

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

**User Education Committee  
Minutes of Meeting, October 27, 2003**

The NJLA/CUS User Education Committee held its monthly meeting on Monday, October 27, 2003, at the Kilmer Library (Rutgers University, Livingston Campus).

Members Attending:

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

Mark Graceffo, [graceffo\\_m@spc.edu](mailto:graceffo_m@spc.edu)

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

Annemarie Mascarenhas, [amascarenhas@bergen.edu](mailto:amascarenhas@bergen.edu)

Shilpa Shanbhag, [shanbhag@tcnj.edu](mailto:shanbhag@tcnj.edu)

Deborah Sheesley, [sheesley@tcnj.edu](mailto:sheesley@tcnj.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 September 26, 2003, meeting, were distributed, revised, and approved by those in attendance.

New member, Shilpa Shanbhag, Physical Sciences Librarian at The College of New Jersey, was welcomed to the committee.

### **Chapter Update**

- There were no updates since the Executive Committee has not yet met.

### **Old Business**

- Leslie reminded committee members that they have 7 days to reply to the Yahoo list invitation before it disappears.

Robert reported on plans for the "E-Classroom" Fall Program:

Date: Friday, November 21<sup>st</sup>.

Registration will be capped at 24, with space allowed for six extra.

Time frame: 9-9:30—Registration; 9:30-12:30—program. The facility will provide technical help, especially since they provide a smart board for presentations.

Nicole has provided a short, annotated bibliography of software for e-classrooms.

Leslie will initiate the NJLA proposal form.

Annemarie will post the flyer from the Bergen server. PR materials will be sent to all list serves.

Leslie will send bio/flyer to Karen for color printing.

Refreshments will cost approximately \$5/person; copy costs will be approximately \$4/person.

Robert will pick up three \$10 gift cards for prizes.

Karen will work on labels, to be printed in color, for the program folders and send them to Kevin.

Two committee members will go to the Dunkin' Donuts to pick up refreshments.

The committee members will meet at 8 A.M. at the library.

- Committee documentation – Deborah brought some documents to add to the official notebook. Any other documentation should be forwarded to Leslie.
- Other Programs
  - NJLA Spring Conference – April 19-21, 2004 (College & University section day will be April 20).
    - All panelists have agreed to participate in the First-Year Experience panel. A working title was brainstormed for the panel: “Getting Their Attention—Academic Library Instruction for the Young and the Restless.”
      - Mark will be the panel moderator.
    - Nicole Cooke and Beth Bloom have agreed to talk about the Immersion program.
      - Annemarie will be the program moderator.

### **Website**

Leslie received kudos for the website prototype. Committee members should send further comments and suggestions to her.

Input is needed from NJLA about who will be updating and maintaining the site.

Leslie will add contact information to the pages.

Annemarie will work on a logo for our committee.

Leslie (and all) will investigate public web calendars that may be included in the site.

Our next meeting will be held immediately following the November 21<sup>st</sup> program.

Submitted: October 29, 2003, by Karen Topham