ACRL/EBSS Research Committee Meeting Minutes

Date: Fri, February 2, 2018
Committee name: Research Committee
Members present: Annie Armstrong, Callie Wiygul Branstiter (Co-Chair), Samantha Godbey (Co-Chair), Diana Ramirez, Sherry Tinerella
Members absent: Corinne G. Bishop, Thomas Weeks
Time and place: 10:00-10:30 am PST via Google Hangouts
Minutes taken by: Samantha Godbey

Approval of notes from prior meeting: Minutes from the previous meeting were approved virtually over email.

1. Greetings
2. Discuss CFP, scoring rubric + timeline for this year’s event
   - Members agreed that the CFP and scoring rubric worked well last year.
   - Tasks and assignments were discussed:
     - Timeline:
       - Send out CFP: Feb 5
       - Proposals due: Apr 9
       - Second virtual meeting to discuss proposals: Week of April 16
       - Notify re: acceptance: April 20
       - Emails promoting the forum: Week of June 11
     - Confirm location of forum - Callie
     - Contact APA re: sponsorship, food, announcement of travel award recipients - SG
     - Publicizing the event (listservs and social media outlets)
       - EBSS - SG
       - ILI - SG
       - NMRT - Callie
       - Acrl frame - Sherry
       - Distance learning - Sherry
       - College libraries - Sherry
       - Share forum info with the EBSS webmaster and on ALA Connect - SG
     - Receive emails and write acceptance and rejection emails - Callie
     - Create flyers/prettty ad - Sherry
     - Program for the forum - Diana maybe has old copy? Ask Cass?
     - Write up event for fall EBSS newsletter - Diana
     - Day of: Samantha, Callie, Annie, Diana
       - Print and bring flyers - Samantha
       - Arrive early to help set up - Samantha, Annie
       - Take photos of the forum - all

Meeting adjourned at 10:35 am.