

**Executive Committee Meeting Minutes I - DRAFT**  
**ACRL Distance Learning Section**  
**ALA Midwinter, New Orleans, LA**  
**Monteleone, 11:30 a.m. - 12:30 p.m.**  
**January 20, 2002**

**Those attending:**

Rebecca Sedam  
Jack Fritts  
Nancy Burich  
Patrick Mahoney  
Joyce Rumery  
Erin McCaffrey  
Mark Horan  
Betty Ronayne  
Sandy Slade  
Frank Cervone  
Ewa Barczyk

Anne Marie Casey (Chair)  
Carol Moulden  
Steve Schafer  
Maryhelen Jones  
Carol Kabel  
Stephen Dew  
Michele Reid  
Leslie Wykoff  
Linda Frederiksen  
Tom Abbott

**Guests:**

Larry Hardesty

**ACRL 11<sup>th</sup> National Conference, Charlotte - Larry Hardesty**

Larry Hardesty came to talk about "Learning to Make a Difference," the ACRL 11th National Conference in Charlotte, April 10-13, 2003. He envisions it as a diverse conference that will meet the needs of all ACRL members. Conference organizers want to provide many opportunities for active participation. There will be 48-72 poster sessions as well as workshops. Larry said that the selection process will be competitive. Proposal collaboration among many people or groups could help improve chances for acceptance. Program proposals are due May 31, 2002. The Roundtable proposal deadline is January 7, 2003. Poster session proposals are due November 4, 2002. Further information about the conference is available at <http://www.ala.org/acrl/charlotte/>.

**Approval of Minutes**

The Executive Committee will do approval of minutes from Annual 2001 on the DLS list.

**Strategic Initiative Funds**

The ACRL Board has decided to discontinue the Initiative Fund. Although we can apply for strategic initiative funds any time, we need to use them by August 31 or lose them. The Executive Committee discussed whether DLS should focus on best practices. Nancy Burich said that a best practices project may be premature. Nancy added that we have no basis for determining what is important to people. She noted that the Strategic Planning Committee is talking about conducting a survey of members. Having someone outside of DLS doing this kind of survey provides information that is useful to all committees, avoids the pitfall of preconceived notions, and ensures a thorough analysis. Ultimately,

this might help us target how we should do a best practices project. Sandy Slade noted that this could also help DLS with Program Planning. Leslie Wykoff said that the Research Committee is already looking at models of service to distance learners. Ann Marie remarked that a survey seems more tangible. Tom Abbott pointed out that such an endeavor needs adequate planning at the front end to make sure we ask the right questions. According to Nancy, ACRL has a model for surveying members. She asked if we have to pay the bill by August 31. Will having the money committed by August 31 suffice? Anne Marie asked for a subcommittee to study the possibility of getting someone to conduct a survey. Jack Fritts and Nancy Burich volunteered to investigate the issue.

### **Archives**

Anne Marie asked whether Linda Frederiksen is still doing the archives. Linda said she plans to write a history of the section using the archives. She does not plan to keep them indefinitely. Anne Marie said that if we give the archives to ACRL, it will take awhile to get them back. Alternatively, we could investigate whether the archives of another institution would take it. She felt that we should not worry about this issue right now.

### **DLS proposals for Charlotte Conference**

The Committee discussed proposals for the Charlotte Conference. Maryhelen Jones pointed out that this requires a lot of work. There is a difference between planning a conference section program and doing a preconference. Tom Abbott said it provides an opportunity to showcase what we do. He did note, however, that an earlier idea for a half-day workshop got too big and "fell of its own weight." Anne Marie said that other options might include encouraging people to submit proposals. There was a lot of discouragement last time since so few proposals were accepted. ACRL is aware of this, and is trying to be larger and more inclusive. Several people asked if it is acceptable to submit proposals saying DLS is the sponsor. Leslie Wykoff talked about a workshop for people working on projects such as quantitative research on face-to-face vs. in-person interactions. Carol Kabel said that we might want to talk to the Instruction Section. Anne Marie cautioned people to avoid reinventing the wheel. Leslie said that if we get enough responses from our message to OFFCAMP, we will have material for building a proposal.

### **Sections Council Report**

Anne Marie announced that Mary Jane Petrowski is now Senior Associate Executive Director for ACRL. In 2003, three conferences - ALA Midwinter, ACRL National, and ALA Annual - will take place in a six-month period. Anne Marie reported that the College Library Section (CLS), which pioneered guidelines for virtual committee membership, does not plan to meet at Midwinter 2003.

The DLS Executive Committee then discussed a question that Anne Marie said many people are asking: Why have Midwinter at all? Many people simply cannot get funding for two conferences a year. Apparently the trade show makes money that pays the salaries of our executives. The drive towards change is coming from people at a grassroots level. The Committee briefly discussed technology that might make virtual

meetings more feasible. Mary Ellen Davis told Maryhelen Jones that, until recently, ACRL had not had the necessary staffing to operate such meetings. Ewa Barczyk added that ACRL is planning a survey about virtual guidelines.

### **Committee Charges**

Everyone needs to review their charges to make sure they are correct. Anne Marie asked Chairs to send in committee charge changes by February 1.

### **Candidates for DLS Offices**

Anne Marie commented on the tremendous difficulty faced by Kathleen O'Connor and the Nominations Committee when trying to find candidates for DLS office. This is partly due to potential money concerns. One request required asking as many as 15 people. Stressing that this is a big problem, Anne Marie asked everyone to think about what we can do. Nancy Burich suggested leadership training as a marketing tool, perhaps for people who are already on committees. Carol Kabel said that sharing a chairmanship might make it more attractive to potential candidates. Patrick Mahoney and Anne Marie agreed to investigate this issue. Sandy Slade suggested switching to a two-year co-chair instead of the current three-year commitment. This might require some restructuring.

### **Phone availability during committee meetings**

The Committee discussed having a DLS-funded phone connection for virtual members. Although it requires more money, Tom Abbott said that a phone bridge (telephone conference) is feasible. Anne Marie said having members "donating" minutes on their cellphones is another option. Nancy Burich reminded everyone that we are a noisy group. The acoustics are pretty important. Anne Marie reminded everyone that our budget from ACRL is \$1000.00. We use this money for two sets of mailing labels and two newsletters. Tom says Connex International, a teleconferencing provider, might be able to help DLS put this type of meeting together.

### **Drop-in at OCLS Conference**

Many people indicated that they plan to attend the drop in at the OCLS Conference. The Committee discussed what such a drop-in might include. Anne Marie sees it as more of an "Information session" drop-in where people ask questions. Sandy Slade said that Research has done an open meeting. There will be 10 simultaneous drop-ins

### **Membership Meeting Quorum**

ACRL looking at what constitutes a quorum. Since 1994, the quorum has been 10% of members. With 5000 members, we would need 500 people to achieve a quorum. Tom Abbott recommended that DLS once again consider 200 a quorum. He also suggested that DLS send ballots out to people via e-mail.

### **DLS list**

Should we continue to have virtual meetings? In addition to contending with different time zones, such meetings eventually peter out. Some thought these virtual meetings were actually helpful. Leslie Wykoff asked about having a threaded discussion. Anne Marie said that she would be happy to turn over to the administration of virtual meetings

to someone with newer technology. Alternatively, we can set the reply to Anne Marie herself. She can then forward the discussion to everyone.

**Other Business**

The keynote speaker for the ACRL President's Program in Atlanta will be Barbara Leigh Smith, Academic Vice President and Provost, The Evergreen State College. Stephen Dew will be doing a poster session following the program.

Anne Marie reported that the formal social idea for the Annual Conference in Atlanta was too expensive. She will still look into setting up informal arrangement with a cash bar.

**Approval of Agenda**

Carol Moulden made a motion to approve the agenda. Sandy Slade seconded the motion.

Reported by:

Rebecca Sedam, DLS Secretary