

Instruction in Library Use Committee

Minutes of Meeting held November 15, 2006 at Robarts Library 2nd Floor Conference Room

Present: Richard Carter, Chad Crichton, Alison Girling, Sheril Hook (Chair), Jenny Mendelsohn, Jeff Newman, Cristina Sewerin (minutes), Elaine Tamura.

1. Approval of minutes from October meeting

Item 7, number 3, 'ILU on staff intranet' – 'Mark' will be changed to 'Marc'. The minutes were approved as amended.

2. Announcements

None

3. Oct 30 UofT Symposium. Comments from those who participated

Elaine Tamura reported. She staffed the ILU poster from 4-5pm. It was well situated and was right beside another Library poster. At that time of day there was less interest in the poster (2-3 people in one hour) but it was not very busy generally. It is likely that more people looked at posters in the morning.

4. ILU on the UTL intranet

Elaine Tamura reported that Marc Lalonde has set up space on the intranet for ILU. Until Elaine receives training, ITS will post information on the site for us. There was some discussion of the information that will be posted and of its organization. The Committee decided to post

- i) minutes
- ii) links to Committee annual reports
- iii) links to terms of Committee reference
- iv) copies of other documents such as the ILU guide on giving and getting credit
- v) a membership list
- vi) links to CORIL and the ILU learning objects page

Elaine will work with Marc to have this done by our next meeting.

5. PD event December 1

Sheril summarized progress and remaining steps. Claire Brett of OISE is our speaker and she will talk about online learning and online learners. The event is only two weeks away and there is a lot of work left to do. We expect 40-50 attendees. Alison reported on catering at Alumni Hall. The menu and possible schedule will be:

	Jugs of water throughout the day
9-9:30 attendees arrive, register	Coffee, tea, juice bottles, cookies, muffins served
9:30-11 speaker	
11-11:15 mid morning break.	Coffee, tea refreshed
11:15-12:30 speaker	

12:30-1:30 onsite lunch	A variety of sandwiches (more vegetarian & cheese, less beef and ham) crudités, bowls of chips, juice & water
2:45-3:00 afternoon break	fresh fruit
3-4 speaker, wrapup	

TO DO LIST:

Alison will suggest this schedule to the speaker. She will also look after speaker needs including AV needs.

Sheril will present the catering estimate to Judy Snow for approval. She will also ask Marian for needed details from the speaker such as seating arrangements.

Richard will fine tune the announcement message and will ensure that online registration is set up on the Staff Development site as soon as possible. The last date for registration will be set to Wednesday November 29. He will also send the announcement to RefInfo once this is all in place.

Cris will monitor the registration numbers on the Staff Development Site and keep the Committee apprised so last minute adjustments to catering and handouts can be made.

Marian will introduce the speaker and Sheril will thank the speaker at the end.

Cris will look after labels and markers and set up the registration table.

Cris, Suzanne and Jeff if possible will arrive early to greet and register attendees

Suzanne and Marian will look after handout packages. We will ask them if they need help.

Elena is getting the evaluation form master from Margaret Fulford; **Sheril** will touch base with Elena.

Sheril has reviewed comments from last year's evaluations. There were no particular negatives which apply to this year's event.

6. Other business

Next meeting:

The next regular meeting is December 20, which is too late in the year. We will meet in January. At that meeting, a new Chair will be elected.

Election of new Chair:

Sheril reported that she is faced with increased workload at UTM because of staff illness. Unfortunately she will not be able to stand for re-election. Committee members should

consider putting their name or another committee member's forward for election to Chair. Nominations should be sent to Sheril.

Clarification re funding for ILU organized events: it was clarified that funding for an event such as the annual December ILU professional development event is approved by the Deputy Chief Librarian's office. Funding was previously approved by the Staff Development Coordinator, Solange Silverberg, who retired in 2006, and was brought to the Staff Development Committee for information.