MILEX Committee Meeting
Tuesday 3/21/06
1 p.m. – 3:30 p.m.
UMBC

Present: Thomas Arendall-Salvetti (UB); Sarah Crest (TU); Jessame Ferguson (UMBC); Stephen Ford (Salisbury); Sean Henry (FSU); Uta Hussong (UMBC); Sara Nixon (TU); Robernette Smith (CSU)

MILEX Mission: Establishing a profile
- Sara brought up the fact that it is time to revisit our mission and decide how we are going to realize it. Suggestions offered by those present follow.
- Exchange good and bad assignments and post examples to the MILEX Web site w/ explanation of why they are good or bad
- Think about workshops that we can do for faculty. How can we get forums for working with faculty?
- Present our own course objectives (or develop?) with accompanying assessments as examples, so that they can be adapted by others
- Link to pertinent resources on topics such as IL sites, including assessment. For example: SUNY IL Initiative at http://136.223.18.84/sunyconnect/ili/iliover.htm
- Assessment of IL for students: Establish assessment standards for USM
- Push for integration of IL into the departmental curricula
- Workshops for faculty only (This could be done in conjunction with faculty development departments on various campuses (For example, CIAT at TU) or through Deans of Colleges
- Workshops that focus on librarian/faculty collaboration

Draft of MILEX Mission
MILEX will:
- Assist in the development and support of IL programs at member institutions
- Identify "best practices" in IL
- Develop specific end products (such as assignment templates) that support the goals of IL
- Develop IL workshops for faculty
- Work to foster the continuum of IL initiatives from K-16

Establishing MILEX Financial Status
- Simmona reported that we cannot open an account through Bank of America (or any other bank) as an unincorporated association, as such an association does not have a federal ID# (EIN#)
  - Simmona is looking further into this
  - I found a site on the Web that points out the advantages/disadvantages of unincorporated association at http://www.tacs.org/qa/qa.asp?tpID=9#36
- Note from SN: Information on setting up a nonprofit 501(c)(3) in MD can be found at http://www.sos.state.md.us/Charity/Non-Profit.htm
  - I traced to the appropriate IRS form and it appears that the fee may be $150. See http://www.irs.gov/pub/irs-pdf/f8718.pdf
  - It appears that setting up a non-profit may be much more involved than we had imagined.

- Sean and Stephen reported on PayPal
  - PayPal is free to set up and has no monthly fee
    - Easy to set up and use and provides a list of transaction
  - Verisign charges fees according to how much a client brings in
    - $180 to initiate account and $20/month up to $500 in sales
    - Increases to $60/month for $500 - $1000 in sales
- Uta is researching using the credit union
  - She noted that because of new regulations there are many steps involved in becoming a non-profit (See link above from MD above for the requirements.)
  - Jessame suggested that we become a non-profit.

MILEX Meet & Greet
- Set the date for Thursday, June 1, 2006, 10 – 12:30; continental breakfast 9-10
- TU, UMBC and Coppin will look into possible facilities, parking, etc.
  - Robernette will check out possibilities at Coppin
  - Plan for about 50 participants
- Main purpose is to advertise MILEX and our activities and to network
- Decided that there should be some content provided
  - Group activity with outcome
    - Participant's perceptions of information literacy and/or brainstorming what they'd like to see MILEX do as an organization
    - Sean could do a demo of Captivate.
    - Ask Beth and/or Olga about doing something on teaching IL through a course management system.

MILEX Web Site
- **milexmd.org** will be the new Web address.
- Make arrangements with Tami to transfer the MILEX Web site over to Stephen.
- Send a formal letter to Tami thanking her for all her time and effort spent in developing the Web site.

Report on MILEX Poster Session for MLA Annual Meeting, May, 2006
- The poster
  - Middle panel – Intro to MILEX, who we are, a list of our goals
  - Wings - screen shots of MILEX Web site, pictures of us in action
  - Sarah Crest will bring a camera to the next meeting to take picture to use on the poster.
- For the poster session we will need:
  - MILEX members to "present" the poster during poster viewing hours
  - Advertising for the CRAB
  - Printed material on MILEX including mission and goals, contacts, Web address, Join Us form (Check w/ Tami about this.)
  - Business cards with logo
  - Bookmark

MILEX Fall Conference
- To be held at UMBC, Rm. 259 in the library and open space outside of the room
- On Thursday, October 26, 2006, 8:30 a.m. – 3:30 p.m.
    - Everyone will confirm that date is ok
- $25 fee will be charged to cover parking pass, lunch, and printed materials

Possible IL Campus Projects
- Sean would like MILEX members to send him links on IL/plagiarism for a Web site that he is developing
- Robernette would also like plagiarism links
- Stephen is interested in having us present a workshop for the Education Dept at Salisbury with a focus on IL integration into their curriculum
- Robernette is interested in a workshop for her faculty as their VP has shown interest
- UB is coming close to adding an IL course for first and second year students
- General consensus that it is important for us to work on a Web site that points to useful resources like Merlot, ACRL's PRIMO and UMUC's resources on IL
- Need to make sure that we put a disclaimer on whatever we create so that it can be freely used and adapted
- Uta would like to have some concrete examples of assessment resources for one shot library sessions
- Stephen suggested that we all have a brainstorming session among ourselves to hear about what we are doing re:IL
    - Need to share what we have found out about what went wrong and what went right during our library sessions
- Could look further into the issue of disparities between the IL skills students possess when they come to college and what university faculty expect them to have
    - This involves maintaining a continuous conversation, informal and formal, with librarians at community colleges and English teachers and Media Center Specialist (Librarians), especially at the high school level.
- School & College section of the Chronicle of Higher Education at http://schoolandcollege.com/ is a good way to keep up with what is going on nationally

NEXT MEETING: May 12, 2006 at UMUC Annapolis, 11:00 a.m. – 1:00 p.m.
- For our next meeting:
    - Look at what we need (See MILEX Meet & Greet above.) and think about how you can help

Dates to Remember:
- May 4 - 5, 2006, Thursday & Friday, MILEX poster session at MLA Annual meeting
- May 12, 2006, 11-1, Friday, meeting at UMUC Annapolis
- June 1, 2006, 9-10 continental breakfast; 10 -12:30 program, Thursday, MILEX Meet & Greet (TU)
- July 12, 2006, 10 - 12, Wednesday, MILEX meeting (UB)
- October 26, 2006, 8:30 - 12:30, Thursday, MILEX Workshop for faculty/librarians, UMBC

Submitted 4/1/06, revised 5/12/06 by Sara Nixon
Secretary, MILEX