

**Minutes**  
**ACRL Distance Learning Section Instruction Committee**  
**Thursday, March 4, 2004**

I. Minutes

Ramona will take minutes.

II. Roster

The following members called into the meeting: Kate Manuel, Sharon Elteto, Michelle Behr, Robin Lockerby, Darby Syrkin, Marianne Buehler, Pat Mahoney, and Ramona Islam. Note: we experienced several loud, screeching noises on the line at the beginning of the call, and some members were not able to rejoin the meeting. We were able to get a clean line after the first five to seven minutes.

III. Survey

a. CLIP Notes Proposal

Everyone had seen the CLIP Notes Committee's refusal notification via e-mail. We agreed we'd like to incorporate their suggestion to better define what we mean by "distance learning" (think of using terms like "blended," or "web-enhanced" learning).

b. Contacting ACRL Publications Committee (by Wed., Mar. 9<sup>th</sup>)

Ramona will contact the ACRL publications committee chair, since that is the next step necessary to allow ACRL the right of first refusal.

c. SPEC Kit Proposal

If ACRL is not interesting in pursuing the project with us, we will resume work with Lee Anne George on a SPEC Kit. If the timeline won't work, we will consider working independently, and submitting the article to the new *Journal of Library & Information Services in Distance Learning*.

IV. Updating the Literature Review

It was noted that the literature review upon which we based our survey questions has become dated. We will each gather updated citations (within the next two weeks, by Thursday March 18<sup>th</sup>) regarding collaboration between librarians, faculty and other university departments to deliver library instruction to distance learners. Patrick offered to contact Connie Hildebrand, who coordinates the Off Campus Library Services Conference, to see if we can have access to the abstracts of upcoming presentations.

We will send our citations to everyone on the committee. Darby offered to format the citations and discard duplicates. We'll divvy up reading assignments, write annotations, then select a final set of articles that everyone should read. We'll digitize the selected articles and place on electronic reserve, so everyone has access. Ultimately, the finished bibliography will be posted in WebCT. Marianne suggested we also post it on the DLS website. She volunteered to contact the DLS web committee to have this posted when we're ready to do so.

V. Round Robin

Darby suggested we actively pursue partnerships and/or better communication with the ACRL Instruction Section and with LIRT. Ramona mentioned that the email effort from last year had not produced successful results. Michelle Behr offered to speak with members of LIRT to see if they're interested in partnering with us, on a joint program or other project. Darby, formerly a member of the ACRL Instruction Section Emerging Technologies in Instruction Committee, volunteered to contact that committee. Ramona, who is friendly with the chairperson of LIRT's Distance Learning Round Table, will contact Cindy Kristoff to explore collaborative options. All agreed that communication within ALA is difficult, due to the size of our organization. Despite the challenge, we will explore and pursue appropriate avenues for working with our colleagues. The goal is to reduce duplication of effort.

VI. Assignments

**Everyone:** gather updated citations and email to all committee members.

**Ramona:** pursue the publication opportunities for our survey with ACRL as required, and/or with Lee Anne George of ARL.

**Patrick:** contact Connie Hildebrand regarding access to latest abstracts

**Darby:** gather and format submitted citations

**Marianne:** help us post the bibliography when it's time. Perhaps, Marianne can help with the entire process of organizing the readings.

**Michelle:** contact LIRT

**Darby:** contact Emerging Technologies

**Ramona:** contact Cindy Kristoff

VII. Next meeting

To be announced.