In attendance: Joy Yaeger (C), Stephanie Fair (N), Olivia Reinauer (P)

I. Call to Order
The meeting was called to order at 9:05 am.

II. Approval of minutes from last meeting
The December minutes were approved.

III. Open Business
   a. Spring 2015 Assessments-review location of data, plan for analyzing data

      The librarians in attendance reviewed the initial results of the Spring 2015
      Assessments. All campuses are currently in the process of assessing classes. It
      was proposed that emails be sent to associate teaching staff at campuses to remind
      them about the assessment. For analysis, it was suggested that responses be put
      into different categories. Totals for each category in the pre and post-test would
      then be tallied. Analysis would potentially be done for total and individual
      classes. Qualitative responses could be coded into specific categories for
      analysis.

   b. Review of 2014 Library Instruction Committee Annual Report

      The committee suggested using the existing library BlackBoard shell for sharing
      instruction information, such as activities or outlines. Other options for sharing
      instruction techniques could be using a Wiki or Wordpress forum or a specific
      folder on the library Q drive. The librarians also proposed that the committee
      consider creating standardized outlines for teaching across campuses.

   c. Spring 2015 librarian reports (CATs and Active Learning)

      Olivia shared that Portsmouth has adopted the “post-it” CAT strategy in some
      instruction sessions. Other suggested CATs were implementing Jeopardy games
      into SDV classes. The committee will continue to explore options for CATs in
      library classrooms. The committee considered using a blog forum or the Q drive
      to also share active learning activities. It was suggested that the instruction
      committee create models of the librarian report for active learning in instruction.

IV. New Business
   a. Timeline for 2015 Library Instruction Committee Tasks- Updating the 2014
      “Closing the Loop Document”
Updating “Closing the Look Document” will be moved to the March meeting.

b. **Online Information Literacy tutorials**-sub-committee and lead needed

It is recommended that a subcommittee of three to four librarians be formed for creating information literacy tutorials. The head of this committee will be determined in the March meeting. The committee will gather feedback from other librarians for additional ideas and technical assistance. The current tutorials were reviewed and cover the following topics:

- Searching for Articles
- Database Details
- Searching for TCC Books
- Searching by Title
- Inter-campus Loan

The committee suggested the following topics for new tutorials:

- Library Policies
- Library Website Overview
- Advanced Searching
- Scholarly vs. Popular Sources
- Research Papers
- Ebooks

V. **Next Meeting**
Monday, March 9th 9-11 AM, Norfolk Campus
March recorder is Stephanie.

VI. **Adjournment**
The meeting adjourned at 10:55 am.