

**DLS Instruction Section Committee Meeting Minutes Sunday, January 26, 2003 8:30 a.m. EST  
ALA Midwinter Meeting, Philadelphia**

**1. Roster**

Michele Reid (Chair), Ramona Islam, Michele D. Behr, Sharon Hybki Kerr, Janie Silveria, and Robin Lockerby were present at the Hampton Hotel. Ramona Islam will take the minutes for this meeting.

**2. Approval of Minutes**

All approved the minutes of the October 31<sup>st</sup> meeting held via conference call.

**3. WebCT and Web Page Documents**

All present agreed that WebCT is useful for storing our working documents. Michele Reid suggested testing the WebCT chat function during a virtual meeting. Janie Silveria volunteered to host another virtual meeting using her library's 24/7 digital reference software, which is capable of creating transcripts. Michele also recommended testing Blackboard's chat feature. We are recommending the use of such software to the entire DLS committee for virtual meetings, both as a way to understand how distance learners feel interacting with the technology, and as a way to be more efficient between face-to-face meetings. We plan to test the 24/7 interface next. If any committee member would like to test a particular educational technology, please let Michele Reid know.

**4. Annotated Bibliography**

After poring over the annotated bibliography, the committee selected ten articles to examine more closely. The full text of these articles will be scanned in and posted within our WebCT course by Ramona. Michele Behr volunteered to read three selected articles that hadn't been annotated. If she concludes that any one of these is worthwhile, it will also be posted.

**5. Collaborative Practices Survey**

It was decided that the survey we create should point to trends in collaboration between libraries and teaching faculty, and identify best practices, citing successful examples. The survey will consist of two tiers. Tier 1 will be distributed to librarians shortly after the ALA annual conference in Toronto. It will include a question requesting the name of a relevant, collaborating member of the teaching faculty who can be contacted for a follow-up survey. Tier two will be distributed to members of the teaching faculty at various institutions at a later date. Michele Reid suggested looking at the Research Committee's questionnaire (<http://caspien.switchinc.org/~distlearn/committees/research/researchsurvey.html>) as a model. We agreed that our questionnaire should be much shorter, however.

We are considering methods for distributing the survey. Michele Behr mentioned a free web survey product called Zoomerang ([www.zoomerang.com](http://www.zoomerang.com)). Ramona offered to ask the computing people at her university if they would help us out, as they create web-based surveys using FilemakerPro. We will examine Zoomerang first.

We must also consider advertising the survey. Members are requested to name listserves, and we will create fliers or other advertisements to be distributed at the ALA annual conference in Toronto.

Any ideas for what we should title the questionnaire? We settled on "Library Collaboration with Distance Learning Faculty," but are open to other suggestions. Any ideas you have may be posted in WebCT in the "discussions" section.

**6. Other Upcoming Projects**

The deadline for committee reappointments is February 1<sup>st</sup>. All committee members serve a two year term, which can be renewed once, for a total of 4 possible years on a given committee.

Michele Reid will have served her full term immediately after the ALA annual conference in Toronto. Those who have already served a two-year term on the Instruction Committee should consider chairing the committee for the next term.

Beth Reiten ([reitene@okstate.edu](mailto:reitene@okstate.edu)) represents our committee for the Web Committee. She asks that all approved minutes and approved documents be forwarded to her for posting on the DLS website. Ramona will assume responsibility for sending Beth our documents.