1. We will attend specific College meetings: Angie, Liberal Arts; Dana, School of Business; Ashley, Education; Patrick, Health and Sciences. We will take a number of liaison flyers with us.

2. Patrick will be the meeting secretary.

3. The strategies on the committee charge are in priority order.

4. Faculty input:
   a. We should all look at benchmarks to see what other libraries are doing.
   b. We are working on a weeding manual to go with the liaison handbook, which should be ready by the spring semester. We may consider weeding in the spring and summer and focus on ordering in the fall.
   c. We should be able to get syllabi surveys from Academic Affairs. When we know for sure, this needs to be added to the liaison handbook. Ashley will investigate where syllabi are turned in to.

5. Faculty research:
   a. Dana will create an internal tracking form, separate from weeding.
   b. We will investigate creating a new code for when materials are withdrawn

   a. Angie will facilitate; that is, she will be responsible for watching the campus calendar and let us know what is happening in our liaison areas.

7. We will meet every other Wednesday @ 2 (Group Study Room) beginning August 20th.

**ACTION ITEMS:**

**ALL:**
Research benchmarks for librarian/faculty collaboration

**ASHLEY:**
Investigate a common syllabi location

**DANA:**
Ideas for an internal tracking form

Next Meeting:
Wednesday, August 20th @2pm in the Group Study Room.
1. We discussed benchmarks that we found. We decided that established benchmarks were geared toward information literacy. We are already working toward that goal.
2. Ashley has possibly located a central location for syllabi. She will contact Marilyn or Holly and try to get a disc that has course syllabi.
3. Dana has begun working on an internal tracking form. She will have one ready for the next meeting.
4. Dana and Kirsten are still working on a weeding plan.
5. We need to establish guidelines for strategy 3 (expanding awareness) and a mechanism for assessing it. Angie is going to draft an outreach plan detailing what the Outreach Librarian’s responsibilities are so we can have a better idea of what subject liaisons are supposed to do. We need to get this done before we can proceed with a collaboration plan. Patrick will detail the water workshop process for the next meeting to serve as a possible example of identifying areas of collaboration.

**ACTION ITEMS:**

**ANGIE:**
Draft an outreach plan detailing the responsibilities of the Outreach Librarian and distribute to the committee by September 24th. We will all bring comments to the next meeting.

Email marketing plan to the group

**ASHLEY:**
Try to get a syllabi disc from Meredith or Holly.

**DANA:**
Draft an internal tracking form.

**PATRICK:**
Detail the water workshop process from start to end.

Next Meeting:
Wednesday, October 15th @2pm in the Group Study Room.
1. Previous Action items:
   a. We made additions to the Marketing and Outreach plans. Dana will send revised versions of the plans
   b. Dana distributed a Facilitation of Research Form
      i. We need to decide where the link is going to be
      ii. It will be included with our liaison flyer
   c. We received the syllabi disc from Academic Affairs
      i. In the future, it will go to the instruction librarian and then to AV for copies
2. We should have a mechanism for documentation of evaluation.
   a. Patrick will send examples of the water evaluation
   b. We looked at different forms of evaluations and we will look at our reference cards for the next meeting
3. We discussed expanding awareness and who will be responsible. The Outreach Librarian is still responsible for facilitating awareness by checking different listserves, calendars and newspapers.
   a. Liaison librarians can do their own outreach, but these efforts should be reported to the Outreach Librarian
4. The library comes first when promoting. If there are flyers elsewhere on campus, the library should have them as well.
5. It is important that circulation be aware of any events, so patrons can be directed properly
6. We will discuss Living Learning Communities at the next meeting

**ACTION ITEMS:**

ASHLEY:
Have Meredith send syllabi discs to the Instruction Librarian and it will go to AV to copy

PATRICK:
Send water evaluation to the committee to compare to other evaluation forms.

DANA:
Update outreach documents.

ANGIE:
Look at a timeline/calendar for outreach efforts such as displays and events.

Next Meeting:
Wednesday, October 29th @2pm in the Group Study Room.
Present: Dana Belcher, Verlene Schafer, Ashley Romans

1. Previous Action items:
   a. Ashley will contact Meredith to send syllabi discs to the instruction librarian annually.
   b. Angie will continue looking at a timeline/calendar for outreach efforts such as displays and events.

2. Ashley sent an event evaluation form. We all liked it and will use it for the India exhibit.

3. Dana will be the new chair of the committee.

4. What we want to do is put the information we have gathered together as a benchmark.
   a. We will take the draft of the libraries assessment plan and use the model to create an outreach plan.
   b. We will wait until the library assessment plan is drafted. This should be done by the next meeting.

5. We are not sure how the living learning communities fit into the charge of the collaboration committee.
   a. There should be a statement in the collaboration plan to the effect that the library should take an active role in be a learning community for classes (e.g. Mark Walling bringing his class to the library to use our journals.

**ACTION ITEMS:**
*No new action items*

Next Meeting:
Monday, December 15th @2pm in the Group Study Room.