Committee Members Present: Fitch, Megan; Sheehy, Carolyn (chair); Wagner, Robin
Committee Members Absent: Gayle, Janet

The committee reviewed final program details:
1. Robin will serve as time keeper. She will hold up a two minute warning sign. She will also come early on Sunday to check the sound system.
2. Since Janet is ill, she arranged for one of her staff members, Terry Cottrell, to substitute for her on Sunday. He will bring the speakers' gift bags and will help distribute hand-outs and receive evaluation forms at the door.
3. Carolyn visited the site for the program yesterday, and since it is out of the way, she arranged for Alice Bahr and David Wright to hold the College Libraries Section's banner by the door. She also arranged for John Jaffe to take photographs of the program. She will suggest that the ARL speakers go first.
4. In lieu of a formal business meeting, Damon will say a few words before the program begins. Carolyn will ask everyone to turn off their cell phones and beepers, and, if necessary, request that people move closer to the speakers.
5. Megan will serve as reporter the College Libraries Section's newsletter and for C&RL News.

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COLLEGE LIBRARIES SECTION
PROGRAM PLANNING CHICAGO 2005 COMMITTEE
MEETING
Sunday, June 26, 2005
4:00 – 5:00 p.m.
Palmer House, Burnham 2
Chicago

Committee Members Present: Fitch, Megan; Sheehy, Carolyn (chair)
Committee Members Absent: Gayle, Janet; Wagner, Robin
Guests: CLS Conference Program Planning Committee New Orleans 2006

All agreed that the time and location for today’s CLS program were excellent and encouraged next year’s committee to try for the same time and a central location. The committee also thought that having the program listed as a Library Journal “Choice” was also an asset.
Carolyn gave a preliminary report on the program evaluations received:

Attendance: 70
Program evaluations returned: 27

1. Overall experience at the College Libraries Section program:
   - 9 very positive
   - 15 somewhat positive
   - 0 somewhat negative
   - 0 very negative

2. How valuable was the program in helping you meet your goals?
   - 5 very positive
   - 16 somewhat positive
   - 4 somewhat negative
   - 0 very negative

3. How important was each of the following in your decision to attend this program:
   - Content is job related
     - 11 very important
     - 12 somewhat important
     - 4 not very important
     - 1 not at all important
   - Content is of general professional interest
     - 10 very important
     - 13 somewhat important
     - 3 not very important
     - 0 not at all important
   - Recommendations from peers
     - 6 very important
     - 5 somewhat important
     - 4 not very important
     - 9 not at all important

4. How did you learn about this program?
   - C& RL News: 4
   - Web: 1
     - American Libraries: 3
   - Colleagues: 6
   - Posting to electronic discussion list: 4
   - E-mail message: 2
   - Other:
     - CLS Newsletter: 1
     - ALA Conference Program: 12
     - ALA web site: 3

Although attendance at this year’s CLS program was higher than in recent years, the committee discussed the desire to increase attendance, particularly from CLS members to earlier levels (for example, 10 years ago). Linking food and/or an award ceremony to the programs were options discussed.