriate there. During DGs the conversation can become bifurcated, which is somewhat natural during virtual meetings, but having a specific chat monitor can help ensure that chat input is taken into consideration.

For beginning intros in DGs, something that most meetings use, suggest that folks introduce themselves via chat rather than voice for big groups.

If disaster strikes with audio, what sort of backup can we offer? The section is charged for conference calls -- Amanda will double-check on this. Are there other good backups for this? There might be free sites we can recommend as a backup? Check with ALA to see if there are for-pay options.

• Administratively, what's the best way for the section to schedule virtual meetings moving forward? Proposal for LES Exec: VPC gives chairs policy info and best practices, chairs contact ALA directly for scheduling Connect sessions.

VPC agrees with that proposal. VPC gives consultation advice on complying with ALA policies and running meetings, but lets chairs schedule directly with ALA themselves.

• Other projects for the next year?

Help LES-ers meetup at other events! Amanda will double-check with Frank Gravier on setting up an online calendar where LES-ers can note which conferences they'll be at, and look for meetup possibilities.

No other suggested projects, so adjourned at 2:50pm.

ACTIONS

Check on ALA options for backup conference calling -- although there hasn't seemed to be a great need for this, would be nice to know options.

Email Membership committee to check on status of LES meetup calendar.

Committee will, as schedules allow, attend Discussion Groups and use that experience plus other knowledge to add to wiki page on best practices for online meetings.

Submitted by Amanda Rust, 01/21/2014