

ALA/LITA Regional Institutes Committee (RIC)
January 11, 2004 / 9:30AM
MINUTES

Present: Peter Murray (chair), Mona Coutts, Frederick C. Fishel, Michelle Frisque, Susan Logue, Gretchen Hanson (Intern), Hannah Walker (*Ex Officio*, LITA Programs), Pat Ensor (LITA Board Liaison), and Rob Carlson (LITA Staff Liaison)

Absent: Betsy Friesen, Diane Y. Toma, and Alice Permenter

Board Summary

There are now five Regional Institutes in production: Ebooks, XML Basics, Web Proxy, Open Source Software (full day – new), and Wireless Networks (new). Since July 2003, one Ebooks institute was conducted and a second was cancelled (it may be rescheduled), and an XML RI was conducted as a Midwinter preconference workshop. Six RIs have been scheduled through July (four XML, one Open Source, and one Web Proxy) with many expressions of interest from other sources. The committee anticipates it will be able to meet the targeted eight RIs for this calendar year. The committee received one proposal for “Librarians in the 21st” century, which needs development before determining its viability as a Regional Institute. RIC is seeking speakers for RIs on metasearch tools, PDA applications, streaming media, public access desktop management/security, and OpenURL administration.

Topic: **1. Welcome and Agenda Review**

Time: 10 min

Presenter/Format: Peter Murray

Outcome: • All members present were introduced, and agenda was reviewed.

Topic: **2. Review of Committee Charter and the Regional Institutes (RI) program**

Time: 5 min

Presenter/Format: Peter Murray

Documentation: “LITA RIC Charge.pdf”

Discussion: In addition to the details on the “LITA RIC Charge” document, the review of the RI program also included the explanation that RIs, unlike programs or preconferences, only involve one speaker. It was also noted that the charge says RIC should have a representative to the National Forum committee, although the membership this year does not include someone designated as a liaison.

Outcome: • Shared understanding of the role of the committee, presenters, hosts, LITA board, and LITA office.

Topic: **3. Review of RIC Status Worksheet**

Time: 15 min

Presenter/Format: Peter Murray

Documentation: “LITA RIC Status 01-2004.pdf”

Discussion: There are four RIs in production and one in development. The committee received one proposal for a new institute from Michael Stephens, and we are seeking additional information on that proposal.

Outcomes: • The committee approved the change of status of Marshall Breeding’s Wireless RI from “development” to “production” (see agenda item #6).
• Peter Murray will follow up with Michael Stephens for a more developed outline of his proposal.

Topic: **4. Update on Regional Institute Activities July 2003 to June 2004**

Time: 10 min

Presenter/Format: Rob Carlson

Documentation: “LITA RIC Report 01-2004.pdf”

Discussion: Due to personal reasons, Art Rhyno requested to stop presenting the XML RI. Eric Lease Morgan was identified as a speaker to pick up this RI. The committee discussed other options

for cultivating speakers for topics, including the notion of an “apprentice” speaker to shadow the main speaker so that popular RIs could be presented simultaneously and there will be options in the event a speaker needs to drop out.

- Outcome:*
- The committee reviewed outcomes of institutes in the past six months and was briefed on expressions of interest and scheduling of RIs through June.
 - The committee approved the exchange of Eric Lease Morgan for Art Rhyno in the XML RI. Peter Murray will follow up with Eric to refine the RI outline and materials and bring them back to the committee.
 - Michelle Frisque will develop a list of other possible speakers and bring them back to the committee for discussion.

Topic: **5. Development of New Institutes**

Time: 30 min

Presenter/Format: Group Brainstorming

Background: The primary purpose of the committee is to serve as a focal point for the generation of new proposals and the identification of locations for institutes in production. This year is a particularly challenging year because of the special needs of the Open Source RI – it is a hands-on institute requiring the use of a computer lab of machines for an entire day.

Documentation: “LITA RIC Forum 03 ideas.pdf”

Discussion: In addition to the topics from the Forum evaluations, the committee received other suggestions for topics: streaming media, portals, content management systems, advanced XML, and institutional repositories. The committee also brainstormed ways to identify locations for the Open Source RI, which has the unique requirement of needing a hands-on lab.

- Outcome:*
- Gretchen Hanson will follow up with a potential speaker for interest in developing a metasearch tools RI.
 - Michelle Frisque will follow up with a potential speaker for interest in developing a PDA services RI.
 - Peter Murray will look at past programs to find possible speakers for a streaming media RI.
 - Fredrick Fishel will look at past programs and consult with the Personal Computing IG to find possible speakers for a public access desktop security/management RI.
 - Fredrick Fishel will look at past programs to find possible speakers for an Open URL administration RI.
 - Peter Murray will post a message to LITA-L seeking sites that have a hands-on facility and would be interested in hosting the Open Source RI. Committee members will forward that to regional mailing lists.

Topic: **6. Review of First-Hosted-By-LITA Policy**

Time: 20 min

Presenter/Format: Rob Carlson followed by group discussion

Background: LITA has a policy, revisited and reaffirmed last year, that the first instance of a RI must be LITA-hosted. The policy was put in place to ensure that LITA is producing top quality programming before co-sponsoring or licensing an institute with other organizations. This policy, however, may be causing a bottleneck for new institutes that are highly sought after and presented by known, reputable presenters.

Discussion: From the minutes of the LITA board at Midwinter 2003:

Flo Wilson introduced a motion from the Regional Institutes Committee that to support quality assurance, the first presentation of a new or substantially redesigned Regional Institute should not normally be licensed to an outside organization. A complimentary registration will be provided to one non-licensed presentation of each new or redesigned institute for one representative of the Regional Institutes Committee for observation purposes. Any exceptions to these measures will be based upon consultation between LITA staff and the Regional Institutes Committee chair. The motion passed with 8 for and 3 absent.

This gives the RIC the flexibility to waive the first-hosted-by requirement on a case-by-case basis. The committee discussed the possibility of exercising this option for two RIs currently in development.

Outcome: • The first-hosted-by-LITA requirement was waived for the full-day Open Source (Eric Lease Morgan) and the Wireless Networks (Marshall Breeding) RIs.

Topic: **7. Meeting Review**

Time: 5 min

Outcome: • Review of assignments and items carried forward
• What went well? What needed improvement?

Future File:

Review of assessment of Regional Institutes.

Develop an “apprentice presenter” program.

Identify additional mechanisms to discover topics for Regional Institutes and identify possible speakers.

Conduct an analysis of the distribution of Regional Institute events around the country.