1. **Staff training for bSpace.**
   - C. Booth will give four bSpace training sessions through DMTECH next semester. These will be bSpace: the basics, bSpace: Outreach, research, and e-reserves, bSpace: Making the most of project sites, and a bSpace Lab. Char will offer two of each class during the beginning of next semester. She will also offer a session on outreach, research, and reserves through the ETS series.

2. **Sharepoint experiment with UCLA.**
   - J. Dorner has been exploring the possibility of UC Libraries of sharing Captivate tutorial source files. Captivate files are too big to share via email; Sharepoint allows one to set up a site to upload files, discuss, etc. However, of the tutorials created by the UCB Library, only the smallest was small enough to upload to Sharepoint. The discussion of sharing Captivate files has gotten caught up in a larger HOPS (Heads of Public Services) discussion, but the issues of where to share these files has still not been addressed. Ellen Meltzer has mentioned that UCOP is looking to purchase Confluence, maybe this will solve the problem of Captivate files being too large to upload. This raises questions of whether CDL or UCOP will manage this service or will it be left up to each UC?

3. **Course guides at the UCB Library.**
   - In Doe/Moffitt a task force is looking at software for creating subject pages, which may also offer a solution for course guides and could inform our choices librarywide. Char as the DM web manager will lead the task force. Perhaps the Library A La Carte program or LibGuides under consideration for a UC-wide subscription might be a solution. J. Dorner will talk to PSC about Library A La Carte, which has a drag and drop open-source AJAX interface. Software packages are being explored for continuity among our guides, to make creation easier for library staff, and to enable addition of web 2.0 features, widgets and gadgets.

4. **Instructional services for faculty update.**
   - C. Booth brought up the issue that different instructional services (librarywide, not just in Doe/Moffitt) are represented on the Library website in very different ways. The Library has had focus groups with faculty to determine how best to change their look, reconsider the terminology, determine which information is useful online, and consider how to make the library's services more apparent.
   - P. Hamburg noted a recent Arts and Humanities Council discussion with the Director of the Townsend Center who is interested in getting the library more involved in the development of Townsend Center projects. Paul thinks that one idea would be to link a librarian to a specific project, then the librarian will be able to link the project to all of the library resources that seem appropriate for the specific project. The Library might consider a Liaison to the Townsend Center. Paul might be able to have further conversations with the Townsend Center to get a better idea of different groups and their scope.

5. **Discussion: Library liaison approaches related to the Library's education role.**
In addition to Liaisons to specific departments, the Library also has Liaisons to other academic support units (such as the Residence Halls). Liaisons are an important element of the library's long-term vision. With budget issues, how can we show benefits that library staff are providing to the University? What services to the University must we preserve? How do we know if we're doing a good job in what we're doing? Asked us to consider list of Liaison's responsibilities and a better articulation of the responsibilities related to the library's educational role. Three different aspects of the Liaison's job are: Instruction, Communication/Reference, and Collections/Scholarship. We need to show what of substance the library is doing in it's Liaison role and how well we are doing it. We don't want to overassess, but we need to more rigorously assess what we are doing for departments. Isabel Stirling (Communication/Reference), Beth Dupuis (Instruction), and Chuck Eckman (Collections/Scholarship) will try to make a list of what Liaison's should be doing by January.

- The current list seems to be mostly about communication; doesn't really articulate what it is the liaison is supposed to do.
- Subject councils and current liaisons should be engaged in delineating the goals for and roles of liaisons.
- The revision of the role must remain realistic about the amount of time it requires.
- Note the liaison works best when they can serve a specific need for the faculty or student. One-on-one is often the best way to develop partners because we are solving a specific research need, but this can be very time consuming.
- Consider re-framing the model to use a team approach for some of the responsibilities.
- Consider approaches to provide content to liaisons that can be adapted by individual liaisons.
- Encourage departments to have a faculty liaison to the library.
- Amplify the liaisons role to focus on students and not just faculty in the department.
- Amplify the liaisons role in communicating with graduate student instructors in the department.
- Consider highlighting approaches that demonstrate to faculty how certain tools/techniques will help them work more efficiently (for example, teaching use of RSS feeds from databases).
- Create a web-based portal to share library liaison information.
- Consider if library committees exist in any departments and how to work with them.
- Consider focus on organizational communication skills.
- Consider creating formal relationship with the Graduate Assembly as one avenue to reach GSIs.
- Recognize that some goals, such as reaching out to GSIs, may mean greater demand for instruction sessions and perhaps an overwhelming workload.
- Revised document should not be prescriptive, reflecting the different approaches needed for various departments/units.
- Consider organizing the document in sections: 1) our expectations of what the Library will do for the department, 2) how we will meet these expectations, and 3) individual responsibilities of the liaison.
- ACTION: Beth Dupuis will consider these comments and prepare a draft document focused on the instructional role of liaisons for discussion at our January or February meeting.

6. Support for K-12 education (introduction to consider for January meeting):
The Chancellor's white paper on "Access and Excellence" talks about Berkeley's support for K-12 access. It would be helpful to have a more complete picture of how the Library contributes in this area. The Council might then review our policies to ensure that we are addressing the priority areas and issues within the context of our limited resources (staff, time, budgets, etc).

- ACTION: Jill Woolums and Beth Dupuis will poll library staff via instruct@ for examples of what we are already doing.
- ACTION: Jill Woolums will compile a list and post it to the EIC wiki
- ACTION: A review of the compiled list and further discussion will be scheduled for the January meeting.