ACRL IS Discussion Group Steering Committee
October 10, 2017, 11 AM CDT
Virtual Meeting via Google Hangouts

Attendance
Present: Patrick Wohlmut (chair), Lauren Hays (vice-chair), Beth Black, Melissa Harden, Kristine Nowak, and Geoff Johnson
Not in attendance: Alyssa Martin, Laureen Cantwell

Welcome & Introductions
Each person shared his or her title, institution and geographic location.

1. Midwinter Virtual Discussion Forum
   A. Update on responses to CfP
      Patrick reported that there have been no responses yet to our open call for proposals and that this is typical. He asked that each committee member send a reminder to the mailing lists to which they sent the initial call. This reminder would be the call in its entirety with “Reminder” noted in the beginning and in the subject line.
      The deadline for proposals is November 3.
      Patrick noted that there is a rough timeline for this and other committee work in our shared folder in Google Drive.

      ACTION ITEM: Each committee member will send a reminder as described above by October 24.

   B. Review and discuss criteria for selecting a presenter
      The criteria we will use for review of submissions is:
      - Observed importance and impact of proposed issue
      - Timeliness
      - Relevance
      - How well tipis lends self to discussion
      - Innovation
      - Clear focus
      - Evidence of applicant’s knowledge of subject matter
In previous years this process was followed:
After deadline passes, chair creates a single document with proposals. Each committee member ranks their top 3 choices among the proposals.

Lauren proposed that we use a rubric method to score each submission of 1-5 for each criteria item. This would make it more objective.

Melissa suggested that there could be an open comment area at the end.

Lauren added that we generally don’t have more than 10 or so applicants.

All in attendance agreed to move forward with the rubric method.

**ACTION ITEM:** Lauren will create the rubric.

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C. ACTION ITEMS: Volunteers for elements of the Mid-Winter Discussion

i. **Criteria Doc:** Patrick will create a separate document in our shared space with the criteria

ii. **Rubric for evaluating the proposals:** Lauren

iii. **Review and update, if needed, discussion evaluation survey:** Geoff

iv. **Work with conveners on digest:** Melissa
   - This is similar to an abstract but more informative. It includes discussion questions and sometimes additional readings. Working with convener of the discussion and with ACRL editor to create a digest.

v. **Promotion of event:** Kristy
   - Sending info to listservs, social media, IS website
   - There are templates that can be used

vi. **Wrap-up:** Submit write-up of event to IS Newsletter: Beth
   - See instruction section newsletters online for examples

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2. Annual Conference Virtual Discussion Panel

We will be moving from an in-person session at ALA Annual to a virtual session. We are also moving from a single presenter / discussion session as we do for mid-winter to a panel with representatives from different types of libraries, if possible. This change is based on feedback Melissa received after last year’s session.

Some discussion of value of panel, especially of varying size and type of institutions.

Another difference this will mean is that we are moving from a call for a presenter with a topic but to a call for both a topic and also for panels. What does that call look like?

**A. Proposal process**

Could we come up with the topic and then call for panelists? Panelists would propose what they bring for the topic.

Another option is a 2-step call process that calls first for the topic and then for the panelists.
Is ACRL ok with us picking the topic? Patrick submitted a planning document earlier this year, which noted our move to panel discussion. He will check with Maura.

We could have a broad topic and select panelists so they complement within the broad area.

We might get ideas from the winter proposals.

Do we want to wait for the winter proposals arrive? This would not put us behind. We can use the blue print document for timeline, which currently calls for the call to come out in January.

The committee decided to wait on determining the process.

**ACTION ITEM:** Patrick will check with ACRL if we can pick the topic for the panel.

**B. Volunteers needed**

All of these items postponed until later meeting.

- a. Draft call for proposals
- b. Create timeline

**3. Additional Items**

Nothing at this time. Please send anything that comes up to the listserv

**ACTION ITEM:** Beth will send minutes to the committee listserv for review. **All members in attendance** are asked to review within one week and send Beth corrections.