In attendance: Heather Blicher (N), Stephanie Fair (N), Mary Anne Glanzer (P), Heather Fitzgerald (B), Olivia Reinauer (P), Bethany Wright (B)

Absent: Abbie Basile (C), Missi Moore (B)

I. Call to Order
The meeting was called to order at 2:05 PM.

II. Open Business
a. Action Item: Approval of Regular Meeting Schedule
   2nd Monday of each month, 9-11AM Location Norfolk Campus (or rotating if Norfolk unavailable) Approved by Committee
b. Action Item: Election of Recorder (minute taker)
   Set person or rotation schedule Tabled until next meeting
c. Action Item: Approval of Learning Outcomes verbiage for SDV
   Student can access career course-specific information using library resources.
   Student can identify credible resources for career course-specific information. Approved by Committee

III. Discussion
a. Fall 2014 Instruction Updates by Campus
   - Each campus discussed their experiences teaching SDV and ENG/CST classes using the new learning outcomes as guides. All campuses reported it was going well. All campuses report not teaching many ENG classes yet this semester.

   - Request for Heather F. to send Committee sample of email template that VB uses to confirm classes and incorporate language of learning outcomes.

   - Stephanie raised the question of standardizing the instruction request form. The Committee affirmed that this should be an item added to a future task list. The Committee discussed the idea from a few months ago of an interactive menu where instructors could custom select a course. It was decided against allowing faculty to build a course, but rather include pre-selected information that displays what instructions options cover. For example, if the request form was revised and an instructor picked ENG 111, the learning outcomes for this could be displayed. Development of official course outlines would help standardize learning outcomes for library instruction classes across campuses, while still allowing for academic freedom and customization to specific needs of faculty.
- Heather B. expressed concern with cancellations and faculty not attending sessions. The Committee agreed that at this point, we cannot make instructor attendance mandatory, but each campus can speak with instructors as issues arise to find a solution.

b. **Spring 2015 Student Assessments**
- It was agreed upon that the location of assessments would remain the same under the “For Students” tab “Library Instruction” tab. A shortcut to this tab may be added to the Assessment box on the SDV/Careers LibGuide.

- Fall 2015 SDV and ENG assessment discussed. Committee agreed that multiple choice should be used as free-form answers are difficult to consistently assess using the rubric. Each Committee member is to look at the current SDV and ENG assessments and bring suggestions to next meeting.

- Olivia spoke of online quizzes such as Socrative [http://www.socrative.com/](http://www.socrative.com/) or Quia [http://www.quia.com/](http://www.quia.com/) that may be used to conduct assessments.

IV. **Other Business**
- Olivia mentioned that the general assessment plan rubric for Information Literacy may define evaluation differently than what librarians typically think of. The general assessor’s training on November 7th will provide more insight on how the rubric is being used to assess student work.

- Heather B. and Mary Anne mentioned a future project of tutorials for Information Literacy. Mary Anne mentioned “Connect for Success” as an example, but identified difficulty in finding this resource. Heather F. mentioned a team of librarians working on a LibGuide which will include tutorials of information literacy competencies. This LibGuide is based on the cohort that attended an online course this summer on instructional design and assessment of information literacy topics. The LibGuide will be completed by Dec 19th, 2014.

V. **Next Meeting**
Monday, Nov 10th 9-11AM, Norfolk Library Room 2202

VI. **Adjournment**
The meeting adjourned at 4:00 PM.