

ACRL Instruction Section
Executive Committee I
ALA Midwinter Conference, San Diego, CA
Saturday, January 8, 2011. 8:00 am – 10:00 am
Hilton Bayfront, Sapphire P

Executive Committee Members in Attendance

Polly Boruff-Jones (Chair); Anne-Marie Deitering; Stephanie Michel; Mark Szarko;
Susanna Eng-Ziskin; Christy Stevens; Merinda Hensley
Absent: Clara Fowler

Meeting called to order by Polly Boruff-Jones, 8:00 am January 8, 2011.

I. WELCOME AND INTRODUCTIONS

II. AGENDA ADDITIONS/REVISIONS

Exchanged cell phone numbers.

III. ANNOUNCEMENTS

IV. OLD BUSINESS

Action Plan 2011 – Virtual Meeting Solution

IS submitted an action plan proposal for the 2011 fiscal year. The work was to be completed this year. IS's proposed project has been superseded by ACRL's adoption of Adobe Connect/ Dim Dim as a virtual meeting solution.

Question: What to do with the money awarded for this project. Options from our ACRL representative include:

- rework the project
- write a report explaining why we didn't do the project
- develop a new project that can be completed in the last 6 months

Suggestions: Find out if we can use it for Awards; Use it for a LibGuides subscription.
Discussion continued in Executive Committee II meeting.

Action Item: Polly will check to see if we can use it for awards.

V. COMMITTEE & TASK FORCE REPORTS

(Part 1 of 2, continued in Executive Meeting II)

A. Awards

Polly Boruff-Jones reported on the Rockman Award and the Innovation Award. Clara Fowler will report on the Dudley award tomorrow.

Motion to approve the Awards Committee's decision re: Innovation Award (Susanna) Approved.

Motion to approve the Awards Committee's decision re: Rockman Award (Merinda) Approved.

B. Communication

Web Administrator position. Susanna Eng-Ziskin reported that there is an updated position description for the Web Administrator position with content provided by the current Web Administrators. Jennifer Sharkey will be leaving; Jean McLaughlin will be continuing in the position.

Action item: Susanna will distribute the position description by email for comments, with a deadline in the email.

Newsletter. Susanna reported that the committee solicited comments from sections and units currently managing online newsletters and synthesized their comments into a list of issues to consider. These include:

- who is responsible for the content
- timelines
- how does the membership want to receive newsletter information?

Question on the table for the Executive Committee: should the committee survey the membership, or should the committee use its judgment to make the decision.

Discussion. Exec recommends letting the communication committee decide, and further recommends keeping the current (PDF) option until it can be determined whether Drupal will work as a newsletter solution.

C. Conference Program Planning 2011

Polly Boruff-Jones reported that program title is: "Making Information Literacy Instruction Meaningful through Creativity." The committee has planned a panel discussion (panelists: Randy Hensley, Beth Woodard and Dane Ward).

The committee's goal is to get attendees actively engaged with the question: goals - getting attendees engaged in the session. how we apply creativity to our information literacy instruction?

The committee has also planned a concurrent poster session in the same room as the panel discussion. The posters will be set up in advance of the discussion so attendees can visit them before or after the session. The CFP is out. The committee intends to limit the number of posters to 5.

D. Discussion Group Steering Committee

Merinda Hensley reported that the Midwinter Discussion Group is scheduled for today, 4-5:30. The topic is Affective Learning Outcomes and the presenters are Elyssa Stern Cahoy and Bob Schroeder. (Cahoy, Schroeder).

There is a virtual discussion group scheduled for 1/26/2011 (12 CST). The topic is Service Learning and the Academic Librarian and the presenter is Gabe Gossett.

Discussion: The number of proposals submitted to lead discussions has decreased significantly. The committee asks for ideas about how we can revitalize the groups? Discussion groups don't seem to be getting a lot of proposals. Only 3 last time. How we might change the discussion groups/ revitalize the discussion groups.

Issues raised:

- Does the timeline work?
- Should the process for recruiting virtual and in-person discussion leaders be separate?
- Should we continue the in-person discussion groups at Midwinter conference, or move wholly virtual.
- Should Midwinter discussions be put on by the steering committee instead of an open call?
- Should Midwinter discussions be put on by a variety of IS committees instead of an open call?
- Should we do 2 in-person groups at Annual or one virtual/ one in-person?

Action item: Merinda will ask Advisory if they think the in-person discussions should be continued at Midwinter.

E. Guidelines for Instruction Programs Standards Revision Task Force

Polly Boruff-Jones reported that the task force has completed their initial revisions to the guidelines and that they were approved by Exec and sent to ILI-L for comment. They have incorporated those comments into a new set of revisions. Next, they will post the revised document in the February issue of *C&RL News* and on the ACRL website with a link for additional comments. Comments are due 3/1/2011.

<http://www.acrl.org/ala/mgrps/divs/acrl/standards/guidelinesinstructio.pdf>

The committee will incorporate revisions gathered in this round by 3/15/2011. At that point the document will come back to Exec, and then will go to SAC. Polly also reported that she has sent comments to the Publications Policy and Procedures Manual Revision Task force about issues that were raised during this process.

F. Information Literacy Best Practices

Polly Boruff-Jones reported that the committee submitted a revised version of the [Characteristics of Information Literacy Best Practices](#) document to ILI-L for comments and received none. Their revisions have been sent to the SAC board for approval.

G. Information Literacy in the Disciplines

Christy Stevens reported that this committee moved its operations to a wiki in 2009. They are creating videos to show new committee members how to use the wiki. They will begin creating a tip sheet for using the wiki.

H. Instruction for Diverse Populations (Stevens)

Christy Stevens reported that this committee faced a delay as they waited for the current version of their bibliography to arrive from the prior chair.

This year the committee is working on a multilingual glossary for diverse populations. They have set tasks and due dates. They are considering more terms and new languages and have formed a subgroup to talk about that.

They are also considering the usability of the glossary document. Have raised the idea of using LibGuides to build it as a part of this discussion. (Discussion continued in Executive Committee II).

I. Instructional Technologies

Christy Stevens reported that the committee submitted its Tips and Trends document for feedback and are integrating those comments. They have drafted a Mobile Technologies Tips and Trends document and will send that to Exec for feedback.

Classroom Control document. The committee discussed feedback from Exec suggesting that this document was still useful. They brainstormed ways to make it more useful. They are interested in changing the format to include reviews. They suggest that reviews should be open. Committee members will rotate moderation duties every 3 months. Exec agreed that reviews are useful. Suggestion that this would also open up conversations with vendors

Christy will go back to the committee and ask for a Type II proposal to support changing the format. Add a disclaimer explaining the source of the reviews and indicate that they do not represent the views of the section as a whole.

The committee also asks if they may revisit the content in the 2007 YouTube Tips and Trends Document. Exec agrees.

Future topics will include social searching and QR codes. They have created a brainstorming document on ALA Connect.

J. Local Arrangements 2011 San Diego and New Orleans

Polly Boruff-Jones reported that the Midwinter Soiree for San Diego is set: GastroPub. 793/795 J Street.

Annual 2011 Soiree (NOLA). Exec decided not to charge people to attend the Soiree. This is also not an appropriate use for Basic Services money. The Rock and Bowl venue will not work without outside funding.

The Local Arrangements Chair stepped down. Polly sent out a call to ILI-L after first trying a list of volunteers to find a new chair. Responses received were from non-local people. 2 co-chairs have been appointed, plus a member.

Discussion of the barriers local arrangements chairs face. Suggestion that the section could buy a pre-paid Visa card for the chairs to use so they do not have to wait for reimbursement.

Action Item: Polly will ask Megan Griffith about the pre-paid Visa option?

K. Management and Leadership (Szarko)

Mark Szarko reported that this committee worked on the Analysis of Instructional Environments document, incorporating suggestions from Exec. This document is now live.

Standards for Proficiencies for Instruction Librarians and Coordinators document. Last Spring the committee contacted library schools to see who was using the document. They did not get many initial responses and plan to follow up. They are looking at ways to figure out who is using the document:

- A subgroup formed to look at job postings for language drawn from the Standards.
- Query Immersion faculty to find out if they are using/ intend to use/ are willing to use this document as part of the Immersion curriculum.

L. Research and Scholarship (Szarko)

Mark Szarko reported that this group meets monthly virtually. They have been using ALA Connect's chat feature and report that it is no longer working? They are looking for alternatives to that.

The Research Agenda survey went out in the fall with a reasonable response rate. They are currently analyzing the data for their own use.

Work continues on the *5 Things* series. The committee brainstormed a series of topics and are currently voting on those topics. In their next meeting they will decide on a topic and send it to Exec for feedback

The committee is also working on an internal project to improve their document revision schedule. The current schedule is not distributed well so some years require the committee to revise many documents at once. This will lead to revisions on some publications getting pushed back a little.

VI. DISCUSSION ITEMS

A. Approval of minutes from ALA 2010 Annual Conference Advisory Council and Executive Committee meetings

Minutes must be approved in person. After they have been approved by email they can be posted with a DRAFT notation until they are officially approved at the next conference.

- Exec 1. 6/26/2010. Motion to approve (Michel). Second (Stevens). Approved.
- Advisory 1. 6/26/2010. Motion to approve (Szarko). Second (Michel). Approved.
- Exec 2. 6/26/2010. Motion to approve (Hensley). Second (Michel). Approved.
- Advisory 2. 6/28/2010. Motion to approve (Szarko). Second (Stevens). Approved. 1 abstention.
- Exec III. 6/28/2010. Motion to approve (Szarko). Second (Michel). Approved.

B. Review draft ACRL strategic plan (Boruff-Jones) [see Exec I Attachment A]

ACRL seeks comments on their revised Strategic Plan (Plan for Excellence). Decision made not to provide comments as a section, but to encourage individual comments.

Action item: Polly will make this announcement at Advisory to prompt more feedback.

Draft Plan:

http://www.ala.org/ala/mgrps/divs/acrl/about/whatisacrl/strategicplan/ACRL_draft_SP_Dec10.pdf

Feedback: <https://www.surveymonkey.com/s/9BQ5BKV>

ACRL provided 3 leading questions to prompt feedback:

1. In considering a 3-5 year planning cycle and a focused strategic plan, is there anything you expected to see in the goals and objectives that is not included?

2. Given the three goal areas, what suggestions do you have for activities and projects that ACRL should undertake to advance the plan?
3. Is there anything in the draft plan that is not clear?

Question: Does IS need to redo our strategic plan? Answer: No. We could look at how we plan our long-term goals.

C. New Member Orientation

Anne-Marie Deitering reported that the Membership committee hosted a successful Virtual Orientation program in November 2010. This raises questions about the future of the face-to-face orientation presented at the Midwinter and Annual conferences. The Midwinter orientation was dropped in 2010, when Midwinter moved to a virtual model. The membership committee asks whether we want to continue hosting an in-person event for new members at Annual.

- Attendance at the virtual orientation was 4 times the best attendance at the in-person event.
- Scheduling is problematic because the event is co-located with Advisory and the Membership Meeting.
- Our orientation has conflicted with ACRL 101 for the last few years, and the Membership committee also maintains a presence at ACRL 101.

Exec recommendations:

- Stop trying to hold an orientation at Annual conference.
- Really prioritize our presence at the ACRL 101 events, including representatives from Exec.
- Send out targeted invitations (email) from the Chair to new members inviting them to events like the Soiree at conferences.
- Membership should continue to hold virtual orientations.

Discussion: Are there informal events we can plan for ACRL conference to welcome members who might be interested in joining the Section?

Action Item: Anne-Marie will send the ACRL 101 tip sheet out to Exec.

Action Item: Merinda and Suzanne will work on organizing an informal dinearound event for ACRL in Philadelphia.

NEW BUSINESS

None.

Adjourn

Motion to adjourn (Susanna) second (Polly)

Adjourned at 10:00 am, January 8, 2011.

Minutes submitted by Anne-Marie Deitering, Secretary.