2015-2016 Agendas and Minutes

June 8, 2016 | 10:00 - 11:00 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 20m
   a. Website - need chair.
   b. Technology/Learning Spaces - will invite anyone who administers events to a training session to be sure they all know who to use new system. Only people who schedule workshops where people need to be registered need to be admins. We can have multiple admins, but need to keep it to people who do have this responsibility. Will discuss how to show just a unit's workshops or all, etc.
   c. LibGuides - planning workshop on teaching with LibGuides. Some time in August. Also workshop on LibGuides for liaisons. May be mid-summer, not yet scheduled.
   d. Assessment - have surveys, but need to meet to discuss. Assessment in Action project from ACRL. Projects demonstrating learning. Poster session at ALA for these projects. Chris will send info to list. Kelee, Kelly, Chris and Mary will try to get to this.
   e. Programming - have not meant since the program. Collecting feedback which was very positive. How do we use lessons learned? Was too much packed into the program? Could have talked about morning program in afternoon, rather than pack in more topics. Could have follow up using video recordings. Need practice! Would he be willing to share ppt slides? Bring David Way continue conversation on this? Big take away for David Feldshuh was that librarians are funny :-) At LOEX biggest thing was empathy in building a relationship with a librarian.
3. Online Learning Task Force update - 5m
   a. The coordinated call included volunteers for this group. We will coordinate with this group. Chris is on Tech & Learning Spaces sub-team and a member of this group. Group starts July 1.
4. CUL Open Workshops for Admin Staff - 5m
   a. Mary will follow up on the email that she sent to Organizational Development.
5. Proposal for Information Literacy Fellowship(s) - 10m
   a. Chris brought this to PSEC steering committee. Suggested getting rid of the word "leadership" in the name of the fellows program. Other questions - how are we going to evaluate applications? Who will do this? Make this more explicit. Ad hoc committee to select fellows in conjunction with Kornelia. Add requirement to get supervisor's approval. Finalize at leadership team then send to LDLT. Who is the mentor for the person selected? Instruction leadership team? Not Kornelia. Mary in collaboration with leadership team. Find space in another unit outside individual's own unit. Discuss office space issue at LDLT - Olin, Mann?
6. Top-level goals for 2016-17 for Annual Report - 5m Annual report is supposed to have top level goals. What are our key goals for next year?
   1. Peer mentoring program
   2. Follow up on David Feldshuh program
   3. Continue work on assessment
   4. Launch information literacy fellowship program
   5. Collaborate with Online learning task force
   6. ACRL Framework - develop our plans for implementation
7. Miscellaneous/Additional agenda items - need to schedule new leadership team meetings. Last one on calendar is June 20.

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May 11, 2016 | 10:00 - 11:00 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 20m
   a. Website
   b. Technology/Learning Spaces
   c. LibGuides
   d. Assessment
   e. Programming
   f. Information Literacy/Instruction Leadership
3. ePortfolios - 5m
4. Online Learning Task Force update - 5m
5. Orientation changes - 5m
6. CUL Open Workshops for Admin Staff - 5m
7. Proposal for Information Literacy Fellowship(s) - 10m
8. Miscellaneous/Additional agenda items

Minutes
Chris Miller (chair), Nina Scholtz (notes), Jeremy Cusker, Lance Heidig, Eric Acree, Kelee Pacion, Mark Williams, Tony Cosgrave, Mary Ochs
Membership update. Coordinated call going out soon. We are requesting 3 new members at large. Eric is replacing Marsha as Specialized Humanities cluster rep.

Website--nothing to report.

Technology and Learning Spaces--LibCal is about to go live. Those without Springshare IDs should contact PTAC. Can we or should we get a file of past Evanced events?

LibGuides--Written policies to be formed. Going to do a workshop in August.

Assessment--Not many surveys from this semester. However librarians seem to be gaining more comfort with the idea, which is a good first step. Surveys for credit courses should be kept separate.

Programming--Instruction/R&O Event is in two weeks. Still seeking volunteers for 60 second presentation for the teaching performance workshop in the morning; communicating value workshop in the afternoon.

Course Design Institute--very small group including 2 law librarians.

Leadership/Information Literacy Subteam--Working on new incoming chair. Mary saw presentation at conference on scaffolded model from Cal Poly San Luis Obispo, apparently transferred by Kaila Bussert.

ePortfolios--Academic Technologies is looking at the best way to implement them. Purpose is for students to collect their work over their time at Cornell. Cloud-based solution for easy sharing. Facilitates reflection. Chris is a member of the task force.

Online Learning Task Force has started meeting.

Orientation changes--There won't be a central event at Barton.

CUL Open Workshops for faculty Administrative assistants. Instruction has been asked if it could put together workshop(s) on basics, e.g. Catalog use, ORCiD, etc.

Proposal for Information Literacy Fellowships--Meghan told Kornelia that instruction needed a person that is consistently leading the IL program. Discussed at PSEC SC meeting. Proposal was prepared by Leadership team. Give comments to Chris or Leadership team as soon as possible, as they will be finalizing the proposal next Monday.

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April 13, 2016 | 10:00 - 11:00 am | Room: Catherwood 237 - CANCELLED

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 20m
   a. Website
   b. Technology/Learning Spaces
   c. LibGuides
   d. Assessment
   e. Programming
   f. Information Literacy/Instruction Leadership
3. Follow-up from meeting with Kornelia - 5m
4. Coordination of "Get Started" session collaborations - 5m
5. CUL Open Workshops for Admin Staff - 5m
6. Proposal to approach Knight Institute to create modules for FWS - 5m
7. Miscellaneous/Additional agenda items

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March 9, 2016 | 10:00 - 11:00 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 20m
   a. Website
   b. Technology/Learning Spaces
   c. LibGuides
   d. Assessment
   e. Programming
   f. Information Literacy/Instruction Leadership
3. Moving the Peer Observation program forward - 10m
   a. https://confluence.cornell.edu/display/instruct/PeerObservation
4. Review of Focus Area Discussion on "Preparing Students to Use and Produce Knowledge in the Digital World" held March 3 - 10m
5. Miscellaneous/Additional agenda items

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February 10, 2016 | 10:00 - 11:00 am | Room: Catherwood 237
1. **Housekeeping - 5m**
   a. Note taker/additional agenda items

2. **All-staff takeaways - 5m**

3. **Sub-team updates - 20m**
   a. Website
   b. Technology/Learning Spaces
   c. LibGuides
   d. Assessment
   e. Programming
   f. Information Literacy/Instruction Leadership

4. **Instruction assessment rollout - 10m**

5. **Instruction brochure - 10m**

**Notetaker:** Jeremy Cusker

**All-staff meeting notes:** For the ‘instruction-centric’ question discussed ("How do we make students more digitally/information literate?"), Amy and Erin facilitated. Ideas proposed included further collaboration with Center for Teaching Excellence and Academic Technologies. At the event, Kornelia agreed it was important to discuss further and there will be another discussion of this specific point on March 3 at 2 PM (details to follow). Kornelia really wants to see these discussions lead to something tangible.

**Sub-team reports:**

- **Website:** New site is live, according to brief note forwarded along by Mickey. Testimonials now included. Workshop listing also live, although ‘currency’ a bit in doubt. Somewhat hard to find given overall navigation. Also "Instruction" link goes directly to request form. Maybe it would make more sense to instead say “Request Instruction”.

- **Technology and Learning Spaces:** All PSEC Instruction team members, plus Bob Kotaska and Lynn Bertoia, have trial LibCal accounts. All are encouraged to play around with them. Return feedback to Jeremy by end of February.

- **LibGuides:**

- **Assessment:** had meeting. Emails to all instruction coordinators regarding survey going out. Idea for 2016 fall: Linking assessment to instruction, tie into the goals discussed at the all-staff meeting. New way of creating surveys put into place, as is streamlining compilation of the data. This will likely be a mandate within those libraries (like Mann) where it is not already. Use of the survey electronically may be difficulty in situations where instruction takes place in classrooms without computers in place (i.e. RMC, where paper forms are being used). At Mann, use of the survey is already mandatory and paper forms are not to be used.

- **Programming:** For May event planning, “Communicating Your Value”, a program based on the earlier SPARC talks program. Collaborating with Prof. D. Feldshuh in Theater; program to focus on public speaking skills; he would be the main speaker during this event.

  Overall, goal of Programming to have a problem every month now seen as impractical/unrealistic.

- **Information literacy:** Mentoring and teaching observation program going forward. Will be discussed with steering committee, then brought up at PSEC Instruction again.

**Instruction brochure:** Draft text went out by email. Text generally approved-of.

March 9, 2016 minutes

1. **Housekeeping - 5m**
   a. Note taker/additional agenda items- Kelee taking notes

2. **Sub-team updates - 20m**
   a. Website-confirm website is ready to announce. They are going to send the announcement to CUL. Review of draft in meeting. Going to change wording of PSEC Instruction to team and not committee. Otherwise looks great. Change bullet in best practices from “discuss which” to “discuss what”(changed by Nina).
   b. Technology/Learning Spaces-sample accounts to libcal are out. We have received no complaints about using libcal. Need to take next steps to go live with libcal for CUL. Perhaps by the end of the month. Want to test in summer. Discussion of training and how to include anyone that might be interested.
   c. LibGuides- next meeting is this friday. want to talk about libguides programming for the summer (requested by liaison steering committee).
   d. Assessment- no updates. Waiting for surveys. Will start meeting soon to talk about next steps in how to collate data. Talked about possibility of getting student help to get the data together.
   e. Programming- meeting with R&O to plan collaborative end of semester event- will have David Felcher do a session on teaching as performance. Postponed discussion of planning around this event. trying to get a feel from Kornelia to frame program around the new goals. Waiting to see what is needed based on results from the discussions and results of assessment survey.
   f. Information Literacy/Instruction Leadership-going to meet with CTE and discuss peer observation form and discuss end of
semester event, and institute for end of semester (JR Faculty Institute). Discussion of which folks should go, possibility of a librarian that teaches a for credit class. Ball is in our court on working with CTE to conduct library training in teaching. What would it look like and why would we want to participate in this? Discussion of for credit classes and pros and cons - sustainability and scalability and how useful are they? how to we improve relevancy and efficiency? Talk about how to balance all types.

3. Moving the Peer Observation program forward - 10m-

https://confluence.cornell.edu/display/instruct/Peer+Observation

How would this work? reviewed notes left by Meghan. Chris will send out notes and ask folks to comment on the notes. How do we move it forward? Need to have one person to be in charge of this to try and plan next steps to create this program.

1. Review of Focus Area Discussion on "Preparing Students to Use and Produce Knowledge in the Digital World" held March 3 - 10m-

   - identify goals for the coming year.
   - increase capacity for open instruction how to function in a digital environment (video instruction included) increase open workshops. want to reach all audiences including alumni
   - explore opportunities to increase IL into curriculum (increase number and variety of for credit classes) Integrate the framework
   - provide staff training- not fully identified as to what this would look like.
   - Miscellaneous/Additional agenda items- none

January 13, 2016 | 10:00 - 11:00 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 20m
   a. Website
   b. Technology/Learning Spaces
   c. LibGuides
   d. Assessment
   e. Programming
   f. Information Literacy/Instruction Leadership
     i. Membership
3. Demo of LibCal for event registration - 15m
4. December Event Debrief/Follow-up - 10m
5. PSEC-I Budget - 5m

Website subteam: we are good to go with the new instruction request form. Materials to designers later this week. Just a few edits to vignettes. No complicated email routing system. Shouldn't be too complicated to make changes in the future. Nina put together list of credit bearing courses which will also go on the website and will be sent to Kornelia to highlight. Should go live by beginning of semester.

Tech and learning spaces: Jill Wilson is leaving the instruction committee. New chair of tech subteam is Jeremy.

Libguides. Changes to categories were announced in December. We got feedback from three librarians which will be discussed by the subteam but nothing seemed controversial.

Assessment. LDLT will discuss at next meeting on Tuesday how/if the assessment instrument should be generally rolled out. Timing of rollout is discussed; it may be that for the spring we continue with the soft rollout.

Programming. A meeting has been scheduled with R&O to discuss a spring event. Please share any ideas with the subteam. Kelly mentioned that Liaison SC might be interested as well. Another programming event being discussed would be about the new mobile video cart at Mann. Finally, the peer feedback meeting is at 3 on January 19.

Ashley Downs went to the Faculty Course Institute in November. Her main takeaway was enthusiasm of professors to try new teaching techniques and their lack of knowledge of what librarians can do, and that librarians should make a conscious effort to attend events like this.

Meghan is leaving Cornell in early March. Kelee will take her place as incoming chair of the team.

Jeremy demonstrated LibCal event registration system. We need to replace the old Evanced system and our review of the new Evanced system revealed some significant problems. LibCal seems to address our concerns. Note that the wait list cannot be manipulated. It doesn't interface with Outlook, but it does create .ics events users can email to themselves. Since it looks good, tech subteam will continue to test LibCal.

CANCELLED - December 9, 2015 | 9:30 am - 10:30 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items
2. Sub-team updates - 25m
   a. Website
November 11, 2015 | 10 am - 11 am | Room: Catherwood 237

1. Housekeeping - 5m
   a. Note taker/additional agenda items

2. Sub-team updates - 25m
   a. Website - Mickey? - Nina: two members of the website team met with Melanie to help with the vignettes. Form is still in the works - updates have been made to the Instruction Coordinator list. On track for launch at the beginning of next semester.
      Tony: list of credit courses needs to be added
      i. Tony - reported on the Instruction Coordinator discussion - everyone went around introduced themselves - updated what their programs were focused on currently - looked at some of the difference between the larger and smaller units - Tony meeting with Martha Walker individually - Kelee recommends doing it again in the future
   b. Technology/Learning Spaces - Jill: team met with PTAC chairs Dan Blackaby and Hannah Chapman - no one likes eVanced, looking into LibCal - team will continue investigating LibCal - added bonus, would save us money to go with LibCal in some ways - LibCal funding is already secured by PTAC - Dan and Hannah are going back to PTAC to make sure it's ok for our team to have admin accounts, possible demo in next meeting
      i. Mary: Mann's website is incorporating LibCal into the hours function - Olin may be as well - driving force behind upping the license - Sara E. Wright behind this
      ii. Meghan: would be great to have a demo account to share with workshop coordinators for testing as well
      iii. Jill: grouping people together who do the events, etc. for input
      iv. Brief discussion of registering versus not registering
   c. LibGuides: subject headings - aren't as helpful as they could be - fine-tuning and tweaking to increase findability
      i. Continuity between databases and LibGuides headings? - Don't want to go too far away from that but looking at some of the peculiarities that don't fit the database headings
   d. Assessment: finished getting all the pilot data. Will be compiled shortly. Nothing serious or concerning. Getting ready to prepare for the December event.
   e. Programming: Chris read update from Lance - Friday, November 20, article discussion - December 10th event - reports/updates from Assessment, Engineering videos, with a focus on instruction/assessment
      i. Marsha - will send out the article discussion to CU-LIB today
   f. Information Literacy/Instruction Leadership
      i. Course Design Institute this Friday/Saturday - Chris has contacted the liaisons - 2 from economics, 2 from hotel, 1 from engineering, 1 africana, 1 from romance studies, food science/nutritional science - Chris will send a release of the hold on everyone else's calendars - Chris and Meghan will be presenting
   g. Gaby - Zsuzsa is making the rounds to talk about the graduate student survey - burning questions that you think should be asked of graduate students, both professional and PhD programs. Instrument will be developed in the spring. Gathering input through December from CUL. Based on that, January and February, Assessment will be developing questions, possibly with the Survey Research Institute - launched in late March or so. Not sure there will be input on the instrument itself, but early input will be informing it.
      i. Meghan sent out prompt for feedback to PSEC-INSTRUCTION

3. Library Teaching Certificate Proposal - 20m
   a. Please read the very draft-y proposal that the Instruction Leadership Team put together and come prepared to discuss. (below)
      i. Questions for PSEC Instruction:
         • What would be the value of this to instruction librarians?
         • Who would benefit from going through this?
         • Cohort (limit number of people going through the program at one time) or self-paced (whoever wanted to pursue the certificate could and work their way through the program)?
      ii. Discussion
         1. Value? Yes - could you get credit for past experience? Would it be a professional credential? Is the library administrative supporting it in our professional development as librarians?
         2. Would everyone see the value in it? What would be the incentive? What incentive do you think it would take to make it worthwhile?
         3. Who is issuing the certificate? What does it mean to have the certificate? What would make the certificate valuable? Why does the certificate mean anything? This is what we need to know to propose it to the administration. Professional development that could be used as evidence in a promotion portfolio, transferrable to other professional opportunities, monetary award
         4. When faculty go through a similar program at Cornell, what do they get? Goes on your CV.
         5. Tony: has the Teaching Scholars certificate from CTE - activities for the year, framed in office - thought it was worthwhile and has concrete things he does in his classes from it - required a reflection at the end. was already attending workshops, showed an accumulation of attendance
            a. Would it mean more if it came from CTE? From an outside organization? Teaching Excellence idea
            b. Newer librarians with teaching responsibilities - CTE emails aren't necessarily inviting librarian participation - a new librarian that's eager for feedback and find out more about teaching - it's a rich learning experience - CTE is interested in teaching you - something to put in your portfolio - not just that
            7. Don't expect a huge demand for this - help yourself feel more comfortable in the classroom - the more you
prepare yourself, the more comfortable you feel

8. Would make people more comfortable working with CTE - it's their job to make us better teachers
9. Tony: mix of workshops/seminars from CTE staff and from faculty in CTE programming
10. Library-focused sessions as part of the available sessions seems important. Library-specific needs that CTE may not meet. Focus on the challenges of things like the one-shot and faculty collaboration around student learning.
11. Going beyond librarians - invite anyone who has teaching responsibilities
12. Cohort or self-paced - cohort program could delay people - low participation - what is the incentive? If it's financial, there would be limits
13. Would CTE be doing all the teaching? No, CUL staff would do some and CTE would do others
14. Gaby - could CTE do a first observation in the classroom - sort of a pre-test/post-test scenario - looking for improvement - It would be useful for them and useful for the participant to gain that insight - practical difference between library instruction and faculty teaching - CTE needs to see it, but the feedback from CUL staff would also be helpful - CTE observations might limit participation - hard to make them do 20 observations - pilot with smaller group? Need CTE's feedback

Library Instructors Teaching Certificate Program - Draft Proposal

Overview

The Library Instructors Teaching Certificate Program is open to all Cornell librarians [and others in the Library?] who have teaching responsibilities. It provides opportunities to interact with colleagues across campus and explore diverse, innovative, and timesaving teaching strategies. The Certificate Program focuses both on developing and refining teaching strategies to maximize student learning and minimize administrative overhead and implementing teaching strategies that maximize the efficacy of various technological tools to enhance student learning.

Participants in the program receive a certificate upon completion of the program components.

The Teaching Certificate Program is a space for you to:

- Identify and implement new teaching approaches and concepts in your instruction sessions
- Discuss teaching excellence and student learning with colleagues and teaching professionals
- Assess strengths of and alternatives to your current teaching methods
- Identify the factors that affect student learning.
- Apply new teaching approaches or concepts into courses and assess their impact on learning

Requirements of the Library Instructors Teaching Certificate Program

The Certificate programs represent critical inquiry into teaching practice and have the following components, which we recommend be completed in a 2-3 year timeframe:

**Attend 6 small-group working sessions.**

Everyone has their own specific teaching interests based on the type of classes they offer and their own teaching style and philosophy. You choose the sessions that fit your interests and schedule. In these hands-on sessions you will develop teaching strategies that you can implement in your classes right away.

Proposed Library-specific small-group sessions:

- Creating effective online tutorials for information literacy instruction
- What makes a good research/information literacy assignment?
- Developing effective learning outcomes for information literacy instruction

Some existing CTE sessions that might be a good fit:

- PowerPoint design for learning: It's not just about how it looks! What's the best way to foster engagement with PowerPoint? Come learn some tricks of the trade to make your presentations more interactive and visually appealing. Bring a PowerPoint presentation you'd like to change to this hands on workshop.
- Strategies to Effectively Use iClickers in the Classroom -- Technology doesn't automatically enhance learning, it must be thoughtfully integrated to achieve optimal results. Come to this conversation to discuss the pros and cons of clickers and develop a plan to effectively utilize them in your course.
- Extending the Classroom: Designing Online Course Modules -- There are so many options for online course modules, the possibilities seem almost endless! Come learn how to effectively utilize online strategies, and let us help guide you to some user friendly tools and techniques.
- Using Online Learning Tools to Enhance Teaching -- With the explosion of online tools available for teaching, how do you choose the most effective one? Join our conversation to discover how these tools have been integrated into Cornell classrooms to enhance teaching and the student learning experience.

**Engage in a classroom visit [by a CTE staff member or CUL colleague?]**

Is there anything specific that you want to know about how students are responding to content and activities or how they are engaging with you and their peers? Having someone visit your class is one way to find out. The visit is preceded by a conversation about the course overall, the class in particular, and what specifically you want to know about the classroom and its dynamics. After the visit, we review and discuss the class.

**Teaching Project Discussions**
We’ve all made changes in our teaching. The Teaching Project Discussions provide a space to give a short presentation on the changes that you have made in your teaching and how you feel those changes have impacted student learning. You will then lead a brief discussion about your changes. Each participant will receive a worksheet with reflective prompts to guide the development of the project discussion.

Upon completion of the Faculty Teaching Certificate Program, participants will receive a certificate of completion.

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October 14, 2015 10 am - 11 am Room: Catherwood 237

Attending: Mickey, Jeremy, Meghan, Jill Wilson, Kelly LaVoice, Chris, Lance, Tony, Marsha, Mary, Gaby, Nina, Garima

1. Housekeeping - 5m
   a. Note taker/additional agenda items - Meghan notetaker

2. Sub-team updates - 20m
   a. Website - reminder about need for vignettes - website group could still use these and they can be sent to Mickey - pamphlet being developed based on the website content - web team meeting later today - hope to launch by end of the semester
   b. Technology/Learning Spaces - will go later in the meeting for Evanced demo - group went through webinar that demonstrated migration and how to use
   c. LibGuides - Nothing to report - Refworks reminder will be going out with the hope that guide owners will do so, but the admin can make the deletion - Q: can we replace RefWorks with something else automatically? A: Not really. Can replace an asset (for example, CareerBeam switch), but a problematic approach
   d. Assessment - in pilot phase of assessment project - Qualtrics survey sent to pilot members along with a paper option - subteam met with Kornelia - very interested in the Likert scale questions - the free-text responses will inform this group's work and allow us to see themes - Kornelia also asked for a question about whether or not students had previous instruction - Tony mentioned potential challenges in using 3 times in the pilot. Amount of time it takes? 4-8 minutes - Gaby warned to leave time to create the survey - Kelly suggested using a tinyurl or bit.ly. - Ok to use paper if devices aren't allowed in the class - If there are interesting circumstances around your class, please send them to Kelee Pacion so that we're aware when looking at the data (ex: non-hands-on session)
   e. Information Literacy/Instruction Leadership - quarterly meeting with CTE - follow-up on the CTE Course Design Institute, talked about a continuing conversation amongst the cohort - talked about their Faculty Course Design Institute in November on a Friday and Saturday, 11/13-14 - ACTION: Chris needs to send out the save-the-date - we'll get a list of registrants the week before and match liaison participation during the lunch hour - If you have an interest in going through it in November as a participant, please let Chris know - Lance gives his endorsement to participating as a fun learning experience and the opportunity to interject library-related information - Q: Better for newer instructors? A: Not necessarily - Also talked about the possibility of a CTE Librarian Teaching Certificate - attending seminars and having a CTE observation of your teaching with pre/post-discussion - a little project attached to it as well - will submit a proposal about what each group (CUL and CTE) will get out of it - possibility of having librarians join the CTE teaching calendar and offering workshops - let leadership know if you have ideas - spring semester would be the earliest inclusion - Crafting a Research Assignment one possible proposal - might be nice to have a faculty member team up with a librarian to offer that type of workshop
   f. Programming - Programming in November with article read - third week of November - December - looking at two things - lightning round approach to end-of-semester event - Liaison doing 45 minutes of R&O December meeting, so don't need to co-sponsor - second December event would be a follow-up on the July CTE institute - informal lunch and de-briefing to see impact - is there interest? - Have lightning round be short and have lunch right after? - have advantages and disadvantages - could lose people at the end - could have separate rooms - Kornelia could talk about her instruction vision along with lightning rounds - Career Development Month could include instruction programming - keeping the month format - moving through different days of the week - Tony: discussion among instruction coordinators - are people still interested? discussion about the role of instruction coordinators? early November - Tony will send out info soon, using the contact list of instruction coordinators to invite

3. Evanced Upgrade - 15m - Jill
   a. Brief Demo - Evanced has a new platform that we can migrate to - currently used in the library for events that need prior registration, like the Olin and Uris Workshops - Management uses Campus Groups - Evanced sends out reminders to attendees, theoretically - calendar - can categorize events by colors - interface is cleaner and more modern - can search by location, event type - can embed just the calendar of a particular location based on the URL - very uncustomizable - can't get rid of age groups as limiter - events have unique IDs - will anything break because of the upgrade? - most things move in the upgrade except for the custom things - can request our own demo site - have 45 days to test and give feedback - and then can decide if we should migrate - advantage is really aesthetics? - can we set up a staff calendar? - admin side
   b. Possible dealbreakers: no way for registrants to cancel themselves, if a user signs up they can choose not to be notified and not provide any information (but there is now a text messaging option)
   c. Alternatives? LibCal - Chris is going to contact Dan Blackaby about that trial
   d. Feedback - ACTION: send feedback to the list - demo.evanced.info - password in upper right - demoguest

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September 9, 2015 Room: Catherwood 231

Attending: Lance, Jill W, Kelly, Garima, Marsha, Nina, Mary, Tony, Chris (chair), Mickey, Gaby, Kelee

1. Housekeeping - 5m
August 20, 2015, Olin 702

1. Welcome/introductions/housekeeping (note taker)
   a. Meghan will be notetaker this week
   b. 9:30 second Wednesday of the months - regular meeting time - won't work for Chris potentially - might be sending out a rescheduling message

2. Debrief of recent events
   a. Course Design Institute
      i. Lance: Met with David from CTE - CTE pleased with the event - CTE wants to talk about expanding into a librarian certificate program - Certificate award for participation in events and feedback/observation - feedback from participants was positive - discussing follow-up with CTE for the fall
      1. ACTION ITEM: PSEC Instruction Chairs will schedule meeting with David Way to discuss next steps
      2. ACTION ITEM: Can information literacy become a training focus within the faculty certification program?
   b. Instruction Support Fair
      i. Chris: Jill, Garima, and Chris were on-hand to represent instruction services. Aimed at new faculty. Fairly low attendance. More lead time and marketing needed in the future. Why was it limited to new faculty, especially when faculty survey showed a need for awareness? - Is "Fair" inviting to faculty? "Breakfast"?
      1. ACTION ITEM: Meghan will share title feedback with Bonna.

3. Role/expectations of instruction coordinators
   a. Marsha (absent): Difference in expectations between member-at-large on committee, instruction coordinators in areas
      i. Member-at-large - role is participate fully on PSEC Instruction, but the coordinators are representative and should be representing their areas within the committee
      ii. Charge - representation from units, usually the Instruction Coordinator
      iii. Marsha’s question - are there different models of instruction coordination when there isn’t a formal coordinator?
      1. ACTION ITEM: Website Committee needs to update the Instruction Coordinator list: https://www.library.cornell.edu/instruction-coordinators
   2. Possibility for future discussions that bring together the broader instruction community?
   iv. PSEC Instruction absorbs some of the "visioning" and training roles of local coordinators with programming intended for
3. Coordinators locally supporting the flow of communication and encouraging local units to participate in programming

4. Priorities for the Year
   a. Shared Instructional Philosophy - bringing instructors together to hammer out a shared philosophy *(see U of Arizona)* - possibly via Programming committee
      i. Mary: Manager Council agenda - strategic planning - how does instruction and information literacy fit in the overall strategic planning effort?
      ii. Gaby: Jeremy/EMPSL doing pilot videos for the Engineering school - "how to do" videos - working with someone at Engineering - targeting large-format courses - covering some disciplinary content, some broad topics like Passkey - "How to do Research in a Café" - faculty are committed to it being in the courses - Kathy Dimiduk at Engineering is the CTE of the Engineering School - CUL branding on the videos rather than Engineering
   b. Mentoring - Peer Review - Peer Observations - still need to get this off the ground through the committee in some way if it's important to us

5. Sub-team staffing/goals
   - Assessment – Kelee Pacion – pilot cross-CUL assessment project in response to PULSE survey
   - Programming – Lance Heidig - article discussions, semester events
   - Technology and Learning Spaces – Jill Wilson – evanced software upgrade
   - Website – Mickey Casad – finishing the implementation of suggested revisions to the CUL Instruction site

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<th>Chair</th>
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<th>Assessment</th>
<th>Tech &amp; Learning</th>
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