ACRL-LES Virtual Participation Committee

Virtual Midwinter Meeting, Wed., Jan. 11, 2012 – 1:00pm Central in LES WebEx meeting room

Agenda

1. *Call to Order and Intros*
    1. Attendees at 2:05pm: David Oberhelman, Amanda Rust, Aline Soules, Sarah Schmidt
2. *Minutes from last meeting:* http://connect.ala.org/node/158086
    1. Still need to put best practices doc on connect/wiki.
    2. Minutes approved
3. *Review Virtual Midwinter 2012 Meetings To Date*
    1. *Recap of meetings*
        1. Since last meeting in Sept., had Membership forum on Dec 24th in Adobe Connect. Connect is best for larger groups, as our WebEx subscription did not have enough seats. Decided to keep chat-based, audio feedback from 40 microphones too much. One presenter had issue with wireless connection and could not share desktop, but overall tech problems were minimal. 43 top number of attendees.
        2. Dec 12 Pubs Committee met in WebEx, Planning met Jan 11 morning. Oberhelman has learned more than he ever wanted to know about LES workings.
        3. Upcoming meetings: Exec and discussion groups.
    2. *Survey results from participants/chairs*
        1. General consensus was that we need virtual, particularly due to budget problems. While people said they would like and often prefer face-to-face, virtual is more realistic and an ok substitute.
        2. Oberhelman will try to get more feedback, particularly from the Discussion Groups.
        3. Generally, the tech does not seem to be a huge barrier, and seems to be going pretty well so far.
    3. *Lessons learned*
        1. Loud typing in pubs meeting means chairs should remind attendees to liberally use their mute buttons. Also want to avoid using wireless if you are a presenter: just not enough bandwidth. We should add these to tips doc.
4. *Recommendations to go to Exec*
    1. *Scheduling or format*
    2. *Technology platforms: Continue WebEx or investigate ALA iLinc, other free or low-cost options?*
        1. Should we suggest a lower-cost alternative? We only have 6 committees, meaning WebEx has cost about $70 per meeting.
        2. For membership, that was hosted informally, via volunteer of Adobe Connect from LES member. LES VPC could maintain list of members that could host virtual meetings? Depends on policies of university, whether non-students are permitted, but resource list could be maintained by VPC. This list should include total number of participants each host platform would allow.
        3. Could also test iLinc and see.

4. Could investigate additional free options. VPC could help facilitate free options, but not be involved in setting up meetings by hand. Would also be more fiscally responsible than paying for the WebEx subscription.
5. A few VPCers have used iLinc, which looks pretty close to Adobe Connect. Was intuitive, received email link from ACRL, had to do small install, then could join meeting. VPC should definitely do a test, and ask ACRL about how hard it is to schedule meetings. How many simultaneous users can join iLinc?
6. Maybe we should focus on iLinc? Rather than spending effort on investigating free options, when we could just focus on this option.
7. Long-term, VPC is better as a consulting group rather than a group that hands-on hosts every single meeting.
3. *Best practices/how to improve*
1. More communication to members at large on what we're doing, send to LES-L. Some members were not aware of virtual meetings, was not fully communicated to general membership.
5. *Activities for Spring*
1. *Investigate different meeting platforms*
1. *On hold, pending our investigation of iLinc. If iLinc suffices the second preferred option would be resource list of LES members who could host meetings. The third and least preferred would be investigating other free/low-cost options. Wiki probably best options for these running lists.*
2. *Documents/tips sheets*
1. Add to tips doc: be aware of typing and use mute button, if presenting use a wired connection, short how-to list on publicizing meetings (eg post to Connect, post to Wiki, send to email)
2. Change format of tips doc to wiki page rather than Word doc.
6. *Other Business*
1. Not much – feedback from chairs had been positive.
2. Will need to facilitate participation for discussion group topics, can be hard to wrangle discussion topics from purely virtual participants. Will need to continue to support those, as they are the most difficult.
7. *Future Meeting (Spring in iLinc?)*
1. David will contact other chairs to see if anyone wants to sit in on iLinc, test out. VPC will have a (non-required) late Feb / early March test. Will contact ALA/ACRL hosts for different permissions so we can test out presentation features.
2. Over Spring can decide if we want to recommend iLinc as best solution.
3. Question for Annual: will LESers want to host hybrid meetings? ALA has no way of supporting blended meetings (cost prohibitive), but phones and speakers are always an option!
8. *Adjourn*
1. At 2:41pm.