

**MILEX Committee Meeting**  
**Thursday, July 12, 2007**  
**10:00 a.m. – 12:00 p.m.**  
**Villa Julie College**

**Present:** Thomas Arendall-Salvetti; Maureen Beck; Sharon Casey; Susan Cooperstein; Sarah Crest; Stephen Ford; Uta Hussong; Marianne Laino; Barbara Mann; Sara Nixon; Virginia Polley; Simmona Simmons-Hodo; Brandy Whitlock

The minutes for the June 1, 2007 meeting were approved.

**Report from the Chair**

Sarah Crest

- Sarah Crest asked those in attendance if anyone wanted to assume the position of Chair of MILEX or if the desire is for her to continue in the role. The attendees issued a vote of confidence that Sarah continue as Chair.
- A discussion followed about the need to develop some bylaws (guidelines) for the group, which should also include conference time schedules. Suggested looking back through the minutes for suggestions.
  - Uta and Simmona have already worked on this and with Sara will revisit the guidelines.
  - Any suggestions or comments that will assist with this project can be sent to Uta or Sara.
  - This will be completed by next summer.
- We have opportunities to submit at national conferences – LOEX West next June 2008 in Las Vegas – call for papers going on at the end of week. Theme is “Hit the Jackpot: Successful Experimentation and Innovation in Instruction”
- Also ACRL presentation - "Pushing the Edge: Explore, Engage, Extend," will be held in Seattle in 2009 at the Washington State Trade and Convention Center from March 12 - 15.
- Barb Mann mentioned that there will be emerging technologies pre-conferences (4) - ideas about topics (sponsored by RUSA)

**MILEX Publicity**

- Sarah Crest’s MILEX address lists for conferences were compromised. She is going to put the list together. Sarah’s administrative assistant will go through the list to verify contact people.
- We need a coordinated publicity punch – Ginny asked if this was primarily E-mail – maybe some print – Ginny will do this
  - Susan suggested circulating a list to fill in names/contacts as we know of new people who might be interested
  - Uta has registration sheets from conference
- Also we still have MILEX business cards
  - Sarah Crest has ideas about which business cards to buy that work

- We could something on members only with forms that can be reproduced – cards and brochure – publicity toolkit
- Start w/ marketing/publicity bullet on June minutes
- Have a contact/mentor person – for new instruction librarians, new coordinators
  - Important to get this going soon for word of mouth publicity

### **Assessment Workshop**

Thomas Arendall-Salvetti

- The assessment workshop will be held on November 9, 2007
- Susan is primarily for IL and librarians –
  - Possible formats - faculty-librarian presenter pair, information exchange on what people are doing in assessment in IL
- UMUC just did an assessment w/ librarian who did the assessment
- Need to talk to location – Susan will check into Loyola at Columbia
- (See also Thomas' notes on the Assessment Workshop in the June 1, 2007 minutes)

### **MILEX Conference 2008**

Ginny Polley, Susan Cooperstein, Sara Nixon, Randy Smith

- Conference 2008 committee will meet after this meeting

### **Regional Immersion Program**

Barbara Mann

- Sponsoring location can set fees
- How many in attendance? – National program is capped at 90 participants, regional probably similar
- We would need institutional backing for the money upfront which will be recouped with registration monies
- Need to find out how other regionals have made out
- UMUC has everything but \$46, 500
- Sometimes attendees stay in dorms
- Cost something like \$1700 per individual
- Barb will follow up to find out more about money matters regarding this
- This would be a way to make profit and also serve as a name generator
- The ACRL provides the faculty, the local group does location/logistics
- Another place to get names is the immersion alumni in this area

### **Membership & Finance**

Uta Hussong

- Membership renewal has been extended to the end of August
- Online form works well
- Report on financial status
  - 11/17/06 = \$1269.28
  - 7/11/07 = \$1293.75

- <http://www.orientaltrading.com/>
- Suggestion that we offer the program plus dues again to help get members

### **MILEX Web site Content**

Stephen Ford

- 4 people have posted so far with suggestions for resources to include on the Web site
- Do we want a wiki? – [milexmd.pbwiki.com](http://milexmd.pbwiki.com)
- Like the notion of the wiki being a PR thing
- We might think about developing a criteria w/ specifications
- An advantage of a wiki might be that it saves changes
- SC says it's better to keep the MILEX wiki amongst us or we could get changes that are inappropriate
- Could still take highlights from the web page
- Suggestion that we could set up something so that nonmembers can get involved – could set up a comments form
- We can divide up the wiki into pages just like a web site
- Can upgrade for \$5/month
- Uta will find out the price structure and if we can pay annually
- How about a MILEX myspace or facebook page?
- Let's see how it goes w/ submissions until November
- Suggestion that the style of references be standardized - APA style was chosen
- Links on wiki can be linked back to the MILEX website
- Talking about having bios up

### **WIKI**

Thomas Arendall-Salvetti

- Thomas introduced the MILEX wiki to the group

### **Fall Calendar**

- Friday, September 7, 2007, 10 a.m. – noon, at either MICA or UB
- October 2007 - Committees will meet
- Friday, November 9, 2007, 8:30 a.m. -1:30 p.m., Loyola at Columbia, Assessment Workshop
- Thursday, January 17, 2008, 10 a.m. – noon, at TU

### **Member Profile**

Due: Friday, September 14, 2007

What to include?

- Name, e-mail, phone, institution, job title – less than 2 sentences
- optional photo, graphics
- Academic credentials, with letters after your name
- Professional memberships, certifications

- Website, blog, wiki
- Relevant publications in APA style
- Professional interests in bullets
- Available to speak, consult, - icon for each of these
- Stephen will do icons

Suggestion that we put something on the roster that says, “See Bio” –  
There should also be a separate list for the speaker’s bureau

- Can we use ACRL’s Peer Consultants and Speakers Submission Form as an example of what to include asks SN - Available at <https://cs.ala.org/acrl/ILpeers/>

Respectfully Submitted,

Sara Nixon  
Secretary, MILEX  
23July 2007