UH Libraries Information Literacy Committee
April 20, 2004 Teleconference Meeting

Notes

Present: Laurel Gregory, Xin Li, Jeff Marzluft, Anne McKenna, Ellen Okuma, Kevin Roddy, Tara Severns, Melanie Solon, Thora Abarca (Note-taker)

Meeting began at 9:15, due to technical difficulties

**Library Council:** Laurel reported that the Council will get courtesy copies of the LILO Workshop Invitation. She will also update the Council on UHLILC activities at the next Council Meeting in April. The Council members will be attending the LILO Workshop introductory session on May 18th at Windward CC.

**Web Page:** Kevin has been working on the Web page and will send the URL to UHLILC members via e-mail. He will also give us a link to the camtasia tutorial he has been working on.

**LILO Workshop:** Librarians reported on faculty and librarians from each campus that will be attending the workshop. This includes 2 from MCC, 2 from LCC, 2 from UHH, 2 from HawCC, 2 from KapCC, 1 from HCC, and no one was present from UH Manoa to give information on faculty from that campus. A preliminary head count of librarians and faculty attending the full day workshop appears to be 35-40. Library Council will attend the morning introductory session.

Tara reported that the facilities have been arranged. She will continue to try to get laptops so that each breakout group will have access to LOBO on the Web. She reported that the cafeteria would be open and the workshop attendees will not have time to go anywhere else (only 45 minutes for lunch), so that is the best bet. Thora has e-mailed Megan Oakleaf about what equipment she will need.

Kevin offered to pick up a lei for Megan and pick her up from her hotel in Honolulu and transport her to the workshop.

Ellen, Diane and Thora have been working with Megan via e-mail on the workshop content.

It was decided that Ellen and Thora would work on assigning breakout session groups (so that each group will have both librarians and faculty from various campuses) and that the groups would remain the same for the first and second breakout sessions. The third breakout session was cut in favor of allowing those from the same campus to meet together and work on an action plan for implementing LILO on their campus (with time to report back to the group if possible). Neighbor island attendees will need to leave by 4pm to get to the airport on time.
Ellen and Thora will draft an evaluation form for the workshop and get feedback from the committee via e-mail.

Librarians should send e-mail addresses for the faculty attending from their campus and she will send the Agenda to all participants, once it is finalized.

**Meetings for the 2004-2005 year**: It was decided to cancel the June and August meeting, but have a teleconference meeting on July 21 for librarians who can attend. Thora will work on a schedule of meetings which will include teleconferences in October, December, February and April (9AM-11AM). The group at Manoa indicated that they thought WIST Hall 135 was a better site than Saunders 713 since it was more compact and seemed to have a better connection. They will check on its availability for future meetings. Face to face meetings on ‘O’ahu will be scheduled in September, November, January and March. Jeff (Maui), Anne (Kauai), Thora and Ellen (Hawaii) indicated that they will be able to travel to ‘O’ahu to meetings at least four times a year. Librarians from ‘O’ahu should e-mail Thora about which meeting they would like to host.

Informal discussion followed.

Meeting was adjourned at 10:30AM.