Committee members present: Karen Beavers, Jacqueline Belanger, Amanda Izenstark (ch), Beth Lander, Jennifer Sharkey (Liaison), Brad Sietz (ch), Sheila Stoeckel

Virtual attendees: Meredith Farkas, Caroline Sinkinson (Virtual Member)

Excused: Kacy Lundstrom (Virtual Member)

Observers: Kimberly Miller (Towson University)

1. IS Committee Assessment Task Force Discussion (45 minutes)

2. Welcome and Introductions

3. Additions & Changes to Agenda
   a. One item about the approval procedure for Tips & Trends documents was added under 6, d.: Approval Process.

4. Minutes of the prior meeting were approved, with one change: Under Tips & Trends, New Documents, the year that Meredith Farkas would have a draft document on Web Conferencing Software available was changed from December 21, 2013 to December 21, 2012.

5. Updates from Exec
   a. Jennifer reported that Exec is discussing the tools that committees are using to collaborate and work. Google is not adequate for maintaining the history of the section. All IS committee listservs are going to be moved to ALA’s Sympa platform.
   b. Approval process for publications (e.g., Tips and Trends) will now go at committee level rather than at the liaison level
      i. Question: With this new procedure, how are we supposed to track the feedback? Exec will submit one revised version that pools all of the Exec suggestions and corrections, and it will be posted in ALA Connect.

6. Classroom Control System Wiki
   a. Keep? Discontinue? – Consensus is that the Wiki is not being used and does not address some of the personalized issues, such as installation and financial aspects that potential users have. What should we do instead?
i. Possibility: Five minute video (Once a month? Every three months?) on how someone has used an instructional technology.

b. Action Item: Jackie Belanger will find email of past rejection of proposal to discontinue the CCS Wiki. Then, incorporating that board feedback, Brad and Meredith will create the document to propose the elimination of the Wiki. Jennifer noted that the new Policy and Publication manual outlines the process for discontinuing the wiki. The proposal form might not work, so possibly just a report with a recommendation to discontinue.

7. Tips & Trends
   a. Documents to review – no documents to review now. Coming soon: Social Media and Online Presentation Preparation Software, Karen is working on the Mind Mapping / Concept Mapping
   b. New topics
      i. Meredith Farkas: Badges
      ii. Beth Lander and Karen Beavers: Embedding Content for Instruction
      iii. Online Assessment Tools
      iv. Flipped Instruction
      v. Game Widgets - Scratch
   c. Discuss usage stats and how to increase usage (e.g., marketing?)
      i. We received some statistics on the use of the documents, and it was small. Partially because of the way things were posted, but future documents will have better tracking.
      ii. Marketing Ideas:
         1. Post announcement to ILI-L
         2. Have ACRL Blogs post links
         3. IS Facebook page
         4. Tips & Trends hashtag #TNT?
         5. LIRT News?
         6. ULS Section?
         7. DLS
         8. CJCS
         9. LOEX
         10. Twitter
         11. LinkedIn groups
   d. Posting items to ALA Connect: We are required to keep one major draft of the documents for archiving. To keep the process streamlined, post the initial draft to the Drafts file folder, and the final copy to the Final folder. After creating the initial draft, you should post a new Discussion to alert committee members to the availability of a new draft to review; all committee member comments and edited draft files should be posted and attached as replies to this Discussion.
   e. Update on Tips & Trends approval process: In recent years, Tips and Trends documents were approved by the liaison. This was a change from prior years,
when the Tips and Trends documents went to Exec. Exec has once again decided to review the documents before posting. Send completed documents to the liaison, who will forward them to Exec, and return them with comments.

8. Discuss committee makeup / Transition to new co-chairs
   a. There will be a new secretary.
   b. Jackie Belanger and Amanda Izenstark will be rotating off.
   c. Jennifer Sharkey will no longer be Exec liaison. Lindsay Michelle Roberts will be the new liaison.

The meeting was adjourned at 2:40. The next meeting of the ACRL Instruction Section Instructional Technologies Committee will take place online, date and time TBD.

Minutes taken by Amanda Izenstark.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Member Responsible</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Develop checklist for posting marketing info regarding T&amp;T documents</td>
<td>Brad Sietz</td>
<td>August 30, 2013</td>
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<td></td>
<td>Meredith Farkas</td>
<td></td>
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<tr>
<td>Investigate feasibility of writing a T&amp;T document on the use of embedded content</td>
<td>Beth Lander</td>
<td>Midwinter meeting</td>
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<tr>
<td>Submit Social Media for Review</td>
<td>Sheila Stoeckel</td>
<td>July 31, 2013</td>
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<td></td>
<td>Caroline Sinkinson</td>
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<td>Create the document to propose the elimination of the CCS Wiki.</td>
<td>Brad Sietz</td>
<td>July 31, 2013</td>
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<td></td>
<td>Meredith Farkas</td>
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<tr>
<td>Review new topics for Tips and Trends</td>
<td>All members</td>
<td>July 31, 2013 or Midwinter meeting</td>
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