ACRL Instruction Section
Executive Committee I
ALA 2012 Midwinter, Dallas
Saturday, January 21, 2012
8:00 am – 10:00 am
Sheraton Dallas Hotel - Majestic 10

AGENDA

I. Welcome and introductions

II. Call for additions/revisions to the agenda

III. Announcements

IV. Old business
    a. Consent agenda:
        i. ALA 2011 Annual Conference Advisory Council I minutes
        ii. ALA 2011 Annual Conference Advisory Council II minutes
        iii. ALA 2011 Annual Conference Executive Committee I minutes
        iv. ALA 2011 Annual Conference Executive Committee II minutes
        v. 2010-2011 Done list

V. Reports
    a. ACRL Leadership Council (Michel)

VI. Committee & Task Force Reports, part 1 of 2
[Committee Virtual Midwinter agendas and minutes are available on ALA Connect in the ACRL IS Executive Committee section under "My ALA Groups"]
    a. Awards (Michel)
    b. Communication (Sharkey)
    c. Conference Program Planning 2012 (Michel)
    d. Conference Program Planning 2013 (Miller)
    e. Discussion Group Steering Committee (Hensley)
    f. Information Literacy Best Practices (Boruff-Jones)
    g. Information Literacy in the Disciplines (Miller)
    h. Instruction for Diverse Populations (Szarko)
    i. Instructional Technologies (Sharkey)
    j. Local Arrangements 2012 Dallas and Anaheim (Michel)
    k. Management and Leadership (Szarko)

VII. Discussion items
    a. Virtual Annual conference survey data (Miller & Szarko)

VIII. New business

IX. Adjourn

ACRL Instruction Section
Executive Committee II
ALA 2012 Midwinter, Dallas
Sunday, January 22, 2012
10:30 am – 12:00 pm
Sheraton Dallas Hotel - Trinity 5

AGENDA

I. Welcome and introductions

II. Call for additions/revisions to the agenda

III. Announcements

IV. Committee & Task Force Reports, part 2 of 2
[Committee Virtual Midwinter agendas and minutes are available on ALA Connect in the ACRL IS Executive Committee section under "My ALA Groups"]
a. Membership (Hensley)
b. Mentoring (Holliday)
c. Nominating 2012 (Michel)
d. PRIMO (Knievel)
e. PRIMO Database Task Force (Knievel)
f. Planning (Boruff-Jones)
g. Policy and Publications Review (Michel)
h. Publications Manual Revision Task Force (Michel)
i. Professional Education (Hensley)
j. Publication Policies and Procedures Manual Revisions Task Force (Michel)
k. Research and Scholarship (Szarko)
l. Teaching Methods (Holliday)

V. Report
a. Instruction Section Budget (Michel)

VI. Discussion items
a. Approval of Instruction Section Executive Committee actions, July 1, 2011 through January 19, 2012 (Michel)
b. Inquiry about creating a new discussion group within IS focusing on instruction, outreach, and retention (Michel)

VII. New Business

VIII. Adjourn

ACRL Instruction Section
Annual 2012 Conference Program Planning Committee
Midwinter 2012 Virtual Meeting Minutes
Tuesday, December 6 2011, 11 am – 1 pm PDT
Held via Blackboard Collaborate

In Attendance:

- Karen Munro (chair), Head, Portland Library & Learning Commons, University of Oregon, Portland, Oregon
- Lora Kay Baldwin, Associate Librarian for Information Technology, Indiana University East, Richmond, Indiana
- Betty Braaksma, Information Literacy Coordinator, University of Manitoba, Winnipeg, Manitoba
- Hong Cheng, Instruction/Reference Librarian, Indiana University Southeast, New Albany, Indiana
- Krista McDonald, Head, Rentschler Library, Miami University Hamilton, Hamilton, Ohio
- Stephanie Michel (ACRL IS Chair, liaison to IS Executive Committee), Reference/Instruction Librarian, University of Portland, Portland, Oregon
- Minutes taken by Mandy Swygart-Hobaugh (intern), Librarian for Sociology, Anthropology, and Gerontology, Georgia State University

I. Welcome

II. Approval of Annual meeting minutes (from ACRL Connect)

   a. Approved with no discussion.

III. Approval of agenda

   a. Approved.

IV. Review of overall timeline until Annual

   a. Karen Munro (chair) reviewed the past and pertinent upcoming due dates (see Appendix B) and overall timeline (Appendix C).

   b. Karen Munro is attending ACRL program chairs virtual meeting January 12, 11 am CST (to be confirmed) and will give committee any updates.

V. Promotion

   a. 75-word program description due January 13.

      i. ***Learning Styles: Fiction, Nonfiction, or Mystery?*** What do we really know about learning styles? This program will examine the conventional wisdom about learning styles and lead us into deeper consideration of how we incorporate learning styles into our teaching. A moderated panel of speakers will investigate the relevance and validity of learning styles as a concept for information literacy instruction and lead participants in exercises to encourage them to reflect on their perceptions of learning styles.

   b. Plans to promote via ILI-L, IS Instruction newsletter, C&RL News, IS Facebook, IS website, COLLIB-L, LIRT, with all publicity passed through IS Exec for approval before distribution.

       i.   Stephanie Michel will check with IS membership committee re: twitter account and promotion

      ii. Stephanie Michel will double check re: whether C&RL News articles needs a type 2 publication form approval.

   c. Will share publicity materials with CJCLS (cosponsoring program) and ask them to do any additional promoting they see fit.

VI.   Refine program format.

   a. General format and Moderator Questions

       i.   Moderator questions refined by Karen Munro and Anne-Marie Deitering (moderator), see Appendix A.

      ii. Karen will send moderator questions to panelists and will share any issues/comments with committee should they arise.

   b. Large/small group participation activities

       i.   Quick Poll – after Moderator sets general tone for program with opening statement (see Appendix), will ask a neutral question about who does/does not have learning styles incorporated into their present curriculum – a quick show-of-hands poll. Then, will proceed to panel discussion.

      ii. Pair & Share – after panel discussion. Two questions: (1) 5 minutes for first question to pair (or small groups), then 5 minutes to share with whole group, and (2) 5 minutes for second question to pair (or small groups), then 5 minutes to share with whole group. We will use a Google document to work on possible questions. Questions should be informed by our learning outcomes: (1) Understand support for, and critique of, learning styles theory in order to express a current, nuanced view of the field; (2) Critique participants' own personal instruction style in order to expose assumptions about learning styles theory; and (3) Develop at least one practical idea to change, supplement, or support participants' own personal instructional style in order to conform with participants' best understanding of current learning styles theory.

   c. Virtual conference program.

       i.   Karen Munro (chair) will inform the committee as she learns more re: what participating in the virtual conference program will entail.

VII.   Publication: "5 Things You Should Read About…"

   a. Coordination with ISRS committee: next steps.

       i.   ISRS has December 15 deadline to add possible readings to Dropbox. Our committee will via a Google document refine some parameters for narrowing our readings down to Top 5, informed by ISRS publication guidelines, which will accompany a poll for selecting Top 5. After seeing poll results, we will proceed from there re: further narrowing to Top 5.

ii. **Deadlines:** December 11 @ Noon – have selection parameters ready; January 20 – submit selections via poll; February 10 – finalized Top 5; Final Document published by R&S Committee – Spring 2012, specific date TBD.

VIII. Budget review

    a. Karen Munro (chair) briefly reviewed budget.

    b. Committee decided on having a thank-you meal for panelists the night before the program. A committee member would need to pay and then be reimbursed.

IX. New business

    a. The following duties, if not already assigned below, will be volunteered for via email:

        i. Coordinate promotion:

        ii. Move group to consensus on the group activity: Hong Cheng, Krista McDonald

        iii. Request AV materials (6 microphones including 2 wireless, microphone stand, computer/projector for PPTs) – Due February 21: Karen Munro

        iv. Panelist Liaison to coordinate PPTs, run-of-show, contact numbers: Lora Kay Baldwin

        v. Evaluation form liaison:

        vi. Thank-you meal coordinator:

X. Adjourn

SUMMARY OF ACTION ITEMS

Item	Member responsible	Due Date
ACTION ITEM 1: 75-word program proposal due	Karen Munro	January 13
ACTION ITEM 2: Check with IS membership committee re: twitter account status and using for program promotion.	Stephanie Michel	Not determined
ACTION ITEM 3: Check re: whether C&RL News articles needs a type 2 publication form approval.	Stephanie Michel	Not determined
ACTION ITEM 4: Send moderator questions to panelists, and share any issues/comments with committee.	Karen Munro	Not determined
ACTION ITEM 5: Determine Pair & Share questions via Google document.	ALL	Not determined
ACTION ITEM 6: Update on details re: virtual conference participation.	Karen Munro	As she finds out more will update us.

ACTION ITEM 7: Finalize selection parameters for "5 Things You Should Read About" via Google document.	ALL	December 11 by Noon
ACTION ITEM 8: Submit 5 Things readings selections via poll.	ALL (including ISRS Committee members)	January 20
ACTION ITEM 9: Finalize 5 Things You Should Read About.	ALL (including ISRS Committee members)	February 10
ACTION ITEM 10: Final "5 Things You Should Read About" Document published by R&S Committee	ISRS Committee	Spring 2012, specific date TBD.
ACTION ITEM 11: Finalize via email members responsible for volunteer duties in "New Business" section.	Karen Munro initiate (and ALL participate)	Not determined

Appendix A: ISCP12 Moderator Q&A Questions & General Run of Show

Opening statement from Anne-Marie Deitering (AMD) [setting norms/expectations]: We're here to get people thinking about the place of theory in our teaching: what does it mean to accept a theory or use a theory? Using a theory is different from fully ascribing to a theory and reshaping our work around it. We're not looking for fundamentalist responses, wholesale acceptance or rejection in this conversation. There are degrees and complexities to this question and we want people to think about complexities in the theories and how they relate to our practice.

Panelist questions:
1. When/how did you first become aware of ideas about learning styles, and how did you respond to them? (I.e., adopt in practice, question, reject...)

2. What advice do you give to an instructor to broaden the conversation about learning styles theory with his/her supervisor/instruction coordinator/ accreditation body?

3. Many of us, students and teachers both, feel like learning styles theories are true because they feel intuitive--they seem to describe our experience. We know everyone's different, regardless of what we think about learning styles theories. What do we do with that?

4. If we take a nuanced or skeptical view of learning styles, does this change how we teach?

AMD will put out the questions to all panelists and the committee will time-keep. AMD will mediate panelists to share the time allotted for each question.

AMD will run the changes between moderator q&a, group/pair work, and group q&a. Committee will help with logistics: microphones, timekeeping, etc.

Appendix B: Past and Upcoming Dates

- Final budget due to IS & ACRL by early July 2011. (DONE)

- Speaker information due early November 2011. (DONE)

- Speaker agreements mailed by ACRL to speakers (chairs copied) early December 2011.

- Brief program description due early January 2012.

- Summary of completed program due to *College & Research Libraries News* late July 2012.

- Program attendance due to IS & ACRL late July 2012.

Appendix C: 2012 Annual Conference Program Planning Timeline

May 2011	**Programs 12 Months Away** - ACRL proposal form due May 2. - ACCC evaluates proposals
June 2011	**Programs 11 Months Away** - Staff notifies program planners of the ACCC's decisions. - ACRL conference program planners meet virtually. - ACRL representative attends Annual Conference meeting of the ALA Conference Program Coordinating Team to begin preliminary tracking of conference programs.
July-August 2011	**Programs 10 Months Away** - Conference program planning chairs refine budgets, co-sponsorships, focus, and prepare 75-word program description. - ACRL sends PDCC final program matrix to assist the committee in making budget allocation decisions.
September 2011	**Programs 9 Months Away** - ACCC makes program budget allocations and sends to ACRL. - ACRL sends budget memos to conference program planning chairs. - Section programs: Will your section contribute basic services funding to the program? If so, staff must receive an email from the section chair indicating their approval of how much to transfer to the program. Please do this by September 30 at the latest. - Committee/Interest Group programs: Will your unit contribute funding to the program? If so, staff must receive an email from the unit chair indicating their approval of how much to transfer to the program. Please do this by September 30 at the latest. - Fundraising plans (to approach outside donors) for Annual Conference programs due to ACRL Program Coordinator by September 30. - In-name only co-sponsorships: Email from chair/leader of cosponsoring group must be received by staff by September 30. Email should clearly indicate that the group agrees to the in-name only co-sponsorship. - Program chairs receive instructions for submitting speaker information into online form. Submissions are due by November 11. You must also submit information for program moderators. This information will be used to create speaker contracts.
October 2011	**Programs 8 Months Away** - ACRL submits Annual Conference meeting and AV requests for all programs and emails copy to conference program planning chair(s). Section program planners: remind your section chair that they DO NOT schedule the section program. - ACRL staff and ACRL team representative attend the fall meeting of the ALA Conference Program Coordinating Team to work on tracking programs. - Final track assignments are announced. - ACRL schedules the December virtual meeting for conference program planners and sends email reminder regarding date and time.
November 2011	**Programs 7 Months Away** - Speaker information is due into the online form by November 11. Submit information for each moderator and speaker at SurveyMonkey. This information is used to create the official speaker agreement.

December 2011	**Programs 6 Months Away** • Attend virtual meeting of the conference program planners. Topics: speaker housing, reimbursement, badges, publicity deadlines, including January deadline for the online preliminary program. • ACRL staff reminds chairs that 75-word program description revisions are due by January 13. Sends copy of online meeting request form for additional review and correction. • Speaker agreement letters emailed (with copies to program planning chairs). • Staff create Web page for program content at ACRL.
January 2012	**Programs 5 Months Away** • Program title and 75-word program description revisions are due to ACRL by January 13. • ACRL staff updates 75-word program descriptions for ACRL programs in the online meeting database for inclusion in the online preliminary program. Speakers who have returned their speaker agreement letters will be included in the advance publicity (in addition to the 75-word program description). • Program chairs contact speakers and confirm AV needs (speaker contracts instruct speakers to provide AV needs by February 21 in order to give you a cushion to meet final deadline of February 28).
February 2012	**Programs 4 Months Away** • Changes to room set-up due to ACRL. • ACRL staff proofs the preliminary program, which will be published on the ALA web site. • Deadline for ordering AV equipment, adding/changing microphones is February 28. AV cannot be added after this point.
March 2012	**Programs 3 Months Away** • Final changes/corrections to program (this includes titles, descriptions, speaker information) are due by March 23. • ACRL staff sends evaluation template to program planning chairs. This evaluation can be customized, but the standard ACRL questions and header must be included. Program planners must add questions to address the learning outcomes they chose in the original program proposal. Final evaluations are due May 1. Program planning chairs must indicate who will make copies/bring to program (chair or ACRL). • ACRL staff sends reminder that photocopying requests are due May 1. ACRL will print and ship the copies (All copies, including evaluations, will be available for program chair pick-up at the ACRL table in the ALA office in the convention center). Otherwise, the program committee will be responsible for printing handouts and submitting a reimbursement request for copying costs to ACRL.
April 2012	**Programs 2 Months Away** • ACRL staff submits program publicity for May issue of *C&RL News.* • Once program locations are announced, ACRL staff sends reminder for non-librarian speakers to submit information for a VIP housing request (due mid-April) • Chair appoints a 'reporter' to write a summary of the program for *C&RL News*. Reporter names/emails are due June 1. Summaries are due July 20.
May 2012	**Programs 1 Month Away** • Photocopying requests due to ACRL May 1. • Customized evaluation forms due to ACRL May 1. • ACRL staff submits requests for non-librarian speaker badges (badges mailed to speakers before conference). • ACRL staff sends final AV requests to program chairs as a reminder of what was ordered. Program chairs should bring these to conference. • Program chair calls each speaker to confirm date/time/place/AV set-up, etc., and answer any reimbursement request/honorarium questions. Follow-up the phone call with an e-mail describing what was just discussed. • Chairs send speaker handouts and/or PowerPoints to Megan Griffin for posting to ACRL.
June 2012	**Programs Offered at Annual Conference** • **June 21-26, 2012** – Annual Conference, Anaheim – Take a head count at the program to include in the final evaluation summary. • Honorarium checks mailed to speakers after conference. Request for reimbursement is submitted to ALA Accounting after program chair confirms that speaker attended program. • ACRL staff reminds 2012 conference program planning chairs to send program evaluation summaries, including attendance, to ACRL by July 31. • Chairs send any remaining speaker handouts/PowerPoints to Megan Griffin for posting to ACRL.
July-August 2012	• Compiled program evaluation summary and head count due to ACRL by July 31. Please e-mail one Word document containing a compiled summary (tally answers under each numerical question and list all responses under each open-ended question). • All reimbursement requests for non-librarian conference speakers must be received by August 15, 2012, because the ALA fiscal year ends August 31. • *C&RL News* summaries from program reporters due to David Connolly by July 20.

ACRL Instruction Section
Advisory Council/All Member Meeting
ALA 2012 Midwinter, Dallas
Saturday, January 21, 2012
10:30 am – 12:00 pm
Sheraton Dallas Hotel - Majestic 05

AGENDA

I.   Welcome

II.   Introductions of Advisory Council members

III. Call for additions/revisions to the agenda

IV.   Introduction of ACRL 2012 Vice President/President-elect candidate Trevor Dawes (11:30am). Candidate Debbie Malone is not available to attend.

V.   Reports
   a. ACRL Leadership Council update (Michel)
   b. Update from Instruction Section liaison to International Federation of Library Associations and Institutions (IFLA) (Sharon Mader)
   c. IS Committee and Task Force activities and updates (Executive Committee Liaisons and/or Committee Chairs)

VI.   Announcements
   a. Getting involved as an Instruction Section committee volunteer (Miller)
   b. Instruction Section discussion forum (Hensley)
      • This afternoon, 4:00 – 5:30, Sheraton Dallas Hotel, San Antonio Ballroom A
   c. Instruction Section plans for ALA Annual 2012, Anaheim (Michel)

VII. New Business

VIII. Adjourn

ACRL Instruction Section
Advisory Council/All Member Meeting
ALA 2012 Midwinter, Dallas
Saturday, January 21, 2012
10:30 am – 12:00 pm
Sheraton Dallas Hotel - Majestic 05

Minutes

Attending: IS Exec: Stephanie Michel, Merinda Hensley, Wendy Holliday, Jennifer Sharkey, Jennifer Knievel, Susan Miller
IS Advisory: Nancy Fawley,Sharon Mader,Nancy Weiner, Brad Sietz,
IS Members and guests: Elise Wallace, Sara Arnold Garza, Russ Hall, Jaena Alabi, Amy Gilbert, Kelly McCusker, Diana Symons, Amber Wilson

I.   Welcome

II. Introductions of Advisory Council members and guests

III. Call for additions/revisions to the agenda

IV. Introduction of ACRL 2012 Vice President/President-elect candidate Trevor Dawes (11:30am). Candidate Debbie Malone is not available to attend.

V. Reports
   A. ACRL Leadership Council update (Michel)
       1. New ACRL strategic plan – Plan for Excellence. Half way through the first year. Working on key performance indicators. One aspect is the Value of Academic Libraries. Update on that document Sunday 10:30-12 in the Sheraton Lone Star Ballroom A1
       2. ACRL VP Steven Bell – ACRL president's program, speaker will be someone from IDEO. 2013 a joint program between ACRL and LLAMA
       3. Update on ACRL Standards for Libraries in Higher Education – more focused on outcomes and assessment. Will be hosting a webinar.
       4. Overview of ACRL finances, revenue, expenses, budgets.
       5. Overview of ACRL committee restructuring plan and current status of the restructuring
   B. Update from Instruction Section liaison to International Federation of Library Associations and Institutions (IFLA) (Sharon Mader)
       1. IFLA has an Information Literacy Section. Standing committee has 24 members representing 17 countries. A wonderful opportunity to know people and expand your horizon and understanding.
       2. Logo – required something that was without words, international design contest, communicate what we do with a simple, universal symbol. Perhaps add to some places on the IS site.
       3. Ways to participate – presenting papers, interest group, communicate to a world-wide audience, satellite programs beforehand too, drafting recommendations on media literacy that will go to UNESCO, which is especially important in Africa and Asia. Also state of the art reports about other countries.
       4. Questions and discussions about participation

C. IS Committee and Task Force activities and updates (Executive Committee Liaisons and/or Committee Chairs)

1. Awards (Michel) – committee has completed work selecting the Rockman Award, Innovation Award, and Dudley Award. Those will be announced at program during conference.
2. Communication (Sharkey) – made up of members and administrators of communication avenues. Call sent out for applications for ILI-L list administrator
3. Conference Program Planning 2012 (Michel) – Anaheim program planning underway. Topic is Learning Styles: Fiction, Non-Fiction, or Mystery.
4. Conference Program Planning 2012 (Miller) – Committee put together and is putting together ideas about meta-literacy
5. Discussion Group Steering (member) – in-person discussion group happening this afternoon, handout provided. Topic selected for Annual.
6. Info Lit Best Practices (no report)
7. Info Lit in the Disciplines (Miller) – Group is creating a wiki tips document to assist other IS committees in creating a wiki
8. Instruction for Diverse Populations (no report)
9. Instructional Technologies (Sietz) – Started to do some more Tips and Trends. Also putting up wiki for user reviews about classroom control systems.
10. Local Arrangements 2012 (Michel) – good turnout at Soiree, 52 people, great event. Committee did a great job planning that. Anaheim committee is underway.
11. Management and Leadership (no report)
12. Membership (Weiner, co-chair) – virtual orientation went well, will do again. Working on revising the getting involved page, they've created some videos and clips and will be reviewing those and looking for Exec approval
13. Mentoring (Holliday) – made matches for mentors; do two phases of matching. There is a shortage of mentors, so anyone who's willing should sign up. Completely virtual program. Sign up on the web site. Fawley commented that it's been a really rewarding experience to become a mentor. Another member commented that she has been very happy to be mentored.
14. Nominating 2012 (Michel) – slate of candidates is complete and will be appearing on the ballot for this Spring's election.
15. PRIMO (member) – good response for last round of submissions, finishing the reviews now.
16. PRIMO Database Task Force (Knievel) – Current database is not very functional. Looking at options to replace it with something else.
17. Planning (no report)
18. Policy and Publication Review (Michel) – track publications and revision schedule. Also maintain bibliography of publications by and about IS, working on updating that.
19. Publication Policies and Procedures Manual Revisions Task Force (Michel) – Manual outlines approval process for various kinds of documents. Since it was created there has been some confusion, especially as we have moved into an online world. Task force is just getting started.

20. Professional Education (Hensley) – Updates two lists – library schools with instruction classes, and professional education opportunities. Both lists on the IS web site. Committee recently completed a needs survey of professional librarians.
21. Research and Scholarship (no report)
22. Teaching Methods (Fawley) – two bibliographies – first year experience bibliography recently updated. Textbooks for credit IL courses, they are moving forward.
23. Emerging Leaders – introduced Emerging Leaders, looking about whether we need a way to address professional development for librarians teaching online.

VI. Announcements
    A. Getting involved as an Instruction Section committee volunteer (Miller)
        1. Complete a volunteer form
        2. One member commented: "Don't worry about feeling intimidated, just get involved and fill out the form!"
    B. Instruction Section discussion forum (Hensley)
        1. This afternoon, 4:00 – 5:30, Sheraton Dallas Hotel, San Antonio Ballroom A
    C. ACRL Information Literacy Web site Discussion Forum (Michel)
        1. This afternoon in the Sheraton Dallas, San Antonio Ballroom B 1:30-3:30
        2. Are you being served? Restructure the IL web site, share the results of a needs analysis survey
    D. Instruction Section plans for ALA Annual 2012, Anaheim (Michel)
        1. IS Events at Annual – a Soiree Friday 5:30-7:30, Current topics discussion Saturday afternoon 4-5:30, IS conference program about learning styles, Sunday 1:30-3:30.

VII. New Business
    A. Discussion about midwinter Advisory meeting
        1. Looking for feedback about this meeting, the value of this meeting, your reasons for attending.
        2. Attendance about evenly split among committee chairs, committee members, interested visitors, elected officers
        3. Wanting to get a sense of the committees and what they do. That works better at Annual when the committees all have representatives. This is one of the major purposes of the meeting. Doing it at Annual is not on schedule with committee appointments, which are happening now.
        4. What about a virtual committee fair online so that people can get a sense of the committee work, can be recorded?
        5. Perhaps a list of acronym definitions for new people to reference during the meeting

VIII.   Adjourn

ACRL Instruction Section
Awards Committee
Virtual ALA Midwinter Discussion
Thursday, December 15, 2011 11:00-12:30pm Central

Members Present:
Robin Ewing (co-chair)
Erin Ellis (co-chair)
Anne Armstrong (member)
Marissa Ball (virtual member)
Melissa Bowles-Terry (member)
Debbie Campbell (member)
Lori DuBois (virtual member)
Robin Kear (member)
David Oberhelman (member)
Vera Lux (intern)
Stephanie Michel (liaison)
Members Absent:
Jan Rice (virtual member)
Megan Griffin (staff liaison) - does not attend meetings.
Observers:
This is a closed meeting, so no observers were present.

The meeting was called to order at 11:00am Central.

MINUTES
1. Introductions
All members present at the meeting introduced themselves.

2. Approval of Agenda
David Oberhelman moved to approve agenda. Debbie Campbell seconded. Unanimous approval.

3. Dudley Award update
Several nominations have been received for the Miriam Dudley Award this year. The subcommittee is reviewing the nomination packets and will be discussing the nominations prior to Midwinter. A selection decision is expected at Midwinter, or before if a virtual meeting is held.

4. Rockman Award deliberation
After discussion and deliberation, a decision was reached. The decision must remain confidential until ALA makes a formal published announcement about the award winners.

5. Innovation Award deliberation

After discussion and deliberation, a decision was reached. The decision must remain confidential until ALA makes a formal published announcement about the award winners.

6. Innovation procedures update
There was discussion about using citation management software, such as RefWorks, as a tool in the decision process.   Zotero and Mendeley were also discussed as free alternatives.

Adjournment
Robin Ewing moved to adjourn the meeting at 12:27pm Central.

AGENDA & MINUTES

I.   Welcome and Introductions
   a.   Host: Kenneth Simon
   b.   Minute-Taker: Robin Chin Roemer
   c.   Attendees: Amy Van Epps, Emily Rimland, Jennifer Sharkey, John Siegel, Laura Schmidli, Marissa Ball, Megan Hayes, Rebecca Bliquez, Rebecca Miller

II.   Call for Additions and Revisions to the Agenda
   a.   No additions or revisions

III.   Old Business
   a.   Minutes from Annual approved (motion made by Amy)

IV.   Announcements and Updates
   a.   Kenneth Simon will no longer serve as listserv administrator after annual.
   b.   Other members with terms up at annual: Megan Hayes, Emily Rimland
   c.   Position descriptions will need to be prepared before Annual for vacant positions.

V.   Reports
   a.   Committee List Administrator (Amy Van Epps)
      i.   One list added since annual, at the request of the current chair
      ii.   No new issues; list continues to work well.
   b.   ILI List Administrator (Ken Simon)
      i.   Listserv continues to grow. 120 more members in the last 6 months.
      ii.   Topics that people discuss: predictable instruction-related issues, but also issues that suggest an increasing sense of community (e.g. Spotify playlist conversation)
      iii. Same ongoing issues with people changing email addresses, out-of-office messages, etc.
      iv.   Merger between ILI-L & InfoLit-L: previously very close to merging, but merger put on hold pending approval of all stakeholders. No new actions have taken place to date.
   c.   Web Site Administrators (Marissa Ball & Laura Schmidli)
      i.   Migration to Drupal is planned to go live at the end of this week (Wednesday or Thursday)
      ii.   Training should start this Friday for the editors.
      iii. Laura has a spreadsheet of changes that need to be made, and will let people who have requested changes know when they have been applied

      d. Newsletter Editor (Megan Hayes)
  i. Not a lot has happened with the newsletter since Fall
  ii. Change to an interactive format has been on hold, due to the Drupal migration
  iii. The newsletter has nevertheless been changed to a more online-friendly format. Previously it looked very much like a printed mailer. We will need to investigate how to continue this process of evolving look-and-feel after the Drupal change over.
  iv. The latest newsletter was published late, due to error on the part of ALA. The committee otherwise submitted the newsletter on time.

VI. Additional Items
  a. Policy proposal on use of Wiki / Web Site / ALA Connect / Listserv
  i. This proposal started as two different projects
     1. One that looked at the use of the Wiki
     2. One that looked at the overlapping functions of the committee listserv and ALA Connect.
  ii. Wiki project portion
     1. Wiki hasn't had a lot of activity. Questions continue about how it might make better sense to use the Wiki
  iii. Listserv/Connect project portion
     1. There is a lot of overlap between the committee listserv and ALA Connect. This has led to a discussion about how these resources should be distinguished in the future.
  iv. Call for volunteers to work on project
     1. John Siegel volunteered, others TBA.

VII. Comments for the Good of the Order
  a. No additional comments
  b. Meeting adjourned (motion made by Amy)

ACRL Instruction Section
Discussion Group Steering Committee meeting
Wednesday, November 30, 2011, 2 pm
Conference call

Present: Ellysa Cahoy (ch), Jaena Alabi, Russ Hall, Merinda Kaye Hensley, Julie Housknecht, Catherine Riehle, Bridget Schumacher, Kristin Stout

Absent: Joe Clark (excused), Maria Teresa Accardi (excused), Veronica Arellano (excused)

The minutes from the prior meeting were not read.

Agenda Item: Introductions and appointment of minutes taker
Action Taken: Julie Housknecht (intern) will take notes.

Agenda Item: Status of survey to IS-Advisory
Discussion: The Executive Committee approved the survey with minor changes. Ellysa sent the revised survey to the IS Advisory Council on November 29, 2011 and has currently received twelve responses. The survey will remain open until December 15, 2011. Ellysa will send the results to the committee after the closing date.

Agenda Item: Discussion of submitted Annual conference proposals
Discussion: The committee discussed the merits and flaws of the three proposals.
Action Taken: The committee unanimously chose proposal #2, "Elephants in the Room" of Information Literacy Advancement with proposed changes. The proposed changes are 1) use practice-based questions in the discussion, 2) change the title to be more descriptive by including the second order change concepts that are mentioned in the proposal, 3) include handouts which define the terminology and explain the research to be presented in the discussion.
Action Taken: Ellysa will send acceptance and decline notifications for each proposal.

Agenda Item: Review of planning timeline and Midwinter discussion responsibilities
Discussion: Jaena is the liaison at the Midwinter discussion. She announced that the deadline for conveners to contribute to the digest is January. The digest will be sent with an announcement approximately one week before the discussion and posted to the website after any updates are made.
Action Taken: Ellysa will create a flyer for the Midwinter discussion and send to Jaena to print out and bring to Midwinter. Ellysa will send Jaena the assessment form to use at Midwinter.
Discussion: Ellysa asked for a volunteer to serve as the liaison at Annual 2012. Duties include asking the conveners their A/V needs, communicating the location, date, and time to conveners, reminding them that a digest needs to be created, facilitating and assisting conveners at the discussion program.

Action Taken: Bridget Schumacher volunteered. Ellysa mentioned that most committee members will be at Annual and available as backup if necessary.

Agenda Item: Additional items for discussion
Discussion: Ellysa asked all committee members to let her know if they would like to remain on this committee next year and if they would like to accept a leadership role.

Agenda Item: Adjournment
Meeting was adjourned at 3pm.
The next meeting will be in early February.

Minutes taken by Julie Housknecht.

ACRL
Instruction Section
Information Literacy in the Disciplines
Midwinter Virtual Meeting 2011
December 6, 2011
8 a.m. – 9 a.m. (PST)

Committee Members Present:

- Steven Hoover (Co-Chair)
- Carol Leibiger (Co-Chair)
- Katherine Bohnenkamper
- Diane Campbell
- Christina Conner
- Elizabeth Downey
- Irina Holden
- Peter Kirlew
- Susan Miller (Liaison)
- Barbara Petersohn (Intern)

Visitor:

- Paul Bond

1. Introductions

2. Approval of Meeting Agenda

3. Approval of Meeting Minutes from ALA Annual Meeting 2011

4. Discussion: What to do with your discipline assignments.

Steven Hoover reported that there are some basic instructions and information on our ALAConnect site for updating the discipline assignments.   He opened the floor to questions from any new members or returning members who might want to discuss about how to proceed with updates.

Some suggestions that were made for getting started include:

- Look at what is already there
- Check for dead or incorrect links
- Look at the videos on posted on the ALAConnect site for the committee
- Set up the Watch List for each page you are assigned
- Review the posted instructions for editing the wiki

Some suggestions that were made to begin looking for new resources:

- Do generic searches in databases that have library/information literacy resources
- Do citation searches for articles that are already on the lists
- Search for articles on information literacy/information fluency in subject specific databases
- Set up alerts in individual databases and in Google Scholar
- Remember that results will vary greatly from discipline to discipline
- Remember that while we want the most up-to-date resources, quality is the most important factor

5. Discussion: Update Cycle

Steven Hoover encouraged the committee to update their discipline assignments as frequently as their schedule allows, but recommended as a minimum twice between Annual and Midwinter. The group discussed and all agreed with quarterly updates at a minimum, but individuals could do more frequent updates, if they like.

Also, it was suggested that the committee post our update cycle somewhere on the page to alert users to our update policy. Steven will look for a location for that information on the committee page.

6. Discussion: Wiki Template Draft

Feedback was requested on the Wiki Template Draft.   Steven will write up the template in notepad so that sections can be copied directly into the wiki. He will also upload it to our ALAConnect site and let members comment on any changes that they would like to see.

7. Discussion: Wiki-Tips Document

The committee was asked about any final changes or additions to the Wiki-Tips Document. The suggestion was made to include that the wiki pages be put on the Watch List. Steven will add in that information and repost the document by the end of the day.

8. Open Discussion and Questions

Another suggestion made was that the main wiki page should have a note that the committee encourages contributions from the community and also monitors the content added. Steven will draft language for this and post it on the committee's ALAConnect site for review.

No other discussions or questions were brought forward.

Minutes submitted by Barbara Petersohn

Attendees: Amanda Izenstark (Co-Chair, University of Rhode Island), Jackie Belanger (Co-Chair, University of Washington Bothell/Cascadia Community College), Beth Lander (Manor College), Brad Sietz (Eastern Michigan University), Kate Peterson (Intern-minutes taker, University of Minnesota), Jennifer Sharkey (Executive Liaison, Illinois State University), Sheila Stoeckel (University of Wisconsin – Madison), Meredith Farkas (Portland State University), Caroline Sinkinson (University of Colorado - Boulder, Nicholas Schiller (Washington State University - Vancouver), Wendy Wilcox (Cornell)

Observers: Rebecca Blakiston (University of Arizona), Paul Bond (University of Pittsburgh)

Call to Order: 3:00 pm (Eastern)

1. **Welcome and Introductions**

2. **Additions & Changes to Agenda** (none)

3. **Updates from Executive**

Discussion:
- The Executive Committee have not had virtual meeting yet. Committee has been talking about the business of section.. If you have questions, let Jennifer know. (Jennifer)
- The ACRL website migration, to be completed by late December. Impact for us is that the Tips and Trends documents on QR Codes and Mobile Technologies are not yet posted. Webmaster wanted to wait until new site up.
- Jennifer said new Instruction Section administrators have not been given access but we hope by first of year the new site will be live and web administrators will be trained and get content up. Will be notifying committee as content is added.
- Tips and Trends are published on our committee website.
- Nicholas said timeliness of "Mobile Technology" Tips and Trends is a concern due to the delay in getting it posted to the web. It was started in 2009 and revised in 2011. Nicholas suggests it not be posted at all.
    - Out of date—not comfortable with last edits—written before popular tablets were created (Nicholas)
    - Agreement—Amanda and Jackie will follow up with Exec and withdraw due to timeless and go with QR codes for fall 2011.
    - Might want to double check dates on doc (Amanda)
- We got approval from Exec committee to open up the Classroom Control Wiki so that other users can post reviews.
    - Next steps is to call for reviews
    - Suggestions: I-LI, ALA connect, ACRL Facebook, web4lib, Instruction Section newsletter, etc.

Action items:
- Jackie/Amanda will call for reviews on wiki on variety of locations and listservs

4. Classroom Control System Wiki

Discussion:
- We want to keep track of how many times it has been viewed. In ALA Connect, Amanda added the total to the November in "Classroom Control Systems wiki - Monitoring Schedule."
- At beginning of your month add that to keep track, to update annual planning review,
- Call for folks to contribute to various reviews
- Caroline spent month covering the wiki and sent out email on it
- Wendy hasn't been able to get to updates—for December but should be able to in January.
- When you have quiet time to review if major changes haven't been made
- Uneventful—set up alert when things changed (Amanda)
- Can revert to earlier version if needed. (Amanda)
- Need to add tracking views to guidelines (Jackie)
- Any format changes? At the moment we have box at the top—don't know how relevant it is, whether some features covered or not covered. Might want to come back to at annual. (Jackie)

Action items:
- Jackie/Amanda add tracking views information to Guidelines to wiki monitoring

5. Tips & Trends

a. Potential changes to "Tips and Trends Template_doc"

Discussion:
- Jackie walked through changes to template.
- Agreed: Change heading from "Current Applications" to just "Applications."
  - Jennifer from Exec can approve to this minor change. Jennifer approved change.
- Other change was getting feedback on how URLs are handled. In the past, we have been inconsistent (write out URL in text vs. embedded hyperlink)
  - Agreement to embed the link going forward
- Anything else on template to ask question about? (Jackie)
  - Nicholas asked if there should be a set number of references
    - Should leave wiggle room?
    - Depends on what we are talking about and how much is out there (Sheila)
    - Roughly 3-5 is a good guidelines or no more than 5 unless there is a good reason (Amanda)
    - But if we are dealing with established technology, if we are included blogs, wikis and others 3-5 might not be enough
    - The Tips and Trends are not supposed to be that long—originally 2 sides. We may have better luck getting them out in time if shorter (Amanda)
    - Idea to add additional links to ALA connect or website –but might be hard to maintain
    - Will there be disclaimer if author's use more sources? If citing things directly in article then also need to include it at the end? (Beth)
    - Suggestion from Brad to cite everything referenced in article plus no more than 3-5 more

- - Agreement on this suggestion
    - Will be added to guidelines
  - Also suggestion to pick one example that highlights format to conserve space (Amanda)
  - Should References and Further Readings be broken up?
    - Have to change template (Jackie)
    - Jennifer approves change to template on behalf of Exec

Action items:
- Jackie/Amanda change to heading to "Applications"
- Jackie/Amanda will check guidelines to include embed hyper link (and not spell out URLs)
- Jackie/Amanda will add this to guidelines: Cite everything referenced in article plus no more than 3-5 more
- Jackie/Amanda will break up References and Further Readings on the template

b. Potential Changes to "Guidelines for Preparing Your Tips & Trends Document"
Discussion:
- Regarding using different forms of information not just scholarly publications. In revisions, we added a sentence on using other forms of sources/information (Jackie)
- Regarding #2—when it says "gathering" citations it seems off…we are now listing them. (Nicholas)
  - Suggestion: "when citing sources" (Meredith)
  - Suggestion accepted.
- Do we need #5 on saving to "MS Word compatible"?
  - Do we need to change since we are using template (Amanda)?
  - Originally it was to distinguish in compatible versions or Word and that problem has been solved. If we want more universal word processing than .rtf might be better.
  - Amanda suggested to just say save as "Word Document"
    - General agreement
- Regarding # 7 about what do with completed draft—are we supposed to share all edits through ALA Connect or email document around to committee? Which way do we want to do it? (Brad)
  - Saving version on ALA connect is fine. (Shelia)
  - Suggestion: Google docs. Might be tricky for formatting to the specific template we use.
  - We like having everything on ALA Connect if we are going to formalize. Guideline might be that individual should post to ALA Connect and people should have notification turned on or just send email to listerv saying it has been posted. Then others can open doc, use track changes and repost with date and initials. Hence all work would be happening in ALA Connect.
    - General agreement
  - Who will post the draft Classroom Response Systems Tips and Trends in ALA Connect? Beth and Sheila will do this.
  - Brad brought up that when you post looks like you need to create your own tags. Do we want specific tags? We should setting down guidelines.
    - Tags of "Tips and Trends Draft" might work (Amanda)
    - Do we need "draft" in the tag? "final" in the tag?

- In ALA Connect the files aren't being used. Drafts have been attached to discussions and near the bottom there is an option for files and created folder for "Tips and Trends" Can we put final versions in folder and eliminate confusion over what is being worked on and what is completed. (Nicholas)
  - Tags might not transfer for new future system so useful to use a combination of file names, locations and tags
  - Only tag is "Tips and Trends" seems to be consensus

Action items:
- Jackie/Amanda will for #5, change wording to save as "Word document"
- Jackie/Amanda will add to Guidelines on using ALA connect to post draft. Drafts are attached to Discussion Forum with "Tips and Trends" tags, Finals in folders on ALA connect and use file name to distinguish.
- Sheila/Beth will post draft of Classroom Response Software Tips and Trends on ALA Connect

c. Documents to review: **Draft Class Response System Tips and Trends**

Discussion:
- Thanks to Beth and Sheila!
- Date for feedback would be useful way to proceed
- Beth will take current comments and post in ALA connect
- Guidelines say 10 days
- Everyone will post final comments by Dec. 20th
- Goal is to have final be done by Jan. 20th?
- Any idea when we could see it posted? If it is going to sit no need to push for deadlines. (Jackie)
  - Jackie and Amanda will ask Web Admins about schedule for website
- Since the draft was shared in November, seems reasonable to get comments to authors by Dec. 20th and will get more clarification on when website might be ready to accept new content

Action items:
- Committee members will post final comments by Dec. 20, 2011
- Jackie and Amanda will check with web Admins for more accurate deadline of final CRS Tips and Trends

d. New topics for Tips and Trends?

Discussion:
- From ALA Annual meeting we had list of topics
  - Instruction and Assessment management tools—Jackie and Amanda are working on and have finished soon in January
  - Meredith working on library guide software—should be done by sometime in January
  - Jan/Feb for Web scale discovery tools-Nicholas is working on larger project but can wait if needed.
  - How about late February? (Amanda) Yes from Nicholas
- Recap: QR for fall, CRS for winter, Library Guides for spring, and assessment management for summer, then web scale discovery for fall (Jackie)

- Any other ideas for Tips/Trends? Questions? (Jackie)
- Thanks for everyone's hard work—makes chair life's easier

6. Volunteers for committee chair/co-chair for 2012-2013

Discussion:
- If term ending and want to remain on committee—need to fill out volunteer form and alert Amanda and Jackie
- Amanda will send link to terms when it's available on the web site. Roster should be linked from: http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/is/acr-insec
- Volunteer form
- If you want to be co-chair let Amanda know.
- If anyone has questions on co-chairing (e.g. workload) let either Jackie or Amanda know.

Action item:
- All: If term ending and want to remain on committee—need to fill out volunteer form and alert Amanda and Jackie

Adjourned: 4:35 (Eastern)

Summary of Action items:
- Jackie/Amanda will call for reviews on wiki on variety of locations and listservs
- Jackie/Amanda add tracking views information to Guidelines to wiki monitoring
- Jackie/Amanda change to heading to "Applications"
- Jackie/Amanda will check guidelines to include embed hyper link (and not spell out URLs)
- Jackie/Amanda will add this to guidelines: Cite everything referenced in article plus no more than 3-5 more
- Jackie/Amanda will break up References and Further Readings on the template
- Jackie/Amanda will for #5, change wording to save as "Word document"
- Jackie/Amanda will add to Guidelines on using ALA connect to post draft. Drafts are attached to Discussion Forum with "Tips and Trends" tags, Finals in folders on ALA connect and use file name to distinguish.
- Sheila/Beth will post draft of Classroom Response Software Tips and Trends on ALA Connect
- All will post final comments by Dec. 20, 2011
- Jackie and Amanda will check with web Admins for more accurate deadline of final CRS Tips and Trends
- All: If term ending and want to remain on committee—need to fill out volunteer and alert Amanda and Jackie

ACRL Instruction Section
Management and Leadership Committee
December 14, 2011 3:00pm-4:30pm EST
Virtual meeting via: Conference call and ALA Connect Chat

Minutes taken by Sarah Naumann

Present:

Margaret Grotti, ch
Mark Szarko, liaison
Britt Fagerheim
Annette Marines
Sara Harrington
Melissa Gold
Sarah Naumann
Bonnie Fong

Announcements and welcome to new members

We are happy to welcome new member Bonnie Fong. Committee members introduced themselves.

Announcements:

Volunteer forms have gone out for next term.

Those interested in chairing committee for next year let Margaret know in the coming weeks.

Survey project: Recap and wrap-up

1st survey going to Illi-I listserv to talk about how people are using the Standards in their work

Help us Get word out about Standards; ask for tips, advice, etc.

2nd survey. The goal is also to promote the standards. The survey aims to follow up on the original mailing to iSchool deans that the committee completed in 2010 and see how the Standards are now being used.

Surveys came out well, brief and concise.

Update on survey status:

Surveys have been put into Survey Monkey, and have been reviewed and changes have been made. Mark will bring surveys to IS exec for approval. Then they will need to be approved by the ALA survey staff.

Mark let the committee know the surveys have already been approved by exec.

iSchool dean contact list has been updated (from initial 2010 list) and is now on ALA Connect.

Workbook project: (Analyzing your Instructional Environment)

3 tasks on the docket

We will discuss which of the following three we can accomplish before ALA Annual:

1. Post to ACRL facebook page, ACRL IS page.
2. Post to ACRL Log (don't know submission details)
3. Submit a proposal for upcoming conference ACRL 2013 or poster session at ALA Annual

Margaret asked: What do we think will help promote the Workbook at this juncture?

Discussion followed regarding:

- Program at conference, specific ideas that will bring value to promoting Workbook. Basic promotion. A conference program will be highly involved. Get folks who have used Workbook and partner with them.
- Do a workshop that will lead people through the process.

Sara Harrington idea: Partner with another committee.

Partner with another committee to see who is using other kinds of professional standards, "take an ala carte approach" (as in a joint conference program showcasing many standards that are available to guide professional development.)

Bonnie: Use webinars to promote

Action Items:

The committee would like to participate in a Conference at one point

- Start with ACRL Facebook page, to generate buzz
- Then do a poster session
- Then focus on conference proposal—concern over putting together proposal without having a lot of material. Not sure who is using the Workbook at this point.

ACRL Log. How does this work? We do not know yet. Can one person submit a post? We will look into it.

Committee is interested in doing a poster session at ALA Annual—deadline for submitting poster proposal is Jan 6, 2012.

Facebook page is definitely a "yes."

ACRL Log: Margaret asked who might be interested in tackling the ACRL Log in the coming months.

We will at least look into ACRL Log to see if it is appropriate for our "get the word out" needs.

Margaret will look into ACRL Log during the winter break.
Summarize:

Items on timeline; transfer from meeting agenda to immediate task, to be done by ALA Annual.

1. Pull together poster session proposal by January 6th, which will allow us to talk about Workbook document, how it is used and its applications
2. ACRL facebook page blurb send to Mark. Needs to be done between Jan 2012 and ALA Annual
3. Margaret will look into ACRL log right away.

Mark says we would need to submit a type 2 proposal to Exec first before submitting the poster proposal to ALA.

The thought is the two proposals (type 2 and actual) will probably be similar enough.

Margaret asked if there is any other way in which we can get the word out?

Committee listed the following lists/venues: ili-l, Facebook, Linkedin, etc

Margaret: Megan Oakleaf exposes students at Syracuse to the Workbook document. Immersion faculty are using this. New librarians coming into the field are exposed to it.

Ask Megan Oakleaf about who has used the Workbook document.

We will most likely have partners for future conferences.

Bonnie mentioned using IL bloggers who might be interested in the Workbook.

Margaret asks who is interested in putting together a poster proposal?

Action Items:

1. Margaret, Melissa, Sarah N will be the main point people for the poster proposal. The three will work on the poster abstract for the proposal during the winter break. Then we will turn it over to the committee.

2. Post on ACRL Facebook page will happen after the break. Blurb will be used in other venues.

Margaret will check into Barbara Fister's blog

If anyone thinks of another blogger that might be appropriate to use, let Margaret know.

Last Item: Other business

Margaret said, messages to immersion faculty did go out and Margaret will have an updated letter to go out.

Good news. Megan Oakleaf uses Workbook in her classes! Maybe we can work with her. Glad that this contact is a positive one.

Making contact with immersion and immersion alumni is a great plan for future committees.

Margaret, Melissa, and Sarah will handle discussion of poster proposal via email.

Everybody keep eyes open for draft of proposal in coming weeks. We'll take it from there.

Meeting adjourned at 4:01pm EST

ACRL Instruction Section
Membership Committee
Virtual Meeting
Wednesday November 30, 2011, 3:30-4:30 Eastern Time

Attendees: Bonnie B. Imler (ch), Nancy Weiner (ch), Linda Colding, Kristin Andrews, Sara Holder, Nicole Ream-Sotomayor (virtual member), Merinda Hensley (exec liaison), Kacy Lundstrom (intern)

Not in Attendance: Kerri A. Odess-Harnish (virtual member, excused), Dominique Turnbow (excused)

I.   Welcome and Introductions

II.   Call for additions//revisions to the agenda – there were no additions

III.   IS Advisory announcements and discussion items (M. Hensley)
        a. Volunteer Forms: reminder to fill out the volunteer form online if members want to serve on this or any other committee next year (refers only to those whose appointments are yearly; if appointments continue to 2013, members do not need to reapply this year) – if a member with a 2 year appointment wants to serve on another committee other than the membership committee (applies to K. Andrews, S. Holder, L. Colding, D. Turnbow & N. Ream-Sotomayor) then the member needs to fill out the form.

IV.   Updates and overview of ongoing projects/goals
        a. New/dropped/reinstated letters – sent to new, reinstated and dropped members – ongoing project handled by co-chairs monthly – totals are sent to the IS Advisory Membership Committee – copies of drafted letter were sent to committee in Sept for feedback – since June the committee has reached out to 265 new members, 82 reinstated members and 454 dropped members
        b. Dropped members survey report – 454 dropped members – responses from survey dropped members received: I intend to renew my Instruction Section membership (6.4%), My needs are better met by another section, division, or association (23.6%), I (or my employers) cannot afford ACRL membership (31.8%), Other (please specify) (38.2%) – comments from survey relate to retirement and to cost – drops seem higher this year – "other" category seems high. Action item: N. Weiner will resend survey results in new format
        c. Soiree at Midwinter – will be attended by N. Weiner – venue is unconfirmed – at annual the membership committee helps with nametags, intros, etc. – N. Weiner will check with local arrangements to see how committee can help with midwinter.

V.   IS Midwinter Virtual Orientation
        a. Discussion of event – 6 people attended virtual orientation lead by Susan Miller, a few followed up with K. Lundstrom and N. Weiner – attendance was lower than last year – new ways to publicize include having the orientation in May or June, prior to Annual, instead of in January – messages were sent out on ILI, LIRT and NMRT – suggested that

we send out multiple messages, make subject line more catchy/relevant that emphasizes the benefits of attending

VI.   Communication/Marketing Liaison Roles
Action Items: L. Colding will place message on LIRT, K. Andrews will send message on ILI and N. Sotomayor will send message to NMRT, S. Holder will send to Colib-L (may also send out to ULS – K. Lundstrom willing to do this) – responsibilities will be formalized via email

VII.   IS Website Revision Project – B. Imler & K. Odess-Harnish have been working on updating the Get Involved in the Instruction Section web page, making it less text heavy, adding bullet points and making it more of a step-by-step guide to joining the Section - also creating short mp4 video files from Stephanie Michel's online Orientation from last fall (3 or 4 two minute clips) – hopes to be completed by Christmas

VIII.   Other Business – none

IX.   Review/action items – B. Imler and N. Weiner will follow up via email to review action items

ACRL Instruction Section
Planning Committee

Virtual Midwinter Meeting
Thursday, December 1, 2011, 10-10:20am (PST)
Held in Elluminate

Attending: Maura Seale, Christina Gola, Robin Miller, Amanda Folk, Danielle Skaggs (ch)
Absent: Rachel Slough (excused)

Agenda:
1. Planning forms
   - Next steps: separate this year's planning form, send a copy to me (for archiving) and a copy to the chair (for their records, using email in form)
   - How is this process working?
   DISCUSSION: Committee agrees current method of taking spreadsheet from Google Docs form and then separating into individual files for each committee is working; we will continue to use for planning forms. Current assignments for creating separate committee files are working, and will be used for this year's planning forms.
   ACTION: Danielle will send out spreadsheet with this year's planning forms today (12/1).
2. Annual Report/Measuring Success forms:
   - Updating and merging the forms (Annual Report guidelines; Measuring success form; which committee fills out which)
   - Ways to make more useful for incoming chair
   - Format - google docs form? Or another format?
   DISCUSSION: Danielle gave additional information from Polly regarding how Exec wants to merge the two forms [Exact info presented given below]. We agreed to merge the two forms, with a field/section for a narrative of what the committee did (as currently required by the Annual Report; guidelines for committees that do not currently put together an Annual report will need to be created), list of committee members (Annual Report feature), and a section mapping the committee's actions to the new goals from the ACRL Plan for Excellence (a feature from the current Measuring Success form). In terms of making the form more useful for incoming committee chairs, adding the narrative to all forms is likely to help incoming chairs; suggestions were to have contact information for previous chairs and to include a new section (called Advice to the Incoming Chair) that details suggestions for the future of the committee, tips, and/or observations on what worked and what didn't from the outgoing chair. [Relevant sections of chat transcripts also provided below] Current plans are to have the new form also be a Google Doc form, like the Annual Planning form.
   ACTION: Maura and Christina will put together a first draft of the new form & guidelines by the end of March; plan is to have new form ready to present to Exec in May for use in late June/July by committee chairs.

Email from Polly regarding Annual Report/Measuring Success forms:
Generally we are looking for a year-end reporting form that is simplified AND that links committee activities to the new ACRL Plan for Excellence (strategic plan). The current Measuring Success Form links activities to the old ACRL strategic plan goal areas, so we absolutely MUST alter that before reporting time rolls around next year.

The IS chair must submit a report to ACRL at the end of the year, too. That report is very directed and everything is linked to the ACRL strategic plan (Plan for Excellence) - we fill out a survey, in fact, so every entry must fit under one of the ACRL goal areas. Our IS committee "Annual Reports" are not linked to the ACRL goals, only the Measuring Success form is. BUT each committee must link their PLANNED activities to the ACRL goals, so why don't we carry that through to the year-end reporting? There is a disconnect there. That is what we wish to "fix". We don't necessarily need a one-size-fits-all form, but every committee should link their activities to an ACRL goal area in the annual report. So, the solution could be as simple as adding that requirement to the Annual Report Guidelines and creating similar Annual Report Guidelines for the committees that currently submit a Measuring Success Form.

Chat on merging the two forms:
Maura: i think we could *maybe* address the variety of annual reports issue by having some type of narrative section on the measuring success form, and maybe adding some fields
Maura: like, shouldn't committee members maybe be on every form?
Moderator: yes, I agree that made sense for everyone to report.
Maura: bc the narrative part of the annual report was most useful to me when i chaired local arrangements
Christina: it seems like we could come up with a few standards like that
Maura: basically combining them, with new goals from plan for excellence

Suggestions for improving use for incoming committee chair:
Maura: maybe contact info for the previous chair?
Amanda Folk: what about a section for suggestions for the future of the committee
Maura: or tips?
Amanda Folk: or any observations that the past chair had about what worked and what didn't
Robin Miller: "advice to the incoming chair"?