

MILEX Committee Meeting
Friday, 5/12/06, 11 a.m. – 1:00 p.m.
UMUC Annapolis

Present: Thomas Arendall-Salvetti; Sarah Crest; Stephen Ford; Uta Hussong; Beth Mulherrin; Sara Nixon; Simmona Simmons-Hodo

- Review of March 21st Meeting Minutes
 - SN will submit corrected version of minutes to Stephen
- Review of MLA Poster session
 - Talked to a lot of people and made contacts
 - Jennifer Nutefall (GWU) and Sarah Sheehan from George Mason interested in MILEX
 - Responses from Cecil County Community College and MICA
 - Need to promote ourselves w/I our institutions and put a link on our Web page
- Meet & Greet
 - Sara will send something to E-Crab about MILEX Meet & Greet by June 5th deadline
 - Program
 - Start at 9 am with continental breakfast so we can meet them while we're waiting for program to begin
 - SC will do welcome 10
 - 10:10 Yvonne Lev
 - 20-25 minutes – Sean will show how Captivate can be used in library instruction
 - 20-25 minutes –Beth will talk about LIBS 150 Information Literacy and Research Methods, the Virtual Library Classroom, IL modules and course that faculty are required to take before offering a course through UMUC
 - 11:10 – 12:15 Q & A, brainstorming
 - Brainstorming session on what we can do as a group– need flip chart
 - Facilitators Stephen & Thomas 20 minutes
 - Presenters will do their own photocopies
 - Mailings – SC will send out announcements to librarians throughout the state – private, cc, state colleges and universities and education centers
 - Responses – Sara will send out hangtags to RSVPs
 - RSVP by Friday, May 26, 2006
 - Catering
 - \$150.70
 - Sarah Crest reported that Continental breakfast w/o bagels for 25 is \$143 + \$15
 - w/ bagel is + \$6.25 per person
 - Group decided that we are not ready to bankroll this amount yet, so volunteers will bring:
 - simmona=fruit, sara=juice, bagels uta=pastries
 - Stephen=napkins, utensils and plates Sc=coffee Beth= cream & sugar, cups, tea Thomas=water
 - If you want reimbursement, get copies of receipts to Uta

- Finances, as reported by Uta Hussong, Treasurer
 - Uta received MILEX account papers on Monday, May 8th
 - We have \$150.70 in our account through the USM Foundation = system-wide affiliation
 - Whoever is treasurer will have to be from USM
 - Alternate signer for the account should also from a USM member institution
 - Can't go below \$100 – have 90 days to get back up
 - No finance charges, investment interest 2% to USM- we get beyond
 - The foundation will set up a web-based payment site for us – they create it – we link to it
 - Uta will get back with them to:
 - Check about fees
 - To see if they can point us to an example of how it will look
- Put on NEXT MEETING AGENDA
 - Do we want institutional membership? Think about it – what would we offer?
 - Brand management - We would send two free speakers, they could display our logo
- Fall Conference
 - Registrations Fees
 - \$20 members - \$30 non-members for conference,
 - Special rate of \$45 if you join MILEX (\$10 savings)
 - Post conference information to Web site by July 1st
 - Need to develop a written policy for presenters, membership, financial = guidelines
 - Uta and Simonna will work on guidelines for financial & presenters and for membership bundling w/ conference
 - Join after April good to June
 - Those who join June 1 will have to rejoin following July
 - Keynote speaker ? Nancy Shapiro- K-20 learning cycle at USM level or Luz Mangurian
 - Get both if we can = keynote & plenary
 - CIAT workshop and Beth + faculty member = writing & IL
- IL campus projects? Programs?
 - Speakers Bureau = Send bio to SC about what you are willing to speak on and to whom you're willing to speak, including faculty, librarian, etc., willing to travel?
 - Stephen had mentioned that we might go to SU, but this needs to be placed on hold as they are involved in other projects
 - How to remedy badly constructed assignments
 - Uta has 17 bad assignment examples from a discussion list posting
 - This can be an issue on which we could develop some materials that could be posted to the MILEX site
 - UMUC is doing a IL critical thinking for the faculty
 - SC is going to LOEX of West in HI June 5th – 12th and will look for some ideas that we might use
- Upcoming Meetings:
 - August 16th at 10 – noon UMUC at Prince George's Metro Center

- Bring in parking tags and they will be stamped so you won't have to pay for parking
- This will be our final planning meeting before the conference

Respectfully Submitted,
Sara Nixon
Secretary, MILEX
17 May 2006