

ACRL Instruction Section
Executive Committee II
ALA 2013 Midwinter, Seattle
Saturday, January 26, 2013
1:00 pm – 2:30 pm
Washington State Convention Center - Room 601

MEETING MINUTES

Attending: Susan Miller, Christy Stevens, Maura Seale, Stephanie Michel, Wendy Holliday, Merinda McLure, Jennifer Sharkey, Meghan Sitar

Committee & Task Force Reports, part 2 of 2

- ⌚ Awards (Miller)
 - The committee has made its decisions and will work with Exec to refine the process for the Innovation Award in order to encourage applicants to apply.
- ⌚ PRIMO Database Task Force (Michel)
 - The contract was approved in October. The task force received the schema from the database consultant; the task force planned to meet with the consultant on January 25 to address questions that had been raised. The task force will also confer with the PRIMO committee about the database's survey module.
- ⌚ Planning (Michel)
 - The committee created an FAQ about planning, which is now available on the IS website. It is also working on revising the Annual Report form.
- ⌚ Policy and Publications Review (Michel)
 - The committee is working on a Tip Sheet and should have the final draft by the end of February. It may also work on creating a document to inform committees about publication revision schedules.
- ⌚ Professional Education (Sitar)
 - The committee is responsible for updating two wikis; one group updated one in the fall, and the second group will be working on the other in the spring. It is planning on doing a survey of IS member interest in the wikis next year.
- ⌚ Publication Policies and Procedures Manual Revisions Task Force (Michel)
 - The committee should be finishing the draft of this document soon and then it will undergo one more review.
- ⌚ Research and Scholarship (McLure)
 - The committee will finish "A Selective List..." and is working on "Five Things" this spring.
- ⌚ Teaching Methods (Holliday)
 - The committee has been working on two projects - the first year experience bibliography and textbooks for librarians that will be finished in May.
- ⌚ Web Revision Task Force (Sharkey)
 - The committee doesn't have anything to report.

Report on Instruction Section Budget (Miller)

- ⌚ The major expenses for IS are the Dudley award, IS Soiree, and SurveyMonkey. There might be some AV expenses for Annual as well and the PRIMO database has already been taken care of. ACRL is funding the IS program at Annual.

Discussion items

- ⌚ Approval of Instruction Section Executive Committee actions, July 1, 2012 through January 15, 2013 (Miller)
 - The Done List was approved.
- ⌚ Committee Assessment Task Force (Miller)
 - The task force is moving forward with the survey. It is finishing up edits and once Exec reviews the survey, it will be sent to ACRL. The all-committee meeting at Annual will address CATF findings. The task force will also look at meeting minutes and Exec liaisons can provide the task force with feedback from our committees.
- ⌚ ALA Annual 2013
 - Exec needs to continue communicating about which meetings committee members must attend. There will not be an Advisory meeting this year; instead it will be dedicated to a New Leaders Orientation.
- ⌚ DGSC and virtual discussion forums
 - The discussion groups at Annual 2013 and Annual 2014 are in-person; Midwinter 2014 will be virtual, as will Midwinter 2015. The committee's main concern is platform requirements by ACRL or IS for the discussion. Attendance at Midwinter will no longer be mandatory for the Discussion Group Steering Committee, but it will continue to be so for Annual.

New Business: Added Agenda Items

- ⌚ Task Force for review of Standards for Proficiencies for Instruction Librarians and Coordinators
 - The Management and Leadership committee has been working at getting feedback on how this publication is being used and once it has more information, Exec will discuss next steps.
- ⌚ Assigning a review cycle for Analyzing Your Instruction Environment workbook
 - This does not currently have a review cycle. It was created in 2007 and was revised in 2010. A five year review cycle was proposed, and the workbook will be revised in 2015.
- ⌚ Access to the publication proposal archive
 - It is currently accessible by the public, but is kind of hidden. Discussion of ways to make it more usable and meaningful, and about the flow of information to that

archive. A new method of getting information to the archive was proposed. If a proposal needs to be reviewed by Exec, the committee chair will send it to their Exec liaison and the PPR Exec liaison. If Exec requests changes, the PPR Exec liaison will get revised version to send forward. Once the PPR liaison has the final version, s/he will forward it to the IS website administrator, and include the committee chair in the correspondence.

- ⌚ Discussion of ACRL task force white paper

Meeting adjourned