**UHLILC Meeting**
March 17, 2004
10:15 AM – 3:00 PM

**Present:** Thora Abarca (UHH), Gail Urago (LCC), Gregg Geary (Happy Birthday, Gregg!) (UHM). Xin Li (HonCC), Jeffrey Marzluft (MCC), Anne McKenna (KauCC), Diane Nahl (LIS), Ellen Okuma (HawCC, Kevin Roddy (KapCC), Melanie Solon (Law), Tara Severns (WCC), Valerie Perrett (UHM)

**MEETING SCHEDULE**

- The April meeting will be held April 20\(^{th}\) via video-conferencing. Oahu folks will meet at UHM’s Wist Hall.
- The LOBO Workshop will be May 18\(^{th}\) at Windward CC from 9:00-4:30 in Hale Akoakoa
- The June meeting is cancelled.
- The July meeting will be on the 21\(^{st}\) (location TBA).

**MINUTES**

The January and February meeting minutes were approved.

**LIBRARY COUNCIL**

There was no report from Library Council, as Laurel couldn’t make the meeting.

☞**Kevin** will follow up on his suggestion that we send a UHLILC representative to report to the Council meetings when Laurel can’t attend them so that the Council knows what doing.

Dave Coleman sent a suggestion that we should forward the LOBO URL to the Council.

☞**Thora** will send the Council the LOBO URL, plus the summary of the meeting with Megan and the PowerPoint presentation.

Ellen said Laurel told her that the LC will only need 45 minutes with us in the morning on May 18\(^{th}\). During this time, Megan might give an overview of LOBO to the Council so they understand what we’re doing (and thus promote their buy-in).

**UHLILC WEBSITE**

Diane says we have a webpage (www.hawaii.edu/uhlilc) in the works. Kevin was named by ITS as its official webmaster; though any of us may contribute to its upkeep and development. We’ll also have an email account (uhlilc@hawaii.edu).

The site should include campus contact information. We’ll stock the site with instructional materials and other resources, such as links to existing voyager tutorials and Kevin’s plagiarism resources.

The TILT sub-committee (Tara, Xin, Valerie, Diane) will explore customizing TILT this summer to host on the site.
Perhaps the next F2F meeting after May 18th (Aug?) will be a working meeting for us.

We hope to get TILT in place by Fall and LOBO in place for 2005.

Kevin informed us about the $169 software called Camtasia for making narrated tutorials with animated screenshots. Go to www.techsmith.com to download a free 30 day evaluation. See examples of actual tutorials at http://www.sinclair.hawaii.edu/HTML/help/public_tutorials.html (these were done by Ruth Marie Quirk at Sinclair Library)

Kevin will contact Ruth Marie Quirk for permission regarding linking to her Camtasia voyager tutorials from our website.

Another useful program is Impatica. It can be used for streaming narrated PowerPoint presentations over the web. More information and a free, fully-functional copy of the software is available at http://www.hawaii.edu/talent/talent-tech.html#impatica

Tara mentioned the Cascading Style Sheets (CSS) resource called the CSS Zen Garden (http://www.csszengarden.com).

UHM UPDATE

Diane reported that the LIS student Richard will be working on TILT and other projects with us.

Valerie says they’ll be teaching 6 in-person Info Lit sessions at UHM in Hamilton room 156. These consist of modules. She’ll be publicizing extensively.

Valerie reported that UHM library was unsuccessful in getting money to Purchase EndNote, but they’re still trying.

STUDENT LEARNING OUTCOMES

Gail reports that the ENG 100 instructors at LCC have been writing their Student Learning Outcomes (SLOs). While doing this, they’ve been referencing the UH Hallmarks for Written Communication, which include items relevant to library and information literacy. http://www.hawaii.edu/gened/foundations.htm#found_Hallmarks

Others report that their campuses are just getting started with their ENG 100 SLOs.

COLLABORATIVE PROJECTS

Anne showed us the "Twisted Pair" project at University of Iowa. This is a project in which librarians and instructors collaborate to create course websites with syllabi, resources, online discussion, etc. http://twist.lib.uiowa.edu/twist/courses/

Xin showed us a similar undertaking at HCC for Distance Ed courses: http://www.hcc.hawaii.edu/distancelibserv/index.html
DISTANCE EDUCATION

We had a discussion regarding Distance Education. The library services are not yet universal throughout the UH Campuses. This is likely due to economic and licensing issues. One thought is that the distinction about DE may be becoming less important.

We decided that the Distance Education (DE) librarians should be invited to the LOBO/LILO workshop.

PLANNING THE MAY 18TH WORKSHOP

Tentative list of people who should be invited to the workshop:

Librarians
1. Lillian Mangum from MCC (DE)
2. Linda Soma from HonCC
3. Susan Maesato at UHH (DE)
4. Ruth Marie Quirk at UHM Sinclair
5. Randy Hensley (UHM)
6. Vickery Lebbin (UHM)

Faculty
7. Karla Hayashi (UHH Writing)
8. Birch Robison (HawCC Reading)
9. Todd Sammonds (UHM Writing)
10. Donna Matsumoto (LCC English)
11. Kay Porter (LCC Writing Coordinator)
12. Joan Gagnon (HonCC ENG 100 Coordinator)
13. Dennis Kawaharada (HonCC Interm Dean of Hum)
14. Christopher Keller (UHH WI Coordinator)
15. Pam Hudson (HawCC Writing Coordinator)
16. Donna Moore (HawCC WI Coordinator)
17. Jane Calfee (KapCC Writing)
18. Rick Randolph (KauCC English)
19. Jean Shibuya (WCC English)
20. Ellen Ishida-Babineau (WCC English)
21. Frank Mattos (WCC WI?)
22. Pat McGrath (KauCC English)
23. April Komenaka (Asst. Dean of _____UHH)
24. Suzanne Kosenke (UHM Writing)
25. Tom Hilgers (UHM WI Coord)

Ourselves
26. Thora Abarca
27. Gail Urago
28. Gregg Geary
29. Laurel Gregory
30. Xin Li
31. Jeffrey Marzluff
32. Anne McKenna
33. Diane Nahl
34. Ellen Okuma
35. Kevin Roddy
36. Melanie Solon  
37. Tara Severns  
38. Dawn Jones  
39. Valerie Perrett  

**Council**  
40. Irene Mesina (HCC),  
41. Diane Sakai, (LCC)  
42. David Coleman (LCC)  
43. Nancy Heu (WCC)  
44. Laurel Gregory(UHCWH)  
45. Ginny Tanji (Sch of Medicine)  
46. Eric Flower (UHWO)  
47. Linda Golian-Lui (UHH)  
48. Leinaala Seeger (Sch of Law)  
49. Susan Murata (KapCC)  
50. Diane Perushek (UHM)  
51. Dorothy Tolliver (MCC)  
52. Bob Kajiwara (KauCC)  
53. Jean Ehrhorn (UHM)  

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:00</td>
<td>Check-in and Coffee</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Intro meet with Library Council (Megan)</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>Questions (Megan)</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>Background Intro for Breakout (Megan)</td>
</tr>
<tr>
<td>11:00-11:45</td>
<td>Breakout A (Small Groups, Laptops)</td>
</tr>
<tr>
<td></td>
<td>6 Modules</td>
</tr>
<tr>
<td>11:45-12:30</td>
<td>Lunch (on Campus)</td>
</tr>
<tr>
<td>12:30-12:50</td>
<td>Reporting from Groups</td>
</tr>
<tr>
<td>12:50-1:05</td>
<td>Background Intro for Breakout (Megan)</td>
</tr>
<tr>
<td>1:05-1:50</td>
<td>Breakout B (Small Groups, Laptops)</td>
</tr>
<tr>
<td></td>
<td>Assessment/Rubrics</td>
</tr>
<tr>
<td>1:50-2:10</td>
<td>Reporting from Groups</td>
</tr>
<tr>
<td>2:10-2:20</td>
<td>Break</td>
</tr>
<tr>
<td>2:20-2:40</td>
<td>Background Intro for Breakout (Megan)</td>
</tr>
<tr>
<td>2:40-3:25</td>
<td>Breakout C (Small Groups, Laptops)</td>
</tr>
<tr>
<td></td>
<td>Mapping competencies to standards/Hallmarks</td>
</tr>
<tr>
<td>3:25-3:45</td>
<td>Reporting from Groups</td>
</tr>
<tr>
<td>3:45-4:10</td>
<td>Making it Real (Campus Implementation)</td>
</tr>
<tr>
<td>4:10-4:30</td>
<td>Wrap Up &amp; Evaluations</td>
</tr>
</tbody>
</table>

- **Thora** will send our tentative schedule to Megan for her input.  
- **Tara** will ask about borrowing laptop cart from WCC Science Department for working groups to use, and will work on reserving a room large enough to accommodate the whole group.
Everyone should submit names of people they wish to invite to Thora by end of week (Friday, March 19th).

All invitees’ names will appear on the invitation letter, and the invitations will be delivered in person on our own campuses.

The RSVP deadline will be Friday, April 16th.

We need to remember to report to EIF and the LC about the workshop.

Please submit corrections to Tara Severns via the UHLILC mailing list. Thanks!

tara