

**ACRL  
Instruction Section  
Planning Committee I  
ALA Midwinter Meeting, Boston, MA  
Boston Marriott Copley Place, Grand Ballroom G, Table 38  
Saturday, January 15, 2005, 2:00 p.m.**

Meeting type: Regular meeting

Committee Members Present: Beth Blanton-Kent; Kathleen Hoeth; Elizabeth Kocevar-Weidinger; Tammy Siebenberg (ch); Paul Hrycaj (intern)

Virtual Members (not present): Marian Hampton; Barbara J. Nail-Chiwetalu

Meeting was called to order at 2:00 p.m.

Minutes of the previous meeting were not read.

**I. Welcome and Introductions**

- Tammy Siebenberg (Chair) welcomed the committee members and all were introduced.
- Tammy reminded the committee members that they need to fill out a volunteer form if their terms are ending at ALA Annual 2005, either to continue on the Planning Committee or to switch to some other committee. Also, if any member wishes to serve as Chair of the Planning Committee, he or she should let Tammy know and Tammy will pass that on.

**II. Review Agenda and Call for Additions or Changes.**

- The meeting agenda was reviewed. No additions or changes were made.

**III. Chair's Report of IS Advisory Council I**

- The IS Executive Committee wants the Planning Committee to begin revamping the IS planning process and to make recommendations by May of 2005. This new charge is a result of recommendations of the IS of the Future Task Force.
- Tammy discussed the role of Executive Committee liaison to the Planning Committee, Debbie Tenofsky.
- IS Vice Chair/Chair-Elect Lisa Janicke Hinchliffe will make committee appointments in February and early March.

- Beth Dupuis, Instruction Section Chair, mentioned four major issues from ACRL Section Council
  - Virtual committees and virtual meetings (ACRL has created a FAQ about virtual meetings—what is allowed, etc.—and there will be a link on the IS web page to this FAQ.)
  - Dues increases for both ALA and ACRL. ACRL hasn't increased its dues for 15 years. A Board Meeting will discuss this and then it will go on a ballot for members to approve (for both ACRL and ALA). ACRL is looking at a \$20 increase per year. (The amount of ALA's increase was not known.)
  - ACRL has decided to purchase online community software. LITA assisted and a selection has been made, but a contract hasn't yet been signed. It isn't clear yet whether there will be a single online community for ACRL, or for each ACRL section, or if each committee will have its own. Beth Dupuis will clarify these matters.
  - Both ACRL and ALA want to compress the time for meetings. They want to cancel the currently-used “no conflict times.” ACRL is also trying to save money on room reservations. This is why multiple committees are meeting in large rooms (such as the one used for today's Planning Committee meeting), though some large committees were given their own space. Tammy noted that, while this does create background noise for the meetings, it also allows some interaction between the different committees.
  
- The Nominations Committee has candidates for vice-chair/chair elect, secretary, and member at large. The nominees for vice-chair/chair elect are Rebecca Jackson and Jennifer Dorner. [Other nominees not mentioned at this Planning Committee meeting are Secretary: Melissa Koenig and Melissa Becher; Member-at-Large: Terry Taylor and Mary MacDonald.]
  
- Since Annual, IS has created 3 task forces:
  - Proficiencies of Instruction Librarians, chaired by Clara Fowler. This will be a virtual task force that won't meet face to face. They will try to create guidelines for what instruction librarians need to know.
  - Analysis of Instructional Environment, chaired by Beth Woodard. This task force will look at learning spaces as a way to benchmark instruction programs.
  - Publication Review, chaired by Trudi Jacobson. This task force was charged with reviewing publications of the Instruction Section. The task force ended up being entirely virtual, and they completed their work in two months.
  
- Lisa Janicke Hinchliffe also explained that there are 30% more applicants for committee positions than there are positions available. She added that perhaps more task forces should be created to make it possible for more people to participate in Instruction Section work.
  
- Review of upcoming Midwinter sessions:
  - Discussion forum. This year it is being hosted by the Research & Scholarship Committee and the Education Committee, and is called “Agents of Change: How

instruction librarians can use the National Survey of Student Engagement to promote information literacy on campus.”

- Teaching Methods Committee Brainstorming Session. “Economic, legal, and social issues: Oh, my!”
  - Bright Ideas session, by Management of Instruction Services Committee: “Teachin' the teachers: Developing effective training and professional development programs for instruction librarians.”
  - A session not mentioned at the meeting, but noted by Tammy: Institute for Information Literacy Executive Committee: “Big impact: Information literacy issues and other initiatives.”
- A new program track is being created for immersion, specifically for experienced teachers to get additional practice and skills.
  - A new project has been started to develop surveys about information literacy.
  - A new Spring newsletter will be coming out; there is a deadline of March 15 for submissions. (Kathy suggested that the newsletter would be a good place for notes from discussion groups, which could help to inform the many who couldn't attend these discussions.)
  - Because fewer people were attending IS dinners, a soiree was done for this Midwinter meeting. There was no entry fee for this soiree; attendees could buy drinks as they wished. There were 85 who RSVP'd for this event, 10 “no-shows,” but 15 attendees who didn't RSVP, so there were around 90 attendees to the soiree. When asked how this compared to past dinner attendance, Keith Gresham, past IS Chair, said that the soiree attendance was better than some recent IS dinners. One proposal is that there be a soiree and then an optional dinner scheduled afterwards. It is expected that a survey will be posted, probably on the ILI-L listserv, asking those who attended why they attended and their impressions, and asking those who didn't attend why they didn't.
  - “IS of the future” report. A discussion session was held on Saturday to discuss the IS of the future report. (More on this later.)

#### IV. Committee Goals

- Tammy discussed the forms committees must turn in for the planning process. She passed out to Planning Committee members the Annual Planning Form she completed. She noted that, in working with these forms, she found that some of the terms used in the Annual Planning Form, the Midwinter Progress Report Form, and the Measuring Success Form are inconsistent.
- Tammy also noted discrepancies between the forms on timetables. But she added that dealing with inconsistencies between the forms can be dealt with in detail when the Planning Committee works on the general revamping of the IS Planning Process.

## V. Committee Web Site

- In 2003, IS Executive Committee decided that that each IS committee should have a web page.
- At Midwinter 2004 in San Diego, an offer was made to create the web page for the Planning Committee. However, that individual was unable to do so and is no longer a member of the committee, so the committee needs to start over on a web page.
- Tammy passed out a printout of several IS committee web pages to give an idea of what the committee's web page should look like.
- Elizabeth Kocevar-Weidinger (Liz) agreed to work on the web page for the Planning Committee and said she would send it to members via email for review.

## VI. Collection of Measurable Data

- Tammy passed out a sheet briefly describing the history of the project for Collecting Measurable Data on ACRL/IS Committee Projects. She also passed out a data sheet of the types of measurable data to be collected from the various committees. One charge of the Planning Committee is to prepare a proposal, by May 2005, of how to go about collecting this data, how to report and display it, and what the timetable for all of this should be.
- Tammy suggested the creation of a sub-committee of the Planning Committee to figure this out. Another option was to incorporate this project into the overall review of the Planning Process. This second option had been suggested by Beth Dupuis in an email to Tammy. The Planning Committee decided on this second option.

## VII. Review of Planning Process

- The IS of the Future Task Force (ISFTF), in its “Report of the Recommendations to the Instruction Section Executive Committee,” dated November 5, 2004, recommended that the section's planning process be reviewed and revised. The ISFTF reported that “Information from the planning forms is compiled into a report that provides the Executive Committee with an overview of the Section’s activities.” However: “Despite attention to the planning process, the gathered data is not utilized to improve the organization or identify its future goals.” In *Recommendation IV.A.2*, the ISFTF says, “We recommend that the Executive Committee appoint a task force that includes members of the Planning Committee, as well as members drawn from all areas of the Section, to develop a new planning process that will assist the Executive Committee in its task of leading the Section....”
- The IS Executive Committee has given this charge to the Planning Committee and has asked for a report of recommendations by May 2005.

- Discussion followed of the new charge and some ideas for changing the planning process for all IS committees.
  - Tammy noted that the one-year term of committee chairs makes it difficult for committees to maintain continuity in their projects.
  - The suggestion was made for each committee to do its initial planning after the Midwinter meeting, after the committees have had a chance to meet face-to-face..
  - Liz recommended getting rid of the Midwinter Progress Report.

At this point, Planning Committee Liaison Debbie Tenofsky joined the group.

- Tammy suggested to Debbie that the Planning Committee is considering recommending: staggered 2-year committee chair and co-chair terms; completion of the initial planning forms for committees just after the Midwinter meeting; and elimination of the Midwinter Progress Report Form.
  - There was some discussion of Debbie's liaison responsibilities.
  - The question was raised of why the Planning and Policy Committees were split up.
  - Tammy suggested changing the name of the Planning Committee to avoid the erroneous idea that the Planning Committee is involved in organizing conference events. (Perhaps changing it to something like the "Oversight Committee.")
  - Debbie suggested that the Planning Committee work on recommendations "with caveats" to accommodate the different scenarios that could result from changes in the Instruction Section structure prompted by the ISFTF's recommendations.
- Debbie was asked if she could find out when the committee might know if the ISFTF proposal for staggered 2-year terms for committee chairs is approved and when it might take effect.

At this point, Tammy recommended adjourning the committee until 9:30 a.m. Sunday and asked the committee members to think about the new charge and ideas for revamping the Planning Process.

Tammy also requested that the committee web page be completed in time for the Annual meeting.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,  
Paul Hrycaj, Intern