ACRL Instruction Section
Discussion Group Steering Committee
ALA Virtual Midwinter Meeting
Tuesday, December 11, 2012, 3:00 – 4:00 PM (EST)
Via Blackboard Collaborate

Recorded meeting available at: https://sas.elluminate.com/p.jnlp?psid=2012-12-11.1227.M.0A90E767888BAB611743F4470CB94B.vcr&sid=2009321

Present: Russ Hall (ch), Elana Karshmer (ch), Krystal Lewis, Julie Housknecht, Bridget Schumacher, Veronica Arellano Douglas, Catherine Fraser Riehle

Absent: Ruth Boeder, Merinda McLure (Exec Liaison)

I. Welcome & Introductions

A. Russ noted an agenda item was added since the draft agenda was sent to the committee: discussion of questions posed by the Committee Assessment Task Force questions (#IV).
B. Joe Clark and Maria Accardi are no longer committee members.
C. Catherine agreed to take meeting minutes.

II. Review of upcoming Discussion Forum

A. The Midwinter Discussion Forum is "Graduate, Transfer, and Non-Traditional Students: Surprises, Skills, and Support." It will take place Saturday, January 26, 2013, 4:30-5:30 PM at the Westin Seattle – Pike Room.
B. Bridget, Krystal, Julie, Veronica, Elena, and Russ will attend Midwinter.
C. Russ and Elena will advertise the forum via the listserv soon, and Russ will resend the forum digest following the meeting.
D. Russ provided a brief overview of the program. At the forum, Russ will provide an introduction and take notes on a flip board. He requested three members sit at various tables with other attendees, and one member be available to "float" around the room. Veronica volunteered to make handouts to be available at the Midwinter conference.

III. Review & Selection of Proposals for Annual 2013 in Chicago

A. The committee reviewed and discussed four proposals and synonymously selected "Preparing Students for the Day After Graduation: How We Succeed, and How We Struggle" for the Annual Discussion Forum. Committee members noted it was timely, relevant, and well-developed. One member questioned whether or not the proposal related enough to instruction, specifically, and Russ noted that suggestions can be made to the facilitator(s) for consideration.
B. Russ offered to send language for the acceptance letter to Elana following the meeting.
C. A question was raised whether or not a committee member should be assigned as liaison at this time. It was agreed that a liaison could be assigned at a later date – February or March, perhaps. Russ and Elana will communicate with the facilitator(s) in the meantime.

IV. Discussion of Committee Assessment Task Force Questions

A. *Question #1:* From your perspective, please identify the strengths and weaknesses of your committee and its role in the IS structure.
    a. Committee members noted concrete goals and objectives and a clear charge as committee strengths. Conference travel required of committee members was noted as a potential weakness in light of diminishing travel budgets. Russ responded that the Executive Committee is aware of this issue and that there may be upcoming changes regarding in-person discussion groups at Midwinter as well as committee member attendance requirements. Julie added that it would be helpful if ALA provided a platform for virtual meetings.

B. *Question #2:* What suggestions do you have for improving the usefulness of the publications and projects that your committee creates?
    a. Committee members noted that increased participation and submissions would be a good thing. Members recalled a couple ideas brought up last year, including opportunities for individuals to submit ideas for discussion groups, even if they aren't willing to facilitate, to potentially increase participation. A question arose regarding the content and purpose of the digest produced by our committee, which was reviewed. Krystal noted two existing committee websites.

C. *Question #3:* What recommendations would you make for improving the effectiveness of the IS committee structure?
    a. Elena suggested in-person meetings at Midwinter could be made more open to those who are unable to attend in-person, via conference call or other means.

The meeting was adjourned at 3:55 p.m. The next committee meeting will take place during the 2013 Annual Conference in Chicago, IL.

Meeting minutes respectfully submitted by Catherine Fraser Riehle.