Instructional Services Committee Meeting Minutes  
June 14, 2018  

Present: Dana, Patrick, Calantha, Megan, Casey, Marla, and Vivian  

Agenda for 6-28-18:  
1. Finalized liaison flyer & instruction brochure  
2. Discuss Chapter 5 of Reflective Teaching  
3. Discuss tutorials  
4. Framework discussion: Research is a conversation  
5. ACRL Cookbook  

Future Topic:  
1. Integrating information literacy into every library department  
2. Create student survey for instruction  
3. Classroom Management Q & A  
4. Instructional Statistics Tracking  
5. Create a matrix for every liaison department  

Action Items:  
Everyone -  
• Scan through chapter 5 of Reflective Teaching (6/28)  
• Read ACRL Framework (6/28)  
• Think about ACRL Cookbook (6/28)  

Calantha -  
• Email 3 new tutorials to everyone (6/28)  
• Make changes to the Reference Evaluation Plan and email to everyone (6/28)  

Casey –  
• Go through current tutorials to see if any apply to Collection Services (6/28)  
• Come up with new ideas for tutorials (6/28)  

Marla –  
• Go through current tutorials to see if any apply to Public Services (6/28)  
• Come up with new ideas for tutorials (6/28)  
• Send ACRL Cookbook email again (6/28)  
• Look at unique guides and present options (7/12)  

Megan –  
• Go through Instruction Activity Repository and list types of ideas to focus on with a focus on activities for large classes (7/12)  

Patrick –  
• Go through Instruction Activity Repository and list types of ideas to focus on with a focus on activities for large classes (7/12)  

Discussion:  
• Reference Evaluation Plan  
  o Added evaluation for staff  
  o Added specific colors for patron survey cards  
  o The evaluating librarian schedules the meeting with the new librarian  
  o Decided to chance “peer” when referring to a librarian to “librarian”  
  o PRA evaluations only need to be reviewed by supervisors if there are employment issues
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- Staff section completely new, changed to reflect Instruction Librarian managing evaluation cards instead of the Instruction Assistant
- New plan starts in January
- Evaluation forms were updated to reflect language for staff and PRA’s

- Summer IS Projects
  - Due dates for the various projects were discussed:
    - 6/28-coming up with ideas for new tutorials-Casey and Marla
    - 7/12-Evaluate and review the instruction activity repository-Patrick and Megan
    - 8/9-Preparing for and participating in a teaching workshop has been changed to 15 minute discussions every meeting-everyone
    - Ongoing-revising tutorials and replacing them using new software-Calantha

- Chapter 4 of Reflective Teaching
  - Calantha –
    - The breakup of teaching styles is important (p. 36)
    - There is a definition of learning that is really good “a change in an individual caused by experience” (p. 36)
    - Learning pyramid is not-the percentages are not accurate, but the engagement types are still good (p. 41)
    - Engagement can’t be forced (p.41)
    - Table 4.1 has great examples of learning types (p. 46)
  - Patrick –
    - Finds it interesting how people learn
  - Megan –
    - Teachers can influence knowledge formation by impacting how much energy learners use
    - Instructional realism-realizing that if there is a problem in a learning interaction, it may not only be you causing it
    - Core factors that influence individual learning: motivation, environment, prior knowledge, and memory
  - Marla –
    - Cognitive load-important to pay attention, visual easier than text
    - Peer teaching is something to ponder
  - Casey –
    - For instruction, engagement is hard because of the passive nature of the classes
    - Trying to find ways to bring activities to large classes

- Libguides
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- Marla had some departments ask for guides that were neither course nor subject guides.
- FCS wanted guides on finding sources and using APA that a professor could use for every class.
- Dance, Theatre, and Photography don’t have instruction, but a list of resources is helpful for them.
- Have had some requests for different types of guides.
- Need to either add to subject guide or label as course guide.
- Marla is working on ideas for how to fit these guides into the subject guide, and she will report her findings.

Next Meeting: June 28, 2018
Instructional Services Committee Meeting Minutes
April 12, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

Agenda for 5-31-18:
1. Summer Project Schedule
2. Discuss Chapter 4 & 5 of Reflective Teaching
3. Choose Date for Teaching Workshop

Future Topic:
1. Integrating information literacy into every library department
2. Create student survey for instruction
3. Classroom Management Q & A
4. Instructional Statistics Tracking
5. Create a matrix for every liaison department

Action Items:
Everyone -
• Scan through chapter 4 and read chapter 5 of Reflective Teaching (5/31)

Calantha –
• Send dead/final week and intersession schedule to Dana for approval (5/31)
• Meet with Dana about updated reference evaluation plan, librarian and PRA evaluation forms, and Reference Standards and Best Practices (5/31)
• Add activity to repository (5/31)

Casey –
• Make PRA evaluation form and email to Calantha (5/31)

Marla –
• Make slight changes to reference evaluation plan and email finalized version to Calantha (5/31)
• Email 23 Things link to everyone (5/31)

Megan –

Patrick –

Gabe –
• Add reference schedules to Ref Desk calendar (5/31)

Discussion:
• Instruction activity (Calantha)
  o Candy Ice Breaker (Just in case activity)
  o Come up with connections to each piece of candy prior to the activity
    ▪ Get to know you activity.
    ▪ Everyone picks a piece of candy.
    ▪ Ask the students to introduce themselves and place a connection, such as the student’s favorite movie or favorite food, to associate with each piece of candy.
    ▪ Write down on board associated question for each type of candy.
      o The point is to get familiar with each student.
• Reference Evaluation Form
  o No changes to the evaluation form
• Reference Evaluation Plan
Instructional Services Committee Meeting Minutes
April 12, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

- Specify second sentence in evaluation plan add... “Linscheid Library” to Standards and Best Practices.

- Finalized Upcoming Reference Schedules
  - Same blocks just four hour shifts instead of three hours.
  - Patrick and Megan know what Sundays they need to work it.
    - Everyone is ok with that.
  - Casey asked if we were keeping the same schedule for next semester.
    - Thursdays next semester, we are switching Megan and Casey’s afternoon shift.
  - Summer schedule - first hour on-call and two hours on the desk.
    - Sam does not have a regular shift so will be the first alternate.
    - Patrick is first alternate for evenings.

- Chapter 3 of Reflective Teaching
  - Calantha –
    - Gleaning - How we research every day and do not even realize it, but we need to evaluate it and document it or organize it (pg. 26).
    - Personal connections with colleges that involve experiential learning (pg. 27).
    - Get a mentor or multiple mentors for different aspects of your life.
    - Be a sponge, observe, observe, observe and learn!
    - Collaboration is what we do in these meetings (pg. 28).
    - People can sometimes be harsh or unhelpful with feedback.
    - We are working on being partners with faculty (being seen as an asset).

  - Marla –
    - Feedback –
      1. It is usually not to be hurtful but can be a miscommunication or could be rooted in something deeper then what we are talking about.
      2. Feedback can be taken wrong sometimes simply because it’s an email.
        - It helps to keep track of emails and emailing herself and creating folders for ideas of future projects.

  - Patrick –
    - Highlighted the phrase “humans are social learners.”

  - Casey –
    - pointed out several online resources which are helpful.
    - Said there are a lot of good library blogs to follow.

  - Megan –
    - Commented that there are various shades of awkward learners.

Next Meeting: May 31, 2018
Instructional Services Committee Meeting Minutes
March 29, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

Agenda for 4-12-18:
1. Finalize upcoming reference schedules
2. Finalize reference evaluation plan
3. Finalize reference evaluation form
4. Discuss Chapter 3 & 4 of Reflective Teaching
5. Instruction activity demonstration (Calantha)

Future Topic:
1. Create a matrix for every liaison’s department
2. Integrating information literacy into every department
3. Create student survey for instruction
4. Classroom Management Q & A
5. Instructional Statistics Tracking

Action Items:

Everyone -
• Read Chapter 4 of Reflective Teaching (4/12)
• Read over reference evaluation form and email all committee members with comments (4/12)

Calantha -
• Change rotation document to library evaluation rotation (4/12)
• Bring activity (4/12)
• Meet w/Marla about Department Affiliation in Ref Analytics (4/9)
• Delete Department Affiliation of Patron box from Ref Analytics (6/1)
• Meet with Dana about Standards and Best Practices (4/12)
• Upload finalized version of Standards and Best Practices to website (4/12)
• Put Marla’s, Megan’s, and Casey’s activities on repository (4/12)

Casey -
• Email finalized version of Standards and Best Practices to Calantha (4/12)
• Email activity to Calantha (4/12)

Marla -
• Revise reference evaluation plans w/Megan (4/12)
• Meet with Gabe and Calantha about Department Affiliation in Ref Analytics (4/3)
• Update activity and email it to Calantha (4/12)

Megan -
• Revise reference evaluation plans with Marla (4/12)
• Update activity and email to Calantha (4/12)

Gabe -
• Meet w/Marla about Department Affiliation in Ref Analytics (4/9)

Discussion:
• Reference Evaluation Plan
  o Marla thinks we need to decide on including the evaluation of staff.
  o Librarians would read the chats and do the spot checks.
Instructional Services Committee Meeting Minutes
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Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

- Marla asked if we wanted to use a rubric or add a question about chat.
- Calantha thinks we need to keep it separate.
- Casey disagreed she thinks that it should be a part of the evaluation plan.
- Casey asked how many chats do we need to look at.
- Calantha said to read three chats/ email transcripts and go by office twice a semester.
- Marla said that if they are not in their office when they are supposed to be to see if they are helping a patron.
- Casey suggested that it is the responsibility of the direct supervisor to do quality checks on reference assistant.
- Calantha and Marla think that we should document the staff member’s quality control.
- Marla said we could use Lib Reference evaluation form as a guideline.

  - Discussed changing keeping the same rotation schedule as the instruction evaluation plan.
  - Discussed changing the language for the rotation schedule
    - Calling it librarian evaluation rotation.
    - Marla asked if we could change the amount of required evaluation forms to five to ten instead of ten to twenty.
    - Everyone agreed to change the number.

- Revised Peer Evaluation Form
  - Same document as the reference evaluation plan but different name and changing the wording a little.
    - Casey asked if anyone had suggestion for different wording for the form.
    - Calantha asked if the wording could be clarified a little bit.
    - Calantha liked the structure of the form though.
    - Everyone is to read over form and send comments and ideas to Patrick and Casey.
    - At the next meeting, any changes to the form would be discussed.

- Instruction activity from Casey
  - Split up into groups of two or three.
  - Give student enough time to find an article related to the assignment.
  - Then have one student come to the front and demonstrate how they did the search.
  - Calantha thought this activity would be best for a smaller class.
  - Calantha liked this activity because it allows the students to work tog and be hands on.

- Instruction activity from Megan
  - Citation relay or race activity
    - Brake students up into groups (can be done individually).
    - As a group have each student do one part of the citation.
    - Casey suggested using a screen shot of the top of the article.
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Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

- Assign each student a specific part of the citation.
- Megan said she would adapt this activity based on classroom size.
- Megan would hand out candy to winner of the competition.

- Instruction activity from Marla
  - Marla handed out a folded piece of paper and asked student what they wanted to learn.
    - Breaking up students into groups (search, use, and evaluate)
    - Marla thought it should be a prerequisite to read the coarse guide or write the outline on the board.
    - Those that did not want to participate would be to be helpers.
    - Students would then write their name and question on the piece of paper.
    - Activity is set up for upper classes.
    - Marla said she has a need to see where the upper level classes are.

Next Meeting: April 12, 2018
Instructional Services Committee Meeting Minutes 
March 1, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

**Agenda for 2-15-18:**
1. Go over revised reference evaluation plan (Marla and Megan)
2. Go over Reference standards and best practices (Casey)
3. Discuss Chapter 3 of Reflective Teaching (Everyone)
4. Instruction activity demonstration (Casey)
5. Instruction activity demo (Megan)

**Future Topic:**
1. Create a matrix for every liaison’s department
2. Integrating information literacy into every department
3. Deescalating (Social Work) training
4. Classroom Management Q & A

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**Action Items:**

**Everyone -**
- Read Chapter 3 of Reflective Teaching (3/15)

**Calantha –**
- Upload updated evaluation plan to website (3/1)
- Add Patrick’s activity to repository (3/15)
- Add to Future IS Plan: create student survey for instruction, record instruction sessions for self-evaluation, and collaborate with professor on assessment and assignment design (3/15)
- Bring activity (4/12)

**Casey –**
- Create Reference Standards and Best Practices of which will include research consultations (3/15)
- Read Chapter 1, 2, and 3 of Reflective Teaching (3/15)
- Bring Activity (3/1)
- Type up teaching philosophy and email to everyone (3/15)
- Update instruction evaluation plan and email Calantha when plan is completed (3/15)
- Revise peer reference evaluation process with Patrick (3/29)

**Marla –**
- Revise reference evaluation plans w/Megan (3/15)
- Bring activity (3/29)

**Patrick –**
- Revise peer reference evaluation process w/Casey (3/29)

**Megan –**
- Revise reference evaluation plans (3/15)
- Bring activity (3/15)

**Discussion:**
Instructional Services Committee Meeting Minutes
March 1, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

- Social Work
  - Training
    - Calantha spoke with Dr. Amy Ward about setting up deescalating stressful situations training for all library employees.
    - Marla asked if she would be qualified to speak about autism.
    - Calantha will check with her to see if she could.
    - Marla said Shelly Sharber said she is willing to come for classroom management Q&A.
    - All agreed that it would be best if she came in the fall.

- Share Teaching Philosophy
  - Calantha shared her philosophy.
    - Said boiling down was hard and tried to use terms she has recently learned.
  - Patrick shared his philosophy
    - Casey liked what he said about how teaching methods do not work the same for everyone.
    - Patrick thought it important to get students to relate to us. (Make a connection)
  - Megan shared her philosophy
    - Calantha agreed that it needs to be a lasting impression.
    - Discussed how we feel there is a survey overload.
  - Casey thought instructions primary goal should be to make sure student know what they need to know.
    - That we need to build a relationship with them.
    - Librarians have a lot of potential to really help students.
    - Marla mentioned having formed a relationship with them helps them in the classroom.
  - Marla shared her philosophy
    - Knowing who to ask for help is important
    - In addition, ownership of their learning is just as vital.
    - Discussed putting valuable information in their course guides and making them responsible for it.
    - Calantha said standardization could be very difficult.

- Chapter 2 of Reflective Teaching
  - Calantha said the book is a bit wordy and a bit more technical
    - Said this is more like a baseline for what we are trying to teach.
    - She liked the three reflection questions used in the book.
    - What works, what doesn’t work, and did you reflect on it?
  - Page 20 talked about teaching anxiety.
    - You can really be prepared and still feel nervous.
  - Page 21 was an activity asking student about personal things or research topics or their major. Then stating one fact about yourself as the instructor.
Instructional Services Committee Meeting Minutes
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Present: Patrick, Calantha, Megan, Casey, Marla, and Gabe

- Being able to gage student competency.
- Important to get a general feel for the class.

- Calantha asked everyone the question “Do you already use reflective practice in your teaching?”
  - Patrick said yes but felt he needed to take it a bit further.
    - Also said we can get in a rut of teaching the same things.
    - He said he liked how the author uses verbal pauses.
    - Calantha said she found when she recorded herself and watched it she could see the areas she needs to work on.
    - Asked if the others would be willing to do the same.
    - Megan agreed that going back and watching would be a useful tool.
  - Megan said yes she kind of does some reflecting.
    - That she wants to and needs to it more.
  - Marla said yes, mostly with the survey at the end.
    - This chapter inspired her to learn the students’ names.
    - She wants to find other ways to make it personal for larger classes.
  - Calantha said reflecting pushes her to be a better instructor.

Next Meeting: March 15, 2018
Instructional Services Committee Meeting Minutes
March 15, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Kaylie

Agenda for 3-29-18:
1. Go over revised Peer Evaluation Form (Patrick & Casey)
2. Discuss Chapter 3 of Reflective Teaching
3. Instruction activity demonstration (Casey, Marla, and Megan)

Future Topic:
1. Create a matrix for every liaison’s department
2. Integrating information literacy into every department
3. Create student survey for instruction
4. Classroom Management Q & A
5. Instructional Statistics Tracking

Action Items:
Everyone -
• Send comments about reference standards and best practices to Casey (3/29)

Calantha –
• Upload updated evaluation plan to website (3/29)
• Meet w/Marla and Gabe about Department Affiliation in Ref Analytics (3/29)
• Bring activity (4/12)
• Delete Ref Analytics box from Department Affiliation of Patron (6/1)

Casey –
• Revise peer reference evaluation process with Patrick (3/29)
• Bring Activity (3/29)
• Email Standards and Best Practices to everyone (3/29)

Marla –
• Revise reference evaluation plans w/Megan (4/12)
• Meet w/ Gabe and Calantha about Department Affiliation in Ref Analytics (3/29)
• Double check consultations in Ref Analytics (3/29)
• Bring activity (3/29)

Patrick –
• Revise peer reference evaluation process w/Casey (3/29)
• Send comments about reference evaluation plan to Marla (3/29)
• Finish reading chapter 3 of Reflective Teaching (3/29)

Megan –
• Revise reference evaluation plans with Marla (4/12)
• Bring activity (3/29)

Gabe –
• Meet w/Marla and Calantha about Department Affiliation in Ref Analytics (3/29)

Discussion:
• Tracking outside consultations
Instructional Services Committee Meeting Minutes
March 15, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Kaylie

- Calantha said if you have an outside consultation count them as a level 4.
- If the librarians have time, please double check consultations from 1718 in Ref Analytics.

- Ilstaff calendar instruction instances
  - Calantha went over Ilstaff calendar procedures for instruction sessions with librarians again.
  - Calantha requested future instances to more closely follow the guidelines.
  - Calantha informed librarians that she will be double checking that instances conform.

- Revised reference evaluation plan
  - Casey asked about adding chat as being a part of the peer reference form.
    - Casey said when doing the PRA evaluation it should be emailed to the IS asst. who stores it and emails the direct supervisor they have.
    - Casey asked if we should be including the text of an email sent by a student when logging it into the Lib Apps form.
  - Calantha suggested a random times checking to make sure librarians are available and are in their office when they are on call.
    - Suggested incorporating it into the peer evaluation.
    - Suggested Marla and Megan create a rubric and/or add questions to Peer Evaluation Form about chat transactions.
    - Liked the spot-checking for on-call presence idea.
    - Agreed to including email transcripts in Ref Analytics but we must leave out the students’ name.
  - Marla and Megan agreed to revise reference plan based on suggestions and create section in plan for staff evaluation.

- Reference Standards and Best Practices
  - Casey said there are a few redundancies but they are necessary.
    - Also said that the standards and best practices are general enough to be applied to anyone working the reference desk.
  - Calantha suggested using reference assistant instead of librarian in the document.
    - Everyone agreed to reword it.

Next Meeting: April 29, 2018
Instructional Services Committee Meeting Minutes
February 1, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Kaylie

Agenda for 2-15-18:
1. Share teaching philosophies
2. Discuss Chapter 2 of Reflective Teaching
3. Instruction activity demonstration (Patrick)

Future Topic:
1. Create a matrix for every liaison’s department
2. Integrating information literacy into every department

Action Items:
Everyone -
• Create a teaching philosophy (2/15)
• Read Chapter 2 of Reflective Teaching (2/15)

Calantha –
• Speak to Social Work department about possible Q&A (2/15)
• Upload updated evaluation plan to website (2/15)
• Add Marla’s and Calantha’s activity to repository (2/15)
• Add liaison instruction observations to future IS plan ideas (2/15)
• Bring activity (4/12)

Casey –
• Create Reference Standards and Best Practices of which will include research consultations (3/15)
• Read Chapter 1 of Reflective Teaching (2/15)
• Revise peer reference evaluation form (2/15)
• Create virtual research consultation standards and best practices (3/15)
• Update instruction evaluation plan and email Calantha when plan is completed (2/15)
• Revise peer reference evaluation process with Patrick (3/29)
• Bring Activity (3/1)

Marla –
• Speak to Education department about possible Q&A (2/15)
• Update activity and email to Calantha (2/15)
• Revise reference evaluation plans w/Megan (3/15)
• Bring activity (3/29)

Patrick –
• Bring activity (2/15)
• Revise peer reference evaluation process w/Casey (3/29)

Megan –
• Revise reference evaluation plans (3/15)
• Bring activity (3/15)
Instructional Services Committee Meeting Minutes
February 1, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Kaylie

Discussion:

- Spring IS plan timeline
  - To be completed
    - Select teaching workshop topic and define workshop goals (5.1.1) [Everyone] – Due January 18th
    - Arrange teaching workshop (5.1.2) [Calantha] – Due January 18th
    - Revise the Reference Evaluation Plans to include Peer Reference Assistant and on-call components (3.2.2) [Marla and Megan] – Due March 15th
    - Revise peer reference evaluation process (3.2.2) [Casey and Patrick] – Due March 29th
    - Create virtual research consultation standards and best practices (2.2.3) [Casey] – Due March 15th (carry over from fall)
  - Completed
    - Discuss options for the Reference Desk, and draft grant proposal (1.1.3) [Marla and Megan]
    - Present Reference Desk redesign proposal to the Director. Revise proposal as necessary (1.1.4) [Calantha]
  - Ongoing
    - Replace all other tutorials using new software (2.1.2) [Calantha and Gabe]
    - Maintain scaffolding in Psychology (3.1.1) [Patrick]
    - Continue implementing scaffolding in English & Languages and Environmental Science departments (3.1.2) [Calantha and Patrick]
    - Collect instruction activities from librarians (5.3.2) [Everybody]

- Summer teaching workshop
  - Summer 2018 will be taught by Calantha and examine the ACRL Framework.
  - Possible future topic will be teaching librarians how to deal with difficult patrons.
    - Helpful for both reference and instruction
    - Could possibly be taught by a social work or an education professor (classroom management?)

- Instruction evaluation plan virtual component
  - Dana emailed IS Committee a link to online versions of the evaluation form
  - Casey needs to add the URLs to the plan

- Discuss Chapter 1 of Reflective Teaching
  - Marla felt the book is wordy but worth it
  - Patrick brought up the “curse of knowledge” where experts forget what it’s like to not know the basics.
  - “What makes a good teacher?”
    - Obvious about their love for teaching
    - High expectations for students
Instructional Services Committee Meeting Minutes
February 1, 2018

Present: Patrick, Calantha, Megan, Casey, Marla, and Kaylie

- Everyone discussed three of their best and worst teachers and their best and worst attributes
- Calantha enjoyed the achieving authenticity section
  - Relate to students as fellow human beings
  - Cooperate intensively with colleagues
  - Able to take care of professional and personal development

• Instruction activity demonstration (Marla)
  - Citation jigsaw
    - Marla has used this for a few sessions and it has worked really well
    - Students get into groups and discuss how given sources should be cited
      - Each group has an appointed “expert”
      - Topics are color-coded and numbered
    - Students will be able to create correct citations for given sources, identify basic elements of citations, and identify how to accommodate sources with no author, no date, multiple authors, and missing source information

• Instruction activity demonstration (Calantha)
  - Fake News Detection
    - Whole class creates a definition for “Fake news”
    - Students are divided into groups and receive two news articles
      - Decide which articles are fake and which one is the real news source and why
      - Use 10 questions for fake news detection to reexamine provided “fake” news articles

Next Meeting: February 15, 2018
Agenda for 1-18-18:
1. Spring IS plan timeline
2. Discuss Chapter 1 of Reflective Teaching
3. Summer teaching workshop
4. Instruction activity demonstration (Marla)
5. Instruction evaluation plan virtual component

Future Topic:
1. Create a matrix for every liaison’s department
2. Integrating information literacy into every department

Action Items:
Everyone -
• Read Chapter 1 of Reflective Teaching (1/18)

Calantha –
• Add Patrick’s activity to repository (11/9)
• Add Casey’s activity to repository (1/18)
• Bring activity (2/1)
• Update scaffolding manual and make appointment with Dana (1/18)
• Add future topics to documents on K drive (1/18)
• Change name of document to Future IS Plan Ideas (1/18)
• Save lesson plan as template in activity repository (1/18)
• IS project schedule (Revise peer reference form) change word from form to process (1/18)
• Add folder named “Just In Case” to activity repository (1/18)

Casey –
• Decide due date for project (1/18)
• Create Reference Standards and Best Practices of which will include research consultations (1/18)
• Email activity to Calantha (1/4)
• Bring Activity (3/1)

Marla –
• Decide on due date for project (1/18)
• Bring Activity (1/18)
• Speak to Bethany at Grants Office (1/18)

Patrick –
• Add activities to documentation in scaffolding manual (1/5)
• Decide due date for project (1/18)
• Email activity to Calantha (1/18)
• Bring activity (2/15)

Megan –
• Decide due date for project (1/18)
Instructional Services Committee Meeting Minutes from January 4, 2018

Present: Patrick, Calantha, Megan, Marla, and Gabe

- Bring activity (3/15)
- **Speak to Bethany at the Grants Office (1/18)**

**Discussion:**
- Chapter seven One Shot
  - Calantha said the basic truths on pg. 120; “you are only one person” was a great statement.
    - On pg. 121-122, Strategizing and prioritizing section assured us because we are doing this already.
    - On pg. 127, flipping the class section, Calantha stated that the whole class should not be a demonstration.
    - It is okay to do a search as long as the students are involved.
    - Leverage existing services section, she sees research consultations as an opportunity.
  - Marla was thinking she has failed if many students have to come back and ask questions after an instruction session.
    - Calantha agreed that it can feel bad if you spend a lot of time teaching something and the students clearly didn't understand.
  - Curriculum integrated model equals scaffolding (data isn’t everything).
    - On pg. 133, final thoughts, Calantha thinks we are at medium integration because we are doing scaffolding.
    - Marla thinks the highest standard we can achieve is when the faculty sees us as valuable.
  - Calantha’s goal is that eventually we would have every department scaffolded to some extent.
  - Marla asked how we can integrate information literacy into our daily work.
  - Megan liked all the reflection questions.
    - She also liked how it talked about reflecting on the instruction sessions after the semester is over.
  - Patrick mentioned the important ability to say no to faculty, if you have good reason.
    - Also using faculty requests for instructions without specific assignments as an opportunity to connect the course to information literacy.
- **Assign IS Plan Projects**
  - We are doing more then just revising the peer reference evaluation form; we are wanting to update the whole concept.
  - Marla had asked if we even needed to have a peer evaluation, so a part of revising the form will be looking at if it is even necessary and why are we doing it.
  - We are also changing the word form to process.
Present: Patrick, Calantha, Megan, Marla, and Gabe

- Scaffolding Manual
  o Marla thought on the background, basic searching and evaluation skills feels out of place.
    ▪ Will now be covered in Comp II courses.
    ▪ Everyone agreed to remove it.
  o Marla thought the two introductory emails were too long.
    ▪ In Marketing and Planning, we could shorten the email by adding a link to a scaffolding benefits page in LibGuides or making scaffolding benefits an attachment to the email.
  o Calantha said she wasn’t sure where to include a scaffolding box in LibGuides.
    ▪ We could move marketing meeting agenda items to the Marketing and Planning steps.
    ▪ For scaffolding benefits, create sample attachment in Appendix B.

- Patrick demonstrated his instruction activity
  o Greets class and asked what they expected to learn from this process.
    ▪ Handed out note cards and was asked to write down either what they wanted to learn more about or something that was difficult about using the library or its resources.
    ▪ Had students write on whiteboard what they had written on card.
    ▪ He then went over what the students had written and encouraged it to be an open discussion.

Next Meeting: January 18, 2018
Instructional Services Committee Meeting Minutes from December 14, 2017

Present: Patrick, Calantha, Megan, Marla, Kaylie, and Casey

Agenda for 1-4-18:
1. Scaffolding Manual
2. Discuss Chapter 7 of One Shot
3. Assign Spring IS Plan Projects
4. Instruction Activity Demonstration (Patrick)

Future Topic:
1. Faculty Library Workshops

Action Items:
Everyone -
• Read Chapter 7 of One Shot (1/4)
• Bring future topics from One Shot (1/4)

Calantha –
• Set up a Scott Rice visit (1/4)
• Create a future IS topics document on the K Drive (1/4)
• Add Casey and Megan’s activities to repository (1/4)
• Ask Dana to purchase for copies of new book (1/4)
• Bring activity (2/1)

Casey –
• Create Reference Standards and Best Practices of which will include research consultations (1/18)
• Email activity to Calantha (1/4)
• Bring activity (3/1)

Marla –
• Speak to Bethany at the Grants Office (1/18)
• Bring activity (1/18)

Patrick –
• Update activity and bring to IS Meeting (11/9)
• Bring activity (2/15)

Megan –
• Speak to Bethany at the Grants Office (1/18)
• Update activity and email it to Calantha (1/4)
• Bring activity (3/15)
Instructional Services Committee Meeting Minutes from December 14, 2017

Present: Patrick, Calantha, Megan, Marla, Kaylie, and Casey

Discussion:

- Reference Desk Proposal Update
  - Calantha met with Dana
    - Dana agreed to it
      - Purchase from Scott Rice
        - Set up a date in January to go
      - Pay with grant first
        - Choose which grant to go with first
    - Be mobile
      - Get rid of copier machines
      - Short section on right side

- Chapter 6 of One Shot
  - Assessment
    - Page 100
      - Additional resources for creating assessments
      - Continue with book club aspect
    - Page 101
      - Assessment is even more important because of limited time
    - Page 103
      - Good selection of different types of assessments
    - Page 109
      - Rubric
    - Page 116
      - Critical self-help assessment
    - Discuss with faculty on how to improve future instruction sessions
      - End of semester
        - How instruction sessions affect student work
    - The importance of sharing what you found out during the semester
      - Critiquing librarians’ instruction sessions
        - What have others noticed that you haven’t?
      - Assessment for assessment’s sake is not good practice
        - Active participation of students
        - Students say they understand when they really don’t

- Instruction Activity Demonstration (Casey)
  - Boolean Activity
    - Get into groups of 2-3
    - Each group has a stack of cards
    - Arrange the cards to show how the keywords connect
  - Everyone voted on this activity

- Instruction Activity Demonstration (Megan)
Instructional Services Committee Meeting Minutes from December 14, 2017

Present: Patrick, Calantha, Megan, Marla, Kaylie, and Casey

- Different formats (media) that information can come in
  - Describe where certain items are in the library
  - Put students in groups
    - Tell everyone they will receive an information format
    - Assign information formats to each group
  - Write everyone’s ideas on the board
    - What are everyone’s thoughts on these ideas?

Next Meeting: January 4, 2018
Instructional Services Committee Meeting Minutes from November 9, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Agenda for 11-17-17:
1. Discuss Chapter 6 of One Shot
2. Instruction activity demonstration (Casey)
3. Reference Desk proposal
4. Spring Reference Schedule

Future Topic:
1. ACRL Framework
2. Faculty Workshop CETL
3. Reevaluate Research Process
4. Peer Reference evaluation form
5. Student feedback component to instruction standards and best practices

Action Items:
Everyone -
• **Read Chapter 6 of One Shot (11/17)**

Calantha –
• Bring activity (2/1/2018)

Casey –
• Create Reference Standards and Best Practices of which will include research consultations (12/7)
• **Bring Activity (11/17)**

Marla –
• *Reference Desk Analysis proposal (11/9)*
• Bring Activity (1/18)

Patrick –
• **Update activity and bring to IS Meeting (11/9)**
• Add Reference Desk computer to rotation (12/12)

Megan –
• Bring activity (12/12)
• **Read chapter 5 of One Shot (11/17)**

Discussion:
• Chapter Five of One Shot
  o Chapter is about adapting to different teaching environments such as web-ex, auditorium, classroom with no computers or no classroom at all.
    ▪ Page eighty-one asked what the class culture is.
    ▪ Calantha said knowing this is very helpful over all.
    ▪ Page eighty-three says plan for chaos, it happens.
    ▪ Calantha agreed that assigning pre work is good.
    ▪ Page eighty –six talked about doing games online.
    ▪ Casey thought this could work well.
  o Computer free classrooms
    ▪ Calantha liked the idea of using case studies or role-play.
Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

- Provides opportunity to think for ourselves instead of the web thinking for us.
- Keeping simple activities on hand is important in case of extra time.
- Patrick liked the idea of being unplugged.
- Calantha encouraged everyone to think outside the box for activities, as basics are covered in Freshman Comp sessions.
  - Next step is making the sessions specific to their field.
    - In the future going more in depth in a certain area like nursing.
    - At upper level, sessions should cover how this applies to their certain area as well as everyday life.
  - Future instruction goals:
    - Calantha’s vision for instruction is that all departments will be scaffolded, with or without assessment.
    - To meet this goal, liaison librarians need to create the culture of expectation with the chair, instead of having a sales pitch and asking if we can come to the class.
    - Marla suggested meeting with faculty and asking if we will always be working in this area.
    - Marla wants to know how we make the transition from begging to instruct to faculty expecting us to come.
    - Making us valuable to faculty will help.
    - Marla said one step is getting the buy in from faculty.
    - Casey said we need to get feedback from those who don’t use us and sharing the feedback of those who do.
    - Marla said we need to create a marketing plan.
    - Casey said just communicating on an individual bases would be helpful.
    - Calantha said just finding out how the faulty member communicates and communicating that way would be helpful.

- Revised Instruction and Reference Evaluation plan
  - Evaluation plan has two options: Lib Wizard or Google account.
    - Everyone agreed the Google account is the best option.
    - Marla thought a benefit of being online would be students could do the evaluation from their mobile devices.
    - Marla said a negative of the paper form would be that student would need access to a printer as well as being tech savvy.
    - Calantha said having like a 3-2-1 format but just asking students for feedback.
    - Calantha and Marla both thought we needed a survey within course guide standards to provide link for comments.
Instructional Services Committee Meeting Minutes from November 9, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

- Calantha proposed getting rid of the online evaluation addition in the student evaluation area.
  - Calantha said no need to create online evaluation form for students.
  - Librarians will send pdf version of evaluation form to faculty and request that they email form to Director’s office.

- Reference Desk proposal
  - Megan presented two ideas for the new Reference Desk set up.
    - The first was one unit that had enough room for the two computers, office supplies and enough space for all Reference Desk materials.
    - The second idea was two units made up of a regular sized desk and an adjustable standing unit with bar stool.
    - Orientation is the same as the current design.
    - Purpose of the standing unit is to be more visible and accessible.
    - Everyone agreed that the adjustable standing unit sounded the best.

Next Meeting: November 17, 2017
Instructional Services Committee Meeting Minutes from November 3, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Agenda for 11-9-17:

1. Revised instruction and reference evaluation plans (Casey)
2. Discuss Chapter 5 of One Shot
3. Instruction activity demonstration (Casey)
4. Reference Desk proposal

Future Topic:

1. ACRL Framework
2. Faculty Workshop CETL
3. Reevaluate Research Process
4. Peer Instruction evaluation form

Action Items:

Everyone -

- Read Chapter 5 of One Shot (11/9)
- Look over tutorial and email Calantha comments or concerns

Calantha –

- Add CRAPP test activity to repository (11/9)
- Update about Academic Integrity Procedures and email everyone (11/9)
- Add Academic Integrity to Annual Report (12/12)
- Bring activity (2/1)

Casey –

- Bring revised Instruction and Reference Evaluation Plans (11/9)
- Create Reference Standards and Best Practices of which will include research consultations (2/7)
- Bring Activity (11/9)

Marla –

- Reference Desk Analysis proposal (11/9)
- Bring Activity (12/14)

Patrick –

- Look for extra computer for Reference Desk (11/3)
- Revise Academic Integrity Procedures and email Calantha revised version (11/3)
- Update activity and bring to IS Meeting (11/9)

Megan –

- Reference Desk Analysis proposal (11/9)
- Bring activity (12/14)

Gabe -

- Email Taylors tutorial test to all librarians (11/9)
- Add Academic Integrity to Annual Report (12/12)
Instructional Services Committee Meeting Minutes from November 3, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Discussion:

- Chapter four of One Shot
  - Calantha agreed that the teaching is learning centered.
    - Also liked how it talked about problem-based learning.
    - Pointed out that there are ten activities talked about in this chapter.
  - This chapter talks about taking off your expert hat.
    - Patrick said traditional librarians not wanting to give up the power in the classroom.
    - Also brought up reality-based learning.
    - Page fifty-five talks about the difference from active to experiential learning.
    - Marla said one problem is there is zero critical thinking involved.
    - Marla said we can’t control everything in the classroom.
    - That is why script based learning does not always work.
  - We need to connect and have passion.
    - Marla thought we need to have passion for teaching not necessarily for the subject matter.

- Revised Instruction and Reference Evaluation plan
  - Discussed that in instruction we need to change from Framework to Roles.
  - Keeping ACRL Standards as it is until time permits for the change.
  - Do we need to keep using physical form for student evaluation or create an online version of the evaluation form?
    - We would like to create an online form but will for Danas input.
    - For instructions held virtually, the instructing librarian will email the evaluation form to the faculty member and request that the filled-out form be emailed directly to the Office of the Library Director.
  - Casey said we need to look at Standard and Best Practices in Reference general plan.
    - Calantha said we need to look at Reference Evaluation plan as a whole.
  - Calantha wants to revise reference peer evaluation form.
    - Casey asked if we should add online to the drop down menu for the instruction evaluation form.
    - Decision is a part of Casey’s project for next semester.

Next Meeting: November 9, 2017
Instructional Services Committee Meeting Minutes from October 26, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Agenda for 11-3-17:
1. Revised instruction and reference evaluation plans (Casey)
2. Discuss Chapter 4 of One Shot
3. Instruction activity demonstration (Casey)
4. Discuss Academic Integrity Tutorial

Future Topic:
1. ACRL Framework
2. Faculty Workshop CETL
3. Reevaluate Research Process
4. Peer Instruction evaluation form

Action Items:
Everyone -
• Read Chapter 4 of One Shot (11/3)

Calantha -
• Add 3-2-1 activity to repository (11/3)
• Meet with Dana about Academic Integrity Procedures (11/3)
• Ask Holly Sewell about process for scheduling Academic Integrity appointments (11/9)
• Rearrange Reference Desk furniture (1/4)

Casey -
• Bring revised Instruction and Reference Evaluation Plans (11/3)

Marla -
• Reference Desk Analysis proposal (11/9)
• Come up with cost analysis (11/9)
• Contact Physical Plant about surplus (11/9)

Patrick -
• Look for extra computer for Reference Desk (11/3)
• Revise Academic Integrity Procedures and email Calantha revised version (11/3)
• Type up activity into template and bring to IS Meeting (11/3)

Megan -
• Reference Desk Analysis proposal (11/9)
• Come up with cost analysis (11/9)
• Contact Physical Plant about surplus (11/9)

Gabe -
• Email Taylors tutorial test to all librarians (11/3)
Discussion:

- Chapter three of One Shot
  - Calantha talked about page two of the chapter.
    - This chapter discussed focusing on one or two main topics.
    - Marla agreed that picking just one or two to use or evaluate would be good.
  - This chapter was all about framework.
    - Patrick thought it was conceptual.
    - Patrick also thought a lot of this book is about a mindset.
    - Page thirty-one talked about what are the key questions within each framework.
    - Marla also suggested using frameworks instead of using learning objectives.
    - Marla suggested putting a tutorial together about the nuts and bolts of database research.
    - She also said it may be easier to simply do a recording of database research before instruction sessions.
  - Calantha talked about how the chapter recommends giving power back to the student.
    - She also talked about the importance of using real life situations as examples with the students such as what happened in Ferguson.
  - Megan stated the importance of backing up and looking for the areas that the student may be stuck on.
    - She also suggested helping the students understand the importance of research.
    - In addition, the importance of what you want the students to learn and why you want them to learn it.
    - Casey said sometimes it is helpful to have a second session.
  - Book shows that it’s not just about one assignment but it’s about preparing students for every assignment and to research independently.
  - Calantha thinks changes can be gradual doing the best we can as we go along.
  - Also finding a balance of duties and instruction being an important part of the process.

- Instruction Activity 3-2-1
  - Objective is that the student provide feedback on subject matter covered in their information.
Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

- Calantha passed out a handout asking students to list three new facts they learned, list two things they already knew, and one big question they still have.
  - This was to be handed out at the end of the class time.
  - It can be used for any class size.
- Casey asked what makes this better than an evaluation.
  - Calantha replied this does not replace the evaluation it is specifically about content.
  - It’s about content not structure.
- Marla thought this activity was an eye opener.
  - Everyone liked this activity.

- Reference Desk Schedule
  - Calantha didn’t feel like PRAs should work the late shift 9-12.
    - Everyone agreed with that.
  - Marla is fine working Thursday nights.
  - Unless Patrick decides not to work the Friday on call shift, the model will remain the same.
  - Calantha decided to put the PRAs on the schedule and then present it to Dana.
  - Megan is now a part of working on the Reference Desk.

Next Meeting: November 3, 2017
Instructional Services Committee Meeting Minutes from October 12, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Agenda for 10-26-17:
1. Revised instruction and reference evaluation plans (Casey)
2. Discuss Chapter 3 of One Shot
3. Instruction activity demonstration (Calantha)

Future Topic:
1. ACRL Framework
2. Faculty Workshop CETL
3. Reevaluate Research Process
4. Peer Instruction evaluation form

Action Items:
Everyone -
• Read Chapter 3 of One Shot (10/26)

Calantha –
• Present new Reference Desk model to Dana (10/26)
• Meet with Dana about Academic Integrity Procedures (10/26)
• Ask Holly Sewell about scheduling Academic Integrity appointments (11/9)
• Rearrange Reference Desk furniture (1/4)

Casey –
• Bring revised Instruction and Reference Evaluation Plans (10/26)

Marla –
• Look to see if we have replacement furniture for use of rearrangement of Reference Desk area (11/3)

Patrick –
• Look for extra computer for Reference Desk (10/26)
• Revise Academic Integrity Procedures and email Calantha revised version (10/26)
• Type up activity into template and bring to IS Meeting (10/26)

Megan –
• Look to see if we have replacement furniture for use of rearrangement of Reference Desk area (11/3)
Instructional Services Committee Meeting Minutes from October 12, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

Discussion:

- Best Practices for Reference Desk Furniture
  - Marla recommends using grant for all librarian spaces in the Spring and include replacing Reference Desk Furniture.
    - Megan and Marla will write up proposal next semester.
    - Marla recommended a regular size desk and a taller bar stool sized desk.
    - Casey is concerned that the desk is not suited for any student or employee that may be in a wheelchair.
    - We all agreed that we want two computers for the new set up.
  - Everyone agreed to working with what we have for the time being.
  - Using the taller desk, facing it towards circulation, and using the shorter desk to make a right angle.
  - Casey asked about having room for advertising for future events but we all agreed that advertising is best at circulation.
  - We could have avatars or something at the bottom of the desk.
  - Marla suggested and Calantha agreed to go through current materials and supplies getting rid of any unnecessary items at the Reference Desk.
  - Calantha suggested possibly needing to find two desks depending on how or if the reference desk comes apart.

- Demonstration of Repository
  - Calantha showed us how to find activity template.
  - Marla thought the drop down for class size should have (any) as an option.
  - Instruction activity repository divided into categories for use, evaluate, plan, search and assessment.

- Chapter two of One-Shot
  - This chapter is about collaboration.
  - The chapter gave examples of how to start conversations.
  - Librarians should get an idea from the professor of where the student is in the research process (pg. 18).
  - Sometimes faculty schedule library sessions at a bad time, where it is simply fits the syllabus.
  - Calantha talked about the importance of saying no and setting up boundaries with faculty.
  - Calantha said it helps to be personable with faculty.
  - Patrick stated it was an eye opener.
  - Megan said timing for sessions was everything.

- Academic Integrity Procedures
  - Casey did not like the font.
Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

- Marla was concerned about being notified beforehand about the appointment with the student.
- Marla also thought it was good to hold the student accountable to actually viewing and understanding the tutorials.
- All agreed that if student did not learn material that a follow up appointment should be scheduled.

Next Meeting: October 26, 2017
Instructional Services Committee Meeting Minutes from October 05, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

**Agenda for 10-12-17:**
1. Best Practices in Reference Desk furniture
2. Demonstration of Activity Repository
3. Discuss Chapter 2 of One Shot

**Future Topic:**
1. ACRL Framework
2. Faculty Workshop CETL
3. Reevaluate Research Process
4. Peer Instruction evaluation form

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**Action Items:**

**Calantha –**
- Finalize activity template and email everyone (10/12)
- Bring activity (10/26)

**Casey & Marla –**
- Look for Reference Desk sign file (10/12)

**Marla –**
- Bring recommendations for best practices in Reference furniture (10/12)
- Look for Reference Desk sign file (10/12)
- Send out links for activity web sites (10/12)
- Type up activity and put into template and send to Calantha (10/12)

**Megan -**
- Bring recommendations for best practices (10/12)
- Bring activity (12/14)

**Patrick –**
- Type up activity into template and bring to IS Committee Meeting (10/26)

**Casey -**
- Look for Reference Desk sign file (10/12)
- Bring activity (11/9)
Discussion:

- Fall IS Plan Projects Timeline
  - Megan and Marla
    - Research best practices in Reference Desk furniture, arrangement, and signage (10/26).
    - Research grant options to pay for updated furniture (11/9).
  - Casey
    - Create virtual research consultations standards and best practices (10/26).
    - Revise the Instruction and Reference Evaluation Plans to include a virtual (self-evaluation) component (10/26).
  - Calantha and Gabe
    - Replace all tutorials using new software (Ongoing).
  - Calantha and Patrick
    - Maintain scaffolding in Psychology (Ongoing).
    - Continue implementing scaffolding in English and Languages and Environmental Science department (Ongoing).
    - Begin scaffolding documentation (Ongoing).
  - Everyone
    - Begin marketing WebEx instruction sessions and research consultations to liaison faculty (Ongoing).
    - Create a repository for instruction activities (10/4).
    - Collect instruction activities from librarians (Ongoing).

- Reference Desk Sign
  - Everyone agreed to the wordage of new sign.
  - New sign will be made as soon as we get the file.

- Instruction activity demonstration (Marla)
  - Objective was to help student realize how they automatically use the CRAAP test.
    - Class size does not matter.
    - Skill level does not matter.
    - Prerequisite was that every student knew their topic.

- Every other meeting a librarian will present an activity.

- Chapter One of One-Shot
  - Compares Bibliographic instruction to information literacy.
  - Everyone agreed we are moving towards active learning and away from passive learning.
  - Casey mentioned we are linking information literacy to coarse assignments well already.
Instructional Services Committee Meeting Minutes from October 05, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe, and Casey

- Calantha mentioned librarians should collaborate with faculty on design and implementation as much as possible.
- Marla brought up including these three topics for future implementation to be added to future topics
  - ACRL Framework
  - Faculty workshop CETL
  - Reevaluate research process

Next Meeting: October 12, 2017
Instructional Services Committee Meeting Minutes from September 21, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe

Agenda for 10-5-17:
1. Create Schedule for Fall IS Projects
2. Finalize Sign for Reference Desk
3. Create Format for Instruction Activities
4. Discuss Chapter 1 of One Shot

Action Items:
Everyone –
• Bring outline and deadline for IS Projects (10/5)
• Read chapter 1 and prepare for discussion (10/5)

Calantha –
• Email everyone plus Dana with the changes of the new Reference Desk sign (10/5)
• Schedule October and November IS Meetings (10/5)

Gabe –
• Check to see if white boards are magnetized and get with Brandi about ordering magnets (10/5)

Marla –
• Bring instruction activity for next meeting (10/5)
Instructional Services Committee Meeting Minutes from September 21, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe

Discussion:

- Fall IS Plan Projects
  - Megan and Marla
    - Research best practices in Reference Desk furniture, arrangement, and signage.
    - Research grant options to pay for updated furniture.
  - Casey
    - Create virtual research consultations standards and best practices.
    - Revise the Instruction and Reference Evaluation Plans to include a virtual (self-evaluation) component.
  - Calantha and Gabe
    - Replace all tutorials using new software.
  - Calantha and Patrick
    - Maintain scaffolding in Psychology.
    - Continue implementing scaffolding in English and Languages and Environmental Science department.
    - Begin scaffolding documentation.
  - Everyone
    - Begin marketing WebEx instruction sessions and research consultations to liaison faculty.
    - Create a repository for instruction activities.
    - Collect instruction activities from librarians.

- Reference Desk Sign
  - Agreed to change it to Reference Assistant will be back soon.

- Instruction activity demonstration (Patrick)
  - Wrote on board and asked, what do you want to know about library resources and what did you find challenging about using the library resources?
    - Marla thought it was a good idea to have an activity right off the bat.
    - Marla also suggested that for a larger class simply give a list of discussion points and then ask the class is there is anything they want to add to the list.
  - Calantha said to type up a guideline based on which class and the size of the class.
    - Call it a kick-start.

- Reference Tracking
  - Marla had a question about logging reference questions.
    - Level I & II’s PRA tracks.
    - Level III & IV PRA tracks as referral and librarian tracks further consultation.
Instructional Services Committee Meeting Minutes from September 21, 2017

Present: Patrick, Calantha, Megan, Marla, Gabe

- Faculty Interactions
  - All faculty interactions Level IV.
- Students
  - Use current Ref Analytics standards.

Next Meeting: October 5, 2017
Instructional Services Committee Meeting Minutes from July 27, 2017

Present: Patrick, Calantha, Casey, Marla, Kaylie

Agenda for 08-08-17:
1. Fall Reference Schedule
2. Final Tutorial Updates
3. New Faculty Tours

Action Items:
Calantha -
- Update Instruction brochure (7/27)
- Find and send YouTube logins to the committee (7/27)
- Update scaffolding plan (8/8)
- Meet with Dana to discuss scaffolding plan and Instruction Standards and Best Practices (8/8)
- Send tutorials to everyone to get feedback (8/8)
Instructional Services Committee Meeting Minutes from July 27, 2017

Present: Patrick, Calantha, Casey, Marla, Kaylie

Discussion:

- Scaffolding Plan
  - Background information
    - Casey thought it made sense and could be useful for the next Instructional Services Librarian.
    - Marla thought there was a good explanation about why SAILS is no more, etc.
  - Calantha and Patrick have set up a bimonthly meeting to discuss what is happening with scaffolding to stay on top of the progress.
  - Moving quizzes from Blackboard to LibWizard.
    - Hard to retrieve data from Blackboard.
  - Long-term goals: Need to have more librarians involved in scaffolding.
    - Marla thinks there isn’t a need to have a long-term goal in this plan because it is just a three-year plan.
    - Calantha could make a new document on the K Drive called “New Scaffolding Ideas.”
    - Casey agrees.
    - Calantha agrees “long-term goal” to “goal.”
    - A scaffolding handbook will eventually be created.
  - Steps
    - Marla suggests creating a table with the year and department to list the past steps and taking out all future steps since they are listed in the summary table.
- Tutorial Update
  - Calantha and Patrick working on last tutorial
    - Both will be gone on Friday (7/28).
  - Hard deadline: August 1 at the end of the business day.
  - Calantha plans to send last few updates to Caleb or another student to review.
  - Calantha will send to Casey and Marla to review the first week of August.

Next Meeting: August 8, 2017
Instructional Services Committee Meeting Minutes from July 20, 2017

Present: Patrick, Calantha, Marla, Kaylie

Agenda for 07-27-17:
1. Finalizing Scaffolding Plan
2. Tutorial Update

Future:
3. Revise the Instruction Standards and Best Practices to reflect the new ACRL Roles and Strengths of Teaching Librarians (June 2018)

Action Items:
Calantha –
• Update Instruction brochure (7/27)
• Find and send YouTube logins to the committee (7/27)
• Meet with Patrick to add an assessment section to scaffolding plan (7/27)

Patrick –
• Show Marla where liaison flyer is on the K Drive so she can update it (7/27)
• Meet with Calantha to add an assessment section to scaffolding plan (7/27)
• Bring up issue of not having staff member from 12:00-1:00 with the Safety Committee (7/27)

Marla –
• Update liaison flyer (7/27)

Discussion:
• Reference Schedule
  o Have to do new training every fall, which means more librarian hours at the desk at the beginning of the semester.
    ▪ Intersession
      • Calantha did not want to give entire day to Trevor or Sam.
    ▪ August
      • Following same pattern used during the summer
      • Dana would like for Fridays to be on-call until another librarian is hired.
      • Peer reference assistants and hopefully Gabe will be available after Sept. 1
      • New Sundays Block
        o Patrick – August 13
        o Calantha – August 20
        o Marla – August 27
  o Next semester, schedule will be rotating.
    ▪ It won’t be just Calantha on Fridays.
• Instruction Standards and Best Practices
  o Now says “subtitles and/or transcripts”
Instructional Services Committee Meeting Minutes from July 20, 2017

Present: Patrick, Calantha, Marla, Kaylie

- Marla discussed the ACRL Roles and Strengths of Teaching Librarians, which was adopted in April 2017.
- Calantha decided that the committee completed the task in the Instructional Services Plan and will need to add a new task next summer to further revise the document to match the newly released ACRL Roles and Strengths of Teaching Librarians.

  • Scaffolding Plan
    - Marla did not know what to compare the document to and asked if it was intended for assessment.
    - Calantha said that the purpose of the scaffolding plan is to document why scaffolding was put in place and what’s been done so far.
    - Calantha and Patrick agreed a paragraph detailing how assessment fits into scaffolding is needed.
    - To be finalized at the next meeting and then discussed with Dana.

  • Tutorial Update
    - Calantha still working on same tutorial as two weeks ago
      - Doesn’t want to give Gabe too much to do while he is taking his final exams
    - Calantha and Patrick will work to finish the tutorials next week

Next Meeting: July 27, 2017
Instructional Services Committee Meeting Minutes from June 29, 2017

Present: Patrick, Calantha, Marla, Casey, Kaylie

Agenda for 07-13-17:
1. Finalize the Instruction Standards and Best Practices
2. Scaffolding Plan
3. Tutorial Update
4. YouTube Tutorial (Casey)

Future:

Action Items:
Calantha –
• Update Ilstaff instance procedure with department (6/29)
• Add department to LibInsight (6/29)
• Meet with Patrick to work on scaffolding plan (7/13)

Patrick –
• Investigate Department of Geography & Geotechniques (7/13)
• Talk to Dana about sticking solution (7/13)
• Meet with Calantha to work on scaffolding plan (7/13)

Casey –
• Make YouTube documentation (9/14)

Marla –
• Update Instruction Standards and Best Practices, send it to Casey and then send it to everyone else (7/13)
• Review ACRL Standards for Proficiencies for Instruction Librarians and Coordinators to see if there’s standards for online environments (7/13)
• Make documentation for video transcripts (9/14)
Instructional Services Committee Meeting Minutes from June 29, 2017

Present: Patrick, Calantha, Marla, Casey, Kaylie

Discussion:

- Action Items from last meeting
  - Calantha forwarded Academic Integrity emails to Patrick and added required face-to-face consultations with RefAnalytics.
    - She will ask everyone to add department to LibInsight instead of college/school.
  - Casey thinks the template in the APA box should be left alone.
  - Patrick shared Academic Integrity emails with everyone.
  - Marla sent cheat sheet to Calantha.

- Preferences for Liaison Areas
  - Casey wants to keep Nursing and Art.
    - She has also developed a relationship with Sociology but is willing to give it away.
  - Patrick wants to have Environmental Science and Psychology.
    - Possibly Sociology and Family & Consumer Sciences.
  - Calantha wants English and Human Resources.
    - Possibly keep School of Business.
    - Calantha is willing to give up History and Political Science.
  - Casey doesn’t want to have Biology.
  - Marla would like Education and Communication.

- Instruction Standards and Best Practices
  - Recorded sessions
    - Add subtitles to each recorded video using YouTube’s tool.
    - Add transcript by copying and pasting the subtitles from YouTube’s tool.
      - Casey’s suggestion: Add transcript in description and add subtitles if possible.
  - Upload videos to YouTube.
  - Calantha thinks one or the another (transcript or subtitles) should be required.
    - Transcripts should be standardized.
  - Marla says YouTube uploads will have to be standardized.
  - Calantha would like to have YouTube documentation done by September 14.
  - Calantha’s suggestion: Possibly add “If instructor doesn’t have a preference, anything over 10 minutes must be segmented.”
  - “Online Sessions” section can be renamed “Online Instruction.”
    - Section can be divided into smaller sections:
      - Recorded Sessions
      - Live Sessions
      - Course Guides
        - Course guides could feature a short introduction video.
Present: Patrick, Calantha, Marla, Casey, Kaylie

- Everyone should finalize standards during the next meeting.

- Tutorial Update
  - Academic Integrity is finished.
  - Calantha finished ¾ of Plagiarism.
  - Patrick almost finished with Cheating.

- Poster Sticking Solutions
  - Patrick found some chained poster frames online.
  - Everyone likes the frame that doesn't hang from ceiling.

Next Meeting: July 13, 2017
Instructional Services Committee Meeting Minutes from June 15, 2017

Present: Patrick, Calantha, Marla, Casey, Kaylie

Agenda for 06-29-17:
1. Preferences for Liaison Areas
2. Instruction Standards and Best Practices
3. Tutorial Update
4. Poster Sticking Solutions

Future:
5. WebEx Workshop
6. Scaffolding Plan

Action Items:
Calantha –
- Forward Academic Integrity emails to Patrick (6/29)
- Add required face-to-face consultations to RefAnalytics (6/29)
- Update Ilstaff instance procedure with college/school (6/29)
- Add college/school to LibInsight (6/29)
- Edit APA box by moving template to the top (6/29)

Patrick –
- Share Academic Integrity emails with everyone (6/29)

Casey –
- Meet and work on updating Instruction Standards and Best Practices (6/29)

Marla –
- Meet and work on updating Instruction Standards and Best Practices (6/29)
- Send department/college cheat sheet to Calantha (6/29)

Discussion:
Instructional Services Committee Meeting Minutes from June 15, 2017

Present: Patrick, Calantha, Marla, Casey, Kaylie

- Summer Projects Responsibilities
  - Calantha wants most projects finished by July.
  - Casey mentioned that Trevor can help with projects.
    - He can especially help with Boot Camp since he likes to role-play.
  - Five major responsibilities
    - Poster sticking solutions (Patrick)
      - Posters becoming unstuck due to humidity.
      - May need to reprint a few posters.
    - Tutorial migration (Patrick and Calantha)
      - Functional, but not pretty.
      - In the process of transferring to another software program.
    - WebEx workshop (everyone)
      - Responsibility is complete.
      - All everyone has to do now is attend the workshop.
        - Wendy is hosting.
      - If anyone has questions about WebEx, they can email Calantha.
    - Instructional Services and Best Practices (Marla and Casey)
      - Get done this month.
    - Scaffolding Plan (Patrick and Calantha)
      - Do next month.
- Tracking required one-on-one consultations
  - Calantha mentioned that Dana wants everyone to add through RefAnalytics.
    - Everyone is OK with adding required face-to-face consultations.
- Missed chat procedures
  - Everyone needs to check the dashboard for tickets.
  - Email patron to respond.
    - Can look up full name if not given in the chat.
  - Check for missed chats at beginning and end of shifts.
- Annual Reports
  - Missing from original agenda
  - Add college/school box on LibAnalytics form.
  - Add department to Ilstaff calendar instances.
- Calantha wants to change the way meeting minutes are written down.
  - Use Librarian’s Meeting Template
- Casey wants to change APA Reusable Content Form by moving Word template up.
- Casey and Trevor are going to clean up links to journals.
  - Some links are not working in the catalog and EDS.
  - Quick Fix Solution: Go straight to Publication Finder to find article.
  - Publication Finder will hopefully be a go-to resource.
  - Link to Publication Finder is buried somewhere.
  - Casey will try to figure out how to add a search box for Publication Finder to the Reusable Content guide.
Instructional Services Committee Meeting Minutes from June 15, 2017

Present: Patrick, Calantha, Marla, Casey, Kaylie

- Patrick mentioned that a patron was being too loud in the library the other day.
  - Everyone discussed different solutions on how to handle situation.
- Calantha said everyone will get a copy of One Shot Instruction Survival Guide and encouraged them to read and take notes.
  - Marla liked the book.
  - Book is based on the ACRL Framework.
- Casey wants to encourage faculty to use journals more.
  - Bring more attention to electronic journals and EBSCO.
  - All a matter of liaisons communicating with their departments.
- Calantha will not be emailing agendas anymore.
  - Everyone will need to print off minutes from the last meeting.

Next Meeting: June 29, 2017