

**Association of College and Research Libraries, New Jersey Chapter  
New Jersey Library Association, College and University Libraries Section**

**User Education Committee  
Minutes of Meeting, August 22, 2003**

The NJLA/CUS User Education Committee held its monthly meeting on Friday, August 22, 2003, at the Livingston Student Center (Rutgers University, Livingston Campus).

Members Attending:

Nicole Cooke, Montclair State University, [cooken@mail.montclair.edu](mailto:cooken@mail.montclair.edu)

Mark Graceffo, Saint Peter's College, [Graceffo\\_M@spc.edu](mailto:Graceffo_M@spc.edu)

Ruth Hamann, Passaic County Community College, [Rhamann@pccc.cc.nj.us](mailto:Rhamann@pccc.cc.nj.us)

Robert Lackie, Rider University, [rlackie@rider.edu](mailto:rlackie@rider.edu)

Leslie Murtha, Chair, Rutgers University, [lmurtha@andromeda.rutgers.edu](mailto:lmurtha@andromeda.rutgers.edu)

Karen Topham, Brookdale Community College, [ktopham@brookdalecc.edu](mailto:ktopham@brookdalecc.edu)

Kevin Whalen, [whalen47@msn.com](mailto:whalen47@msn.com)

Minutes from the June 13, 2003, meeting, that were approved as amended on July 14, 2003, were distributed to those in attendance.

### **Chapter Update**

Leslie Murtha brought the committee up-to-date on our Chapter's work and plans:

- A website prototype is being developed. Our committee could have a site linked from the Chapter.
- The ACRL/NJ Newsletter will be published on September 15, 2003. Any items for inclusion must be submitted by August 29, 2003.
- The ACRL/NJ Spring Conference Luncheon will be held on Tuesday, April 20, 2004. Tyrone Cannon, incoming ACRL President, will be the guest speaker.
  - Late November/early December will probably be the deadline to submit proposals for the Spring meeting.
- Pat Tumulty's office is getting an upgrade. All NJLA Archives will be moved to the State Library.
  - Does this committee have anything to add? Are there documents available that show our committee's history? If anyone has anything, please contact Leslie.
- The Executive Board has designated a strategic planning committee.
  - We need to be sure that user education and information literacy are included in the future plans of the Chapter.
- The VALE Conference will be held on Wednesday, January 7, 2004, on the Rutgers University Livingston campus.

## **Housekeeping**

Meeting dates for the Fall will alternate between Fridays and Mondays to allow for greater membership participation; meeting times will alternate between mornings and afternoons. The meetings will continue to be held at the Kilmer Library.

The following dates have been selected for meetings:

Friday, September 26, 2003, 10 A.M.  
Monday, October 27, 2003, 1:30 P.M.  
Friday, November 21, 2003, 10 A.M.  
Monday, December 15, 2003, 1:30 P.M.

Email List: Leslie suggested, and members agreed, that a Yahoo list be set up for communications, rather than the email list we have been using. Some members have difficulty sending and receiving mail with the current set-up. Leslie will activate the list; she will add all current members and will email less active members to find out if they wish to continue receiving communications. Once the list is started, each member will need to sign up. Instructions will be forthcoming.

## **Old Business**

Reprise of May 21<sup>st</sup> e-instruction workshop:

Robert Lackie is going forward with plans to repeat this workshop for our colleagues in southern New Jersey. He is going to present a mini-session of the workshop for the South Jersey Regional Library Cooperative in Camden, but the needs and interests of the southeast part of the state have to be addressed.

Robert will ask Pat Tumulty to advertise the User Ed Committee's willingness to sponsor this workshop. We will be asking for a host library, such as Atlantic Cape (Mays Landing), Salem Community College (Carneys Point), or The Richard Stockton College of New Jersey (Pomona). Presentation is projected for late October.

Registration does not need to be limited by the number of computers available. Registration will be open to all librarians in the network. Equipment needed: large screen/projector, comfortable seating. Leslie can rework the flier; Karen can have color copies made. This will be a 3-hour session. Tentative agenda: 9:30-10—registration, networking & coffee/Danish; 10-1—program. Registration costs are contingent on whether the volunteered site charges for use and how much food costs will be.

Other tasks will be assigned at the September meeting when the preliminary site info has been settled.

## Committee documentation:

Leslie has started a [large] notebook for all of the records of the committee. Included so far are Minutes from 2000-2001 to date.

- We're missing the following from the 2001-2002 year: September 24, November 5, and March 4.
- We're missing the following from the 2000-2001 year: October 6.
- If you can provide any of the missing, please contact Leslie.
- We are also missing a complete set of handouts from the Assessment Workshop held at Union County College. Anyone?
- Who might have the most complete history of the committee?

## **New Business**

### Programs

#### Spring Conference

The Committee will try to sponsor at least two programs on the same day as the Luncheon. The committee feels it will be easier for participants to attend sessions on a single day, rather than try to split between a pre-conference day and the NJLA/CUS day.

One of the programs could be a panel on the First Year Experience. (Ruth Hamann has volunteered to be a panel member.)

Nicole Cooke attended the Immersion program this year. Perhaps she and another local attendee could develop a program for the conference.

#### VALE

Theme: Strategic planning: promoting our resources, promoting ourselves.

Robert suggested that some of the topics from the Rutgers 50-Minute Instruction workshop be presented at VALE. Perhaps Roberta Tipton, incoming chair of this Rutgers program committee, could be asked to reprise her topic on working with faculty. This seems to fit the conference theme.

Proposals for both of the above will need to be drafted by our October meeting.

#### E-instruction series

Some possible topics to continue from Robert's e-instruction workshop include developing electronic instruction, introduction to Photoshop or Flash, and using technologies (like Dreamweaver) to develop instruction.

Kevin Whalen will look into the presentation idea of how Blackboard may be used in instruction.

### Other hot topics for user education workshops, seminars, etc.

- Summer programs
- Active learning
- Learning outcomes assessment & tools
- Distance learning
- Best practices
- Setting objectives

### Instruction Literature Discussion Group

Committee members: feedback, please. Should we continue this aspect of our meetings? Does it add a burden to meeting times?

### Membership/Recruitment

We should encourage new members to join our committee. An open invitation will be inserted into the ACRL/NJ Newsletter. Included will be the information about the committee and about committee contacts that was presented at our last Spring workshop and the dates/times/place of our upcoming meetings.

### Website

Bring ideas for components for our website to the next meeting. This will be a linked site from the ACRL/NJ site. Some ideas that could be included: mission statement, charge from ACRL/NJ, committee documentation, links to powerpoints & websites from past presenters, forms, links to instruction sites, calendar of professional development opportunities, committee members' contact information.

### Goals set

- Develop programs for the VALE conference and NJLA's Spring meeting
- Set the Fall e-instruction program in southern New Jersey
- Set up an email list
- Build a website
- Manage the committee's records/documentation
- "Bring a buddy" to upcoming meetings

### Other

Topics for consideration at the Spring presentation of the Rutgers 50-Minute Instruction series: Teaching as Performance or Creativity in the Classroom.

Is ACRL/NJ going to offer a Spring conference? This may impact on what User Ed plans for Spring.

Submitted: August 23, 2003 by Karen Topham

