

**DLS Instruction Section Committee  
Conference Call Minutes  
August 19, 2003  
2:00 pm EST**

I. Roster

Present: Ramona Islam, Chair (2004), Marianne Buehler (2005), Mark Horan (2005), Patrick Mahoney (2005), Kate Manuel (2005), Darby Syrkin (2005) were present for the conference call. Darby recorded the minutes.

II. Survey

a. Content / revisions

Patrick observed the phrase "turf issues" in question #10 might not be universally understood. After collective brainstorming, members present agreed to replace this phrase with "campus political issues."

Ramona proposed adding another question that addresses the *degree* of collaboration at a particular institution, i.e., the number of people with whom the librarian collaborates over a defined period of time. After a discussion, the members agreed such a question should be included and proposed using an academic year as the defined time period. Actual wording of this question will be developed. Answer options will include number ranges such as those used in question #1. Once developed, this question will be the new question #7.

Mark wisely noted we have to add a question that helps identify the institution in order to avoid recording more than one submission from the same institution. We decided to add a question asking for institution name and the last part of the email address.

b. Introduction / human subjects statement

The committee discussed the merits and application of an informed consent/human subjects statement. The committee still needs to review the informed consent and make recommendations as needed.

c. Instrument Testing

Ramona will post a message on a few distant education listservs to ask for volunteer readers/reviewers of the questionnaire. Patrick will ask a few non-librarians to review and Darby will ask another non-librarian to review. We will ask all reviewers to submit their comments by Sept. 10<sup>th</sup>.

d. Distribution

i. When to distribute

The goal is to distribute the questionnaire by October 1<sup>st</sup> and require responses by October 31<sup>st</sup>.

ii. Where it will reside

Ramona is investigating using FileMaker Pro. This program offers online submission and automated tabulation capabilities. Ramona hopes her institution will get FileMaker Pro, but if not, alternative online products will need to be considered.

iii. To whom will we advertise it / make it accessible

The committee still needs to define the listservs and other potential groups for the questionnaire distribution. All suggestions are encouraged.

- e. Data analysis  
We would like to have all responses tabulated meaningfully by Nov. 27<sup>th</sup>.
- f. Publication of findings  
We would like to look into both publication and ALA presentation possibilities.  
Darby will ask Maryhelen Jones for information regarding ALA program proposal deadlines.

### III. Web space

- a. WebCT access issues, if any, or suggestions  
The committee is reminded to type the complete URL when accessing WebCT, including the "http://". <http://www.fairfield.edu:8900>
- b. WebCT Cleanup  
Ramona asked whether the old material in the "Discussion" section should be permanently removed or archived. The group agreed it should be archived. Due to copyright considerations, Ramona will also be removing the full-text articles that were used during the creation of the questionnaire.
- c. DLS Section Instruction Committee website  
Ramona reported this page is almost completely updated.
- d. Suggestions for future virtual meeting spaces  
The conference call seems to be the easiest way to meet, but Ramona wants the committee to know she is willing to try other synchronous technologies, when recommended.

### IV. Collaboration with ACRL and with LIRT

- a. Ramona reported the following: Jean Caspers, Chair of IS Research & Scholarship Committee sent us the updated "IS Research Agenda for Library Instruction & Information Literacy". Lori Critz, Chair of LIRT Liaison Committee will raise issue of collaboration with committee members at retreat in San Diego before Midwinter
- b. Ramona asks the committee to review the IS Research Agenda and think about with whom, and in what way, we could collaborate with others. We all agreed we should be trying to collaborate in order to reduce duplication of effort.

### V. Summary of tasks

- a. Ramona will add a new #7 question to the questionnaire.
- b. Ramona will add a place for the name of the institution and email suffix.
- c. Ramona will contact the OFFCAMP listserv to ask for reviewing volunteers.
- d. Patrick and Darby will contact other reviewers.
- e. The committee is asked to review the "informed consent".
- f. The committee is asked to decide where to distribute final questionnaire.
- g. Darby will ask Maryhelen Jones about ALA program planning.
- h. Ramona will delete full-text articles from WebCT space.
- i. Ramona will archive previous discussion made during the creation of the questionnaire.
- j. The committee is asked to think about collaboration opportunities with other ALA/ACRL Professional sections and committees.

### VI. Next Meeting: Wednesday, Sept. 24<sup>th</sup> at 2 p.m. EST