GODORT Technology Committee  
via Zoom  
September 19, 2023, 11:00am EST

---------

In attendance:

- Samantha Hager (chair)
- Michelle Donlin
- Suzanne Reinman
- Kelly Bilz

---------

- Introductions
- Secretary appointed: Kelly Bilz
- Meeting frequency: bimonthly, email updates
- Web Assignments Review
  - [Tech Comm web work assignments spreadsheet](#) on Google Sheets
  - Members to contact committee chairs for web assignments to remind them to review webpage and reach out with any changes to godorttechnology@gmail.com
    - Samantha will send out an email template (including a space for the committee webpage URL to be reviewed) to committee members.
    - Samantha will also review the web assignments list (e.g., conference schedules page, which is now on a LibGuide).
  - Reminder to use [file naming conventions](#) for minutes (in Technology Committee LibGuide)
- Update from Steering Committee:
  - Program ideas for Help! webinar – email Kate Tallman (kathryn.w.tallman@colorado.edu)
  - Task Force to review GODORT structure – email Ben Aldred (baldred2@uic.edu)
- Update from Social Media Committee
  - Neither Suzanne nor Kelly received information about their meeting.
  - Samantha will follow up with their chair.
- [Best Practices for GODORT LibGuides](#) – review
  - 3 sections are left needing content.
    - Samantha will add content and send to committee members.
    - Committee members will review content and share feedback at the next meeting.
  - Organization of GODORT LibGuides homepage/landing page: think about more user-friendly design
    - GODORT Technology Committee LibGuide: Web Content and Organization [page](#)
- Next meeting: Nov. 21st at 11am ET (reach out if conflicts arise)
- Next steps:
  - Look out for email template and reach out to committee chairs.
- Look out for email about Best Practices LibGuide to review and give feedback at the next meeting.
- If interested:
  - Program ideas for Help! webinar – email Kate Tallman (kathryn.w.tallman@colorado.edu)
  - Task Force to review GODORT structure – email Ben Aldred (baldred2@uic.edu)