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

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

III. Open Business
a. Spring 2015 Assessments - reminders
The librarians in attendance were reminded that each librarian and/or teaching staff is to assess 2 SDV & 2 ENG 111 classes with no substitute classes allowed at this time.

b. Online Information Literacy tutorials
Online information literacy tutorials will be placed on next year’s action plan, but we will start working on these this year. We identified the tutorials during the February meeting and will add to them as we go. These tutorials can be used for active learning for use with in the classroom as well and placed in LibGuides and embedded in online classes. Heather stated that Dr. DeMarte encourages further development of resources for online students. The Committee feels that these tutorials can be embedded to better serve the students and include some type of assessment piece to them.
In addition to this we discussed instruction statistics. All campuses are using the Q Drive for instruction stats and the committee recommends that the stats be updated for the month by the end of each month. This will allow the instruction committee to get a good overview of what is happening at the campuses. Heather will send out an email to coordinators with this information. Joy also brought up a valid point of retaining stats for librarians who are embedded in courses.

c. Effective Teaching Repository
This plays hand in hand with the tutorials, assessments, and active learning. Stephanie reminded Heather to update the BB repository with our new librarians. More details of how the repository can and will be used is in the “Closing the Loop Document”.

IV. New Business
a. Timeline for 2015 Library Instruction Committee Tasks - Update 2015
“Closing the Loop Document”
Heather mentioned that we should modify the wording of the document so that actions are more clearly identified and accountability clear.

**Action 2** (library instructors will incorporate active learning activities into library instruction) should be done each semester instead of just the fall semester. This can be placed in the BB repository. We would change the document so that each instructor submitted a summary of 1 page on what worked and/or didn’t work. It will ultimately be the responsibility of the coordinator to make sure their librarians are producing these documents. Self-reflection should take place after every class, but a formal narrative will be required after every semester and posted to the BB repository before the next semester begins.

**Action 3** (Library instructors will use classroom assessment techniques (CAT’s) should be done each semester instead of only the fall semester. This would be a good opportunity to provide this information on specific disciplines using BB.

**Action 4** (The Library Instruction Committee will create a shell “Effective Teaching” repository) in the upcoming meetings the committee will create a template for others to use.

Actions 1-3 should be in use already this semester. Once the action plan is revised Heather will send out to the coordinators and the librarians explaining that everyone is to contribute to the online shell in BB.

V. **Next Meeting**
Monday, April 13th 9-11 AM, Norfolk Campus
Will invite Abbie to next meeting to discuss BCTE Information Literacy Trainings.
April Recorder is Heather.

VI. **Adjournment**
The meeting was adjourned at 11 am.