

**IS Division Meeting Agenda – Monday, October 1, 2007 @ 1:30pm.**

**MINUTES**

**Attending:** Aldrich, Cook, Fulkerson, Goodson, Lankford, Rootes, Ruskell, Sullivan

**Minutes** of 8/31/07 meeting were approved as distributed

**RefDesk Student Assistants:** Mary Jane is taking over hiring & training. Wants to do a video using RefDesk students as actors, dealing with what students want to know about the Library, Dean will help. Important: RefDesk student workers need to be scheduled during the day as well as weekends and nights. They will need to be trained to do the Reference Book scanning (Chris Carroll will do an orientation). Aldrich will try to get the BYU student manual, which he says is very good and we could probably adapt for us.

**Problems LIBR 1101 students are having** – what are you noticing in your classes?

Suggestions made:

- \*emails to LIBREF about upcoming LIBR 1101 assignments so Ref Librarians are prepared to understand and help them
  
- \*better screening of students who are registering: are they prepared for online classes? (Carol will send out links to self-screening tools online)
  
- \*find out what the DE people with eCore are doing; they now have more one-on-one advising sessions, and have increased retention enormously
  
- \*Do better in orientation to LIBR 1101?
  
- \*Get students to ASK for help
  
- \*Possible RPG funding for next year, to hire a sort of “graduation coach” to work proactively with LIBR 1101 students and catch them before they get too far behind

**Self-Guided Library Tour brochure** – interim version distributed, will be tweaked for Spring Semester (which brought up these issues: should atlases be moved (i.e., all put together, no more Ready-Ref atlases? Will MicroSoft Office be installed on some of the LAN computers, and if so, they should be indicated on the brochure)

**SmartBoard** – Michael suggests putting the SmartBoard in the Conference Room and getting a whiteboard for the Library Instruction Room; all in agreement, Carol will work on this

**Report from LIBR 1101 orientation Task Force – Jean & Mary Jane**

When a student attends an orientation they should go to their own instructor, but we need to provide face-to-face AND online option. Also need to stagger sessions, e.g., Monday at 3:00pm AND Tuesday at 3:00pm... to accommodate those who have M-W-F classes and T-Th classes. Perhaps add something like a "lab" group, i.e., they could not register for LIBR 1101 without also registering for the "lab" –which would be an orientation session.

**Course Content Review Committee:** Michael, Diane and Dean have been appointed to serve as a group to review the current course content and recommend what should be kept and what should be changed or discarded. They wish to hold off on doing anything until the new course objectives are finalized.

**LIBR 1101 Sharing Session:** Diane used the laptop and projector to show us some of what she has been doing with her class. Hopefully other members of IS will volunteer to do the same in the future.

**Other business:** the suggestion was made that more email communication about what is going on in the Library needs to occur; Carol will pass this on to the Library Leadership group.

**Next meeting:** no meeting in October. Next meeting will be November 30<sup>th</sup>.