In attendance:

Chair: Beth Dupuis; Members: Michael Sholinbeck, Lynne Grigsby, Kelly Gordon, David Eifler, Matthew Prutsman, Jennifer Dorner, Lisa Ngo, Susan Edwards, Char Booth; Visiting: Lynn Jones

Minutes: Char Booth

I. Welcome and Council Overview (E. Dupuis)
- **Introductions:** New members rotating on: Lisa Ngo, Kelly Gordon, Susan Edwards
- **Meetings:** EIC meets monthly 9-10 meetings a year, first Friday of the month 9-10:30 in Doe 251
- **Discussion and ground rules:** EIC members should 1 - emphasize balance and participation, 2 - be open to new concepts/ideas presented in new ways, 3 - relinquish ownership of ideas and initiatives, 4 - share responsibility for projects and strive to create a collective best product, 5 - ensure that action items are documented and completed
- **Minutes:** Should focus on action items and general content issues. Minutes are kept on a rotating basis by last name (starting with Booth), sent to the group for vetting via the discussion list, posted to the EIC Wiki (http://sunsite.berkeley.edu/wikis/EIC_WIKI), and then sent to the allusers@ list.
- **Scope of topics:**
  - Past priorities - 8 topics of interest listed on EIC Wiki, such as library instructor development program, creation of tutorials, representation of library’s instructional role on website, partnering with faculty, increasing 2.0 presence, incorporation of info lit into courses.
  - Future priorities - Focusing on two topics in particular in immediate future: meaningful integration of 2.0 tools, updating library liaison role

II. Debrief about Emerging Technology Lightning Talks (J. Dorner, C. Booth)
- Audience feedback was very positive in general, many requests for repeat event, short presentation time appreciated, good means of identifying Tech Training instructors. Attendance was roughly 50.
- There should be an element of identifying technologies that Library Systems uses and supports, and/or acknowledging that there should be a proposal for reviewing new tools of interest.
- Would themed events (e.g. survey methods, etc.) generate more participation/focus the scope?
- Frequency and timing: Should the event occur once a year or more, and what are the implications for timing and participation?

**Action items:**
1. Plan to schedule another Lightning Talk event towards the end of Spring semester (Booth/Dorner)
2. Brainstorm potential themes for future events (all council)
3. Revisit discussion in December meeting (all council)
4. Discuss with Library Tech Training organizer the implications of providing training for programs not supported by Library Systems Office (Dupuis)

III. Instructor Development Program (L. Ngo, L. Jones)
- **Summary of first semester:** 5 events in active learning themed program: lightning talks, online format, journal club, faculty presenter, LOEX webinars. Event attendance was up to 25, and the organizers pursued online formats so that people could participate at their convenience.
• **Feedback from participants:** Instructors are familiar with teaching concepts but appreciate reminders, inspiration, and hearing what their colleagues do. They also appreciate the balance between practicality and theory.

• **Summary of current semester:** Theme is instructional design. Repeating some formats from last term (journal club, expert speaker) and adding some new formats that might help build communities of practice such as guided reflection and peer observation. Focus on learning outcomes – participants should come up with an end product that will demonstrate how they applied what they learned.

• **Future issues:** Discussion of peer observation models (long-term pairing, lesson study, peer reflection without observation), how to better document participation, building stronger integrated plans, and balancing informality and formality in the IDP itself.

**Action Items:**
1. Revisit topic of locating a new co-coordinator after Lisa rotates off at the end of Spring (Dupuis, Dorner, Ngo, Jones)
2. Send around peer observation tips sheet for EIC review (Jones)
3. Share information about UMass Amherst peer observation program (Edwards)

**IV. Education-Related Roles and Expectations of Library Liaisons (E. Dupuis)**

• Recognition that our expectations list for library liaisons is outdated and needs revising. Discussion of liaison roles and priorities generated by previous EIC brainstorming session: 19 items identified and weighted by importance (list distributed by Eifler). Consider items that rose to top of list and use these for framing future discussions about changing liaison role.

• Topics raised for future consideration:
  - Addressing differences across disciplines in liaison roles.
  - What is lacking in our organization to support liaisons?

**Action items:**
1. Review liaison priorities list distributed by D. Eifler for discussion (all council)

**Suggested Agenda Items for November meeting:**

1. Outreach to graduate student instructors (Dorner)
2. eReadings/bSpace Library integration program (Booth)
3. Liaison roles and expectations (Dupuis)