

**ACRL Instruction Section
Mentoring Program
Midwinter 2008 Meeting Minutes
Saturday, January 12, 2008, 1:30-3:30pm
Loews Philadelphia, Regency Ballroom B
Meeting number 260898**

Present: Caroline Barratt (ch), Clay Williams, Scott Mandernack, Joe Murphy, Sandra Vella (observer), Susan Miller (member-at-large), Alexa Minetola, LaVerne Gray, Sara Miller (intern)

Absent: Corliss Lee (excused), Jennifer Starkey (excused)

- I. Welcome and introductions
 - a. Current members introduced themselves
 - b. Chair gave a brief history of committee

- II. Announcements and information from Exec
 - a. Three remaining Midwinter discussion sessions are sponsored by the Instruction Section
 - i. Teaching Disabled Students
 - ii. Assessment
 - iii. Research Into Action
 - b. Opening meeting email lists to be made available outside of committee membership was discussed and will be voted on at ACRL.
 - c. A proposed change to bylaws was made to add a fourth Member-At-Large
 - d. ACRL Council of Liaisons (Chair: Francis Maloy) has opened a call for nominations through February for more liaisons from ACRL to other professional groups.
 - i. A \$1500 stipend will be made available for ACRL liaisons to attend other conferences.
 - ii. See website for more information at <http://www.ala.org/ala/acrl/acrlissues/councilofliaisons/liaisons.cfm>
 - e. Volunteer forms for committee appointments will be due in February.
 - i. If you are continuing a current appointment into 2009 you do not need to submit a form.
 - ii. Section committee volunteer form available at <http://www.ala.org/ala/acrl/aboutacrl/acrlsections/sections.cfm>
 - f. There is a call for volunteers for the IS Web Site Design Implementation Task Force (IS WSDITF). See <http://www.ala.org/arcl.is> for more information.
 - g. The IS theme for ALA Annual '08 in Anaheim will be "Creating Change: Teacher Librarians and New Learners"
 - i. Speaker will be Jeff Lyles

- h. LOEX is scheduled for May 1-3 2008 in Oak Brook, IL
 - i. Registration date is Feb. 8th, 2008 at 1PM
 - ii. 10 slots are open for students
 - iii. 2009 conference will be held in May in Albuquerque, NM
- i. Upcoming new initiatives for ACRL:
 - i. From ACRL IS Library School Outreach Task Force:
 - 1. New liaison with ALISE (Assn. of Lib. & Info. Sci. Educators) with more emphasis on learning how to teach
 - 2. Upcoming report on the current state of learning instruction in MLIS programs

III. Program planning

- a. Website – where should the pages be linked?
 - i. It was suggested that a link to the Mentoring Program should appear in the following sections of the IS Web site (<http://www.ala.org/ala/acrl/aboutacrl/acrlsections/instruction/homepage.cfm>): Welcome, News, Projects.
 - ii. It was agreed that our link should be placed as prominently and high on the page as possible, especially during the initial stages of promoting the program.
 - iii. A question was also raised about the lengths of the URLs on ALA Web sites. Can we get a redirect with a smaller and easy-to-remember URL?
 - iv. **ACTION:** Caroline Barratt will take care of Web linking issues.
- b. PR Plan – where will we advertise the service?
 - i. The following publications and methods were suggested:
 - 1. C&RL News (a short story, announcement, or listing of committee members)
 - 2. LIRT newsletter
 - 3. University/College libraries section publication
 - 4. American Libraries Direct (online publication)
 - 5. ILI-L, NMRT, and possible library school listservs
 - 6. Promote through our liaison to NMRT
 - 7. Promote at Immersion '08
 - ii. **ACTION:** A sign-up sheet was passed around for members to volunteer to focus on different publication/advertising formats : print, listservs, the Web, and conferences
 - 1. Committee members will each investigate a particular avenue of promotion:
 - a. Print sources (e.g. C&RL News, section newsletters) – Scot Mandernack, Clay Williams
 - b. Listserves (e.g. ILI-L, NMRT-L) – Alexa Minetola, Joe Murphy
 - c. Web/Social Networking sites (e.g. ACRL website, Facebook Groups) – Susan Miller, Joe Murphy

- d. Conferences (e.g. Where to promote the program at Annual, at Immersion, etc.) – LaVerne Gray, Caroline Barratt
 - 2. Please make a note of any costs, deadlines and other pertinent details.
 - 3. This work should be completed within the next two months (by end of March).
- c. Fostering communication between mentor/mentee
 - i. Monthly discussion questions?
 - a. Several approaches were discussed, including participating in discussion on a listserv, Web conferences, and current issue or book discussion groups
 - b. Topics suggested were a mix including recent conference programs, teaching in general, problem-based learning, etc.
 - c. Concerns raised about providing discussion questions:
 - a. Sustainability for mentoring committee (lots of work)
 - a. It was suggested that the committee send out discussion questions a few times per semester instead of weekly.
 - b. Is the mentoring relationship to provide a “continuing education” experience or more of a one-on-one relationship?
 - a. This concern was addressed by the fact that participant pairs will have the option to take advantage of larger, more formal resources at their discretion.
 - b. In addition, it was mentioned that our committee is responsible for fostering community, which the discussion questions would aid.
 - ii. Assignments to teams
 - a. Communication: How do we want to communicate with the members of the program?
 - a. Issue of confidentiality was raised
 - b. **ACTION:** Jennifer Starkey has volunteered to work on the communication issue
 - b. Assessment
 - a. We will work on programmatic assessment questions via e-mail. We can create questions from the application form.
 - b. Look into using ACRL’s Survey Monkey account
 - c. Option of Web conferencing to address questions was raised.
 - a. **ACTION:** Alexa will look into the cost of software.
 - iii. Plans for meet ups at conferences
 - a. The first meet-ups are planned for Annual ’08, with a “soft launch” of the program.

- a. As applications will need to be completed and processed before the conference, we will need to set an application deadline.
 - b. Places and methods to meet at the conference were discussed; it was decided that matches will meet up at the IS Soiree.
 - a. We will need to promote the program along with the Soiree for Midwinter '09.
 - b. We will need to provide participants in the program with an identifier, such as a sticker, at the Soiree.
 - c. **ACTION:** Caroline Barratt will get in touch with the IS Soiree coordinators to discuss our options
- iv. Blog/wiki/web page as a means of communication
 - a. **ACTION:** Caroline Barratt will look into setting up a new listserv for communication among the program members
 - b. We will consider starting a wiki once the program takes off.
 - c. The need for formal feedback was discussed.
 - a. We would like to ask about logistics as well as collecting personal feedback.
 - b. Joe proposed that we create a subgroup to prepare questions for end-of-year assessment.
 - a. A draft of 10-12 questions will be prepared by Annual '08.
 - b. The first year-end will be Annual '09.
 - c. We would like to collect information about the following:
 - a. Logistics of meeting with mentor/ee
 - b. How did teams plan to meet?
 - c. Follow-up from questions on initial application
 - d. Where the participants heard about the program
 - e. Expectations for follow-up
 - f. Participant satisfaction – gap between expectations and reality
 - g. What participants liked the most/least
 - h. What aspects need more work
 - i. Do mentees feel empowered of capable in relation to their profession?
 - j. Are there any professional steps the participant will take as a result of the program?
 - k. Would you recommend the program to others?
 - d. Liaison responsibilities
 - a. The question was raised if we should “head-hunt” to bring in big names to be mentors

IV. Timeline for spring/summer 2008

- a. We will finish our PR plan in spring (end of March)

- i. A call for participation for both mentors and mentees needs to be written.
 - 1. **ACTION:** Alexa has volunteered to start on the call.
 - ii. We need to decide what our message will be
 - 1. Some aspects of our program's appeal were discussed
 - a. instruction focus can relate to bigger picture for subject specialists
 - b. People who don't see themselves as mentors should be encouraged to participate
 - iii. A welcome message to participants needs to be composed
 - iv. Sending books out to participants needs to be organized
- V. Wrap up, recapping assignments, and goodbyes
 - a. **ACTION:** Members who signed up to investigate different PR avenues will do so (see III. B. 2)
 - b. **ACTION:** Joe will be the point person for assessment
 - c. **ACTION:** Alexa will write drafts for ads, will look into the cost of Web conferencing software, and begin the draft of the call for participation.
 - d. **ACTION:** Caroline will tie up loose ends regarding servers, forms, URLs, etc.
 - e. **ACTION:** Jennifer will continue to work on communication and confidentiality issues, creating a proposal for frequency, content and method of discussion questions.

The Mentoring Program Committee will meet next at the ALA Annual Conference in Anaheim, June 2008.

Minutes submitted by Sara Miller