

VALE's Shared Information Literacy Committee

Minutes of the August 15, 2005 Meeting

Present: Ciliberti, Geck, Kearney, Libutti, Stec, Sweeney

1. Richard demonstrated and reported on the status of the SIL database developments. Many features of the mysql and php database are functional but there is one stumbling block that needs to be resolved before the work can be completed. Richard's new target date for completion is about September 15. He will consult with Davida to see if work done at NJIT expedites the problem resolution.
2. The group reviewed the top webpage drafted by Richard and agreed that it should be considered the SIL webpage and include members of the Committee and the SIL database "administrators". Trish will work with Richard to add some more descriptive information about the shared database and Anne will let them know about the new VALE committee website templates currently being rolled out.
3. The group discussed procedures for the submission of literacy projects. They agreed that:
 - a. When the database is finalized, those who submitted content two years ago will be contacted and invited to re-submit using the new database form.
 - b. A general call will be made for new content.
 - c. When a librarian submits content using the new database, an email copying the information will be sent to all 4 administrators (Kearney, Geck, Libutti and Scharf). Each administrator will play a "lead" role representing about 25% of the VALE member libraries (to be assigned). While all administrators will review the new submission, the lead administrator will be responsible for coordinating the feedback and either returning to the creator or submitting/updating the database with the content. Trish will draft criteria for the administrators to use, such as form completed? Dead links? Doesn't work? Confusing?
 - d. Administrators will try to confirm or return submissions within a two-week turnaround.
4. With respect to the SIL database rollout and promotion, the group agreed that:
 - a. The project will be discussed with the Deans and Directors at the September Council meeting (Ciliberti and Sweeney).
 - b. Trish will develop a proposal for a breakout session at the Users' Conference where the project can be described and demonstrated.

5. Sweeney recommended that the copyright options offered on the SIL form be limited to two: 1) the Creative Commons “Attribution Non-Commercial Share Alike” and 2) contact creator for permission to use.
 - a. The group discussed several aspects of the copyright issue and agreed that an overall VALE disclaimer would emphasize the educational, non-commercial purpose of the project.

6. Citing the need for librarians to have instructional design and instructional technology skills in order to develop effective teaching aids, Eileen Stec proposed that the VALE SIL committee propose to SCILS the development of a continuing education program to meet this need. The group enthusiastically endorsed the concept and Stec will draft a proposal to be discussed with the SCILS administration.

7. Rich Sweeney proposed consideration of ICT literacy test published by ETS. After discussion, the group endorsed the idea of informing the Deans and Directors about this new instrument and hosting a program or workshop about the test later in the fall, with a speaker from ETS. Sweeney and Ciliberti will discuss the basic idea at the Directors’ Council meeting in September and, with that group’s endorsement, work with the SIL group to host a meeting with personnel from ETS. Sweeney suggested that the program with ETS should be extended to include other campus personnel beyond the library, such as academic deans, institutional research staff, etc.

Notes prepared by Ciliberti