

2001/2002 BLFC Continuing Education Committee (CEC) Annual Report

Committee Members: Diane Dallis (chair), Erika Dowell, Lou Malcomb, Kathy Marlett, Mary Popp (BLFC Liaison), Lois Sewell, Noa Wahrman

The CEC had a productive year and encouraging year. The committee gave up lunch hours for all of their meetings and shared and developed great ideas. The committee started a new approach to programs and began to develop relationships with other groups. All of the programs were well attended and the committee found that librarians as well as library staff and faculty are interested in continuing education opportunities.

Charge 1: Assess Continuing Education Needs and Interests

In fall 2002 the CEC created an online survey for librarians to assess their continuing education interests. The survey received 38 responses and found that many librarians had great ideas for programs and that many of them are willing to volunteer and participate if needed. The information collected was shared with Yolanda Cooper-Birdine and will hopefully be useful to next year's committee. The results are available at: www.indiana.edu/~libinstr/cec/eval.cgi.

Charge 2: Plan Continuing Education Programs

The committee was successful in co-sponsoring three programs in 2001/2002. They co-sponsored the Virtual Reference video teleconference series with the Digital Reference Task Force and assisted in the planning for a program that will be held in July with the Staff Development Committee. The committee attended initial meetings to co-sponsor a program on Distance Education and another Virtual Reference program that were unfortunately cancelled due to lack of funding. The committee recommends that next year's committee investigate acquiring a permanent source of funding for future CEC programs.

The committee began a series of monthly brown-bag lunch talks that were very well attended (each program drew an audience of 25 – 35 people). The committee attempted to conduct evaluations of the first two programs but the forms were never completed or returned by attendees, possibly because the programs ran over their scheduled time and did not allow time for evaluation. However, high attendance and the fact that the two of the programs were repeated at the IULFC Librarian's Day (which received very positive evaluations) and one will be presented at a Librarian's workshop in Indianapolis in November 2002; the committee believes that the series is worthwhile and recommends that they continue for at least another year. It was suggested several times that the lunch talks be opened up to a wider audience including support staff and faculty. Attached is information about announcing and publicizing the talks.

Charge 3: Explore partnerships with appropriate library and campus organizations for continuing education programs

The committee made an initial start on this charge by working with the Digital Reference Task Force on the videoconferences. The committee recommends that next year's committee work more closely with InULA's committees to identify common programs and some additional funding. In addition, next year's committee should identify other groups with whom a partnership might be desirable.

Charge 4: With the Faculty Standards Committee, plan training sessions for librarians in relation to the peer review process.

The Fall Program on the annual review process was held in December. This was the third program offered on the process and it was well attended. Two members of the CEC were also on the 2002 Peer Review committee and they recommend that next year's committee present a program on the peer-review process and/or writing an annual report for the peer review committee.

Other charges

Although the 2001-02 charges included ideas for programs, the committee decided to focus on issues raised in the needs assessment survey and to listen to the recommendations from the November 2 Librarians Retreat to find ways to build community by sponsoring the Brown Bag lunches. The committee recommends that the 2002-03 CE Committee continue to explore new ways of building community and camaraderie through continuing education programs.

Recommendations

- Review the survey results and use them to identify program topics and speakers.
- Investigate acquiring a permanent source of funding for future CEC programs.
- Continue brown bag lunch discussion series.
- Work more closely with InULA's committees to identify common programs and additional funding.
- Continue to identify other groups and committees with whom to co-sponsor programs.
- Present a program on the peer-review process and/or writing an annual report for the peer review process. Consider working with Yolanda Cooper-Birdine and the 2001/2002 Peer Review Committee to identify useful topics.
- Continue to explore new ways of building community through continuing education programs.

Continuing Education Committee Brown Bag Lunch Discussion Series

The committee developed this program in response to the 2001 Librarian's retreat where librarian's expressed a desire to have more opportunities to get together with colleagues and discuss important library issues and more continuing education opportunities. The committee intended for the topics to be flexible with hope of exploiting the wide range of expertise and professional interests of IUB Librarians who might serve as presenters/discussion leaders. The committee also hoped that the flexibility of the series would result in a variety of different issues to attract both technical services and public services librarians.

Overview & Tips

2002 Topics:

- 1) January: *Island of Lost Maps* book talk (January) lead by Lou Malcomb
- 2) February: *Double Fold* book talk (February) lead by Jake Nadal
- 3) April: *The Battle to Define the Future of the Book* article discussion lead by Ann Bristow and Bob Goehlert
- 4) May: Stereotype of librarians in film presentation and group discussion presented by Noa Wahrman and Monique Threatt

Program ideas

The committee did not have any trouble finding people that were interested in leading book discussions or giving presentations. In some cases the committee came up with the book and invited a discussion leader. It might also work well to send out a call for ideas and speakers. Other ideas that might work well for the series are having librarians share initial research findings, present articles they have written, share conference experiences and information, or discuss general concerns about relevant issues such as Intellectual Freedom or Information Literacy.

Promoting & Advertising

The committee created paper postcards to advertise and entice librarians to attend. Often we used key phrases from book reviews, excerpts, or images to make the recipient take notice. A few days after sending the paper cards the committee sent out an e-mail announcement and usually sent out one to two reminders of the event the day before or the morning of the event. Betty Davis in LHR can provide mailing labels and send out e-mail to all IUB Librarians.