ACRL Instruction Session Information Gathering & Exchange Committee

Fall meeting: September 13, 2019
Virtual meeting via Skype for Business
11:00am EDT/10:00am CDT/8:00am PDT

Attendance

Present: Alex Pfundt (Chair), Alexis Pavenick (Vice-Chair), Hillary Ostermiller, Jen Saulnier, Joan Dalrymple, Sarah Simms, Piper Martin (Secretary)

Minutes

1. Alex called the meeting to order
   - Welcome, introductions and presentation of the committee’s charge.
     o Charge available here: https://acrl.ala.org/IS/is-committees-2/committees-task-forces/information-gathering/

2. Charge read-through and timeline review
   - We read through the charge and Alex explained that the main activity of the committee is reviewing and conducting the IS Needs, Interest, and Satisfaction survey. The last two years have been quite successful, with high response rates.
   - Alex noted that there is a discrepancy on the web page linked in 1. above: while the charge states that the survey is conducted annually, it says that it is administered every 3 years further down the page under Current Projects and Resources. He is going to ask for clarification from the IS executive committee regarding the frequency but we are operating under the assumption that we are sending it out again this year.
   - Alex pulled up the timeline document and we reviewed it together (see appendix to minutes). He said that he would reach out to the chairs of the other IS committees to see if they would like to include questions on the survey this year. When he does this, he will see if the committees are willing to convert the many qualitative (open-ended) questions to something more quantitative, since coding/summarizing/other analysis of the open-ended questions is out of scope for the IGE committee. He pointed out that we can always include one open-ended question for respondents to write in anything they wanted to share.
   - One of the goals of the committee this year, besides the survey, is to get the IS executive committee to decide on the long-term hosting for the survey. Currently, we’re passing the hosting responsibility around to committee members who have an institutional subscription to Qualtrics and that is not a good long-term solution. While ACRL has an organizational SurveyMonkey account, there is no way to import from Qualtrics into SurveyMonkey, which means that we would have to manually re-create the survey (also not a good solution). Our IS exec representative, Lauren Wahman, was unable to attend this meeting but she will be our point person in the discussion with Exec to determine a sharable platform.

3. Decide on meeting schedule
   - How often should we meet; is it easier to communicate via email?
     - Consensus was that email communication was preferred
We will do the next real time/Skype meeting around Midwinter

Action Items

- Alex will send all committee members the raw data and survey report from last year’s survey as well as the timeline.
- Alex will contact other IS committee chairs to see what questions they might want to include/remove/modify.
- All committee members will review last year’s survey data and report in order to inform our edits on the questions.
- By November, we will review the questions on the survey to see what we might edit or change. Alex will create a Google doc for this.

Appendix: Timeline document

<table>
<thead>
<tr>
<th></th>
<th>Annual Membership Survey</th>
<th>Data Sharing</th>
<th>Additional Reaching Out</th>
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<tbody>
<tr>
<td><strong>September</strong></td>
<td>Review previous survey.</td>
<td>Contact participating committees to ensure 2018 survey data received and request feedback.</td>
<td>Discuss project with committee members to identify opportunities for gathering additional feedback.</td>
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<td>Contact other Committees to elicit participation.</td>
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<td><strong>October</strong></td>
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<td>Compile feedback and write report.</td>
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<td><strong>November</strong></td>
<td>Finalize survey questions within Committee.</td>
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<td>Utilize opportunities to reach out.</td>
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<tr>
<td><strong>December</strong></td>
<td>Finalize survey questions within Committee.</td>
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<tr>
<td><strong>January</strong></td>
<td>Receive and integrate feedback from Exec.</td>
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<tr>
<td><strong>February</strong></td>
<td>Receive and integrate feedback from Exec</td>
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<td>Compile and share results.</td>
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<tr>
<td>March</td>
<td>April</td>
<td>May</td>
<td>June</td>
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**Survey Timeline**

September: Review previous survey. Contact other Committees to elicit participation.
November/December: Finalize survey questions within Committee.
January/February: Receive and integrate feedback from Exec
April/May: Administer survey.
June: Share survey results with participating Committees.

**Data Sharing**

September: Contact participating committees to ensure 2018 survey data received and request feedback.
October: Compile feedback and write report.
June: Share 2019 survey data with participating committees.

**Additional Reaching Out**

September: Discuss project with committee members to identify opportunities for gathering additional feedback.
November: Utilize opportunities to reach out.
February: Compile and share results.