

IS Division Meeting Notes – Friday, August 31<sup>st</sup>, 9:00am.

1. New rep from IS to PARR Committee needed

<http://www.westga.edu/~library/depts/comms/parr.shtml>

**Shirley Lankford elected**

2. Library Skills Classes

<http://www.westga.edu/~library/nav/stustruct.shtml>

**Classes filling up fast, a few extra volunteers needed: Rootes added an overflow for 9/24 at 3:00pm, Cook added one on 10/16, Sullivan doing one for Drake's class on 9/26, Ruskell doing one on 9/27.**

3. Library Tours

**Discouraging them, try to get UWG 1101 teachers to require that their classes attend one of our focused sessions. Self-Guided Tour brochure being prepared by Goodson**

4. RefDesk Student Training

**Suggestions made:**

**Rotating cleaning of keyboards**

**Scanning of reference books to count use**

**Set limits on RefDesk students answering questions**

**Brigham Young student training manual, MA will try to get**

**Relieving librarians for weekend meal breaks**

**Late afternoon hours when there is no librarian**

5. End-of-course student evaluations for LIBR 1101 online classes

**Christy Talley can add the regular student evaluation form to the WebCT classes**

**Make it mandatory? GSU requires it... can't get your grades until you fill it out?**

**Must fill out prior to taking Final Exam?**

**Could Janet do something?**

**Give them extra credit for doing it?**

**Could affect instructor willingness to consider grade adjustments**

6. LIBR 1101 orientations

**Do they have to be mandatory? Mary Jane and Jean are a task force to work on this. Could they be optional? Could it be done online?  
National Center for Academic Transformation on the web  
Work from common course content, or not?  
Should we get the course on eCore?**

7. LIBR 1101 Objectives (the switch to ACRL Standards)

**Goodson is working on summarizing ACRL Standards for our use**

8. Library Instruction Outreach efforts

**We are getting requests to do instruction in the dorms. In order not to be overwhelmed, we need to come up with a plan to do this in a coordinated way.  
Student Services, Housing, Trish Causey ... develop program  
Define what we can and will do.  
Julie Bartley... coordinator of all First Year Program... Jean will contact Scott Lingrell... and Julie...  
And working with lower level English and Mass Comm Learning Communities**

9. LIBR 1101 Textbook Committee

**Elected: Jean Cook, Dean Sullivan, Michael Aldrich. They will consider all textbooks that come to their attention for possible adoption in future semesters. Please let them know about textbooks you encounter that should be evaluated.**

10. Future meetings

**Last Friday of each month @ 9:00am. If no agenda, will be cancelled.**