

## **Instruction Team Meeting Minutes**

**May 2, 2018**

Present: Anne, Nashieli, Diana, Lili

Absent: Andy & Kirsten

Meeting convened at 11:00am

1. Cup Design for Orientation
  - a. The stadium cups for orientation showcases will have the same design as the koozie word mark (Hydrated, Motivated, Educated) that was used last year.
  - b. Diana will amend the design to the required specifications and email it to Anne to place the order.
2. Summer Intern
  - a. Gale Israel will start on May 15. His initial tasks will be to learn about the services and resources of the libraries and help prepare flyers and display material for orientation. Other projects that he could work on include helping with planning the teaching institute and doing a book display.
3. Teaching Institute Planning
  - a. Anne presented a draft structure of the teaching workshops which is based on a three-day Institute in July. The team will be able to provide catering and door prizes for the participants, as Dean Garnett is very supportive of the budget.
  - b. The team will focus on the results of a Needs Assessment for Library Instructors to determine the content of the institute, as it will depend on who the participants are and what their needs are.
  - c. The team discussed who should participate, and decided that it should be open to I&RS unit members first, then if spaces remain, open participation to the rest of the library. After the pilot, there is scope to expand the project to MLIS students and other institutions.
  - d. The outline essentially entails creating a teaching statement, asking what makes a good teacher, determining what is learning theory, doing the research and then reporting back. We would also look at the national framework, then teach students and at the end, write a teaching philosophy.
  - e. A suggestion was made to do mock observations or find videos of teachers in their classrooms and have participants discuss the content in groups, and fill out the rubric on how to observe the instruction and how to reflect on their own teaching.
  - f. Another suggestion was to include improv as a teaching tool, since it is an activity that requires skills that can be transferred into teaching, and will add some fun to the workshop.

- g. We should ensure that the institute is aligning with everything in the new faculty rubric, and therefore ensure that there will be benefits from participating for the instructors.
  - h. The notion of unconscious bias and teaching in an inclusive manner were discussed, and the team will ensure that the institute covers these issues.
  - i. If the timeframe fits, we should wait for the new librarians to come on board before starting the institute, as they can also learn a lot from participating.
  - j. Anne will flesh out the plan and send it out again for the team to analyze.
4. Other Business
- a. Diana will put Lauren's now completed video on YouTube.
  - b. Diana reported that the plagiarism Beta test went well, with the team receiving useful feedback, and will reconvene to look at implementing the suggestions.