Student Committee 7/18/2011

Student Committee Charge 1: Begin the converting of mandatory modules to Captivate

Student Committee Charge 2: Review the first two modules and comment on potential changes by Thursday 7/21/11.

I: Sam volunteered to keep minutes

II Web Page organization
- Chelsea Pull up Lib Guides for members to view
- Discussed format, specially the “featured Librarian” section
- Discussed the possibility of having a “featured student” section. The idea was nixed based on work intensity and format issues.
- Jackie suggested that a Lib guide link be added to the new student guide check list
- Should be able to use Lib guide to track usage

III Modules
- Discussed the reviewing of student training modules.
- Dana offered to e-mail the modules to be reviewed by Thursday.
- Members are to review the modules for content and email their suggestions to Dana by Thursday.
- Committee is scheduled to review two modules a week so that they will be reviewed for the beginning of the fall semester.

IV Time Sheets online
- Discussed the change from paper copy time sheets to online time sheets
- Student would still be responsible for filling out their personal information monthly and filling out their timesheets daily.
- Discussed that online timesheets would require electronic signatures.
- The library may also maintain a print copy of timesheets
- Jackie and Sam both agreed that Dana’s monthly reminder on the approach of the timesheet deadline was helpful.

V Other
- Dana suggested that a guideline for Best Practices for new supervisors be developed