Members participating:
Violet Harada, co-chair (vharada@hawaii.edu)
Luz Quiroga, co-chair (lquiroga@hawaii.edu)
Rich Gazan, faculty rep (gazan@hawaii.edu)
Frans Albarillo, student rep (frans@hawaii.edu)
Robin Fancy, student rep (toman@hawaii.edu)
Donna Mae Maemori, student rep (maemori@hawaii.edu)

MINUTES
Violet Harada, co-chair, conducted the meeting. Luz Quiroga, co-chair, coordinated the use of Skype to engage Donna Maemori from Hilo.

Examining online tools for courses: introduction to Elluminate
Michael-Brian Ogawa briefly introduced us to Elluminate, a synchronous web courseware that is presently being used by the College of Education. He pointed out selected features of the system including audio and application sharing capabilities, moderator tools, emoticons, interactive whiteboard, and direct text messaging. To use this system successfully, MB stressed the importance of technical support and adequate training. Our committee supports the ICS Department’s efforts to pilot Elluminate. Luz will report this to the ICS Infrastructure Committee. Luz and Rich felt they might be able to use it with their classes. We will schedule another presentation of Elluminate for the entire LIS faculty at a later date.

Student survey
Frans proposed a survey to more formally gather feedback from students about courses they would like to see in the LIS Program. The committee liked the idea and asked him to work with Robin and Donna to draft a simple survey and present it at our next meeting. He will also explore the possibility of putting the survey online. Vi asked him to be familiar with the LIS student exit survey, which is completed by all graduating students. She asked him to contact Caitlin Nelson for a copy.

Committee workspace
Luz set up a tentative workspace for our committee in disCourse. This would allow us to organize and archive our minutes and various documents. It would also provide us with discussion spaces to thread our conversations relating to different curriculum-related topics. We agreed to test using it by posting our minutes and documents and conducting our asynchronous discussions in the workspace.
New ICS 691 courses
Rich quickly summarized the 691 course he is teaching this semester, Digital Video Analysis and Creation, and also a course he plans to teach in Spring 2009, Social Computing. He provided more details in his handout. We encouraged Rich to consider Social Computing as an online course.

Professional development
Luz has started to collect examples of professional development courses, workshops, etc. being offered by other institutions. She has posted them in our disCourse workspace. The next step is to consider the role of the committee in professional development. Should we be coordinating the development of LIS inservice courses in targeted demand areas? Should we simply alert alumni and students about existing offerings from other agencies? We will continue this discussion at the next meeting.

Checking currency of course syllabi
When they visit us in Fall 2008, the COA review panel for reaccreditation will expect to see the most current syllabi on the LIS website. Luz is organizing the work so that we might identify which courses lack current syllabi and will be reporting this at a faculty meeting.

Next meeting
The meeting will be held on Wednesday, February 20, noon to 1 p.m., in POST 302. Tentative agenda items include the following:
   1. Frans will present a draft of the student survey.
   2. Luz will present a progress report on the currency check for course syllabi.
   3. We will discuss our committee’s role in professional development.
   4. Vi will facilitate an examination of our courses as measured by the core competencies.

Documents distributed at this meeting:
ICS 691 courses (Rich)
Survey proposal (Frans)

Minutes submitted by Violet Harada