



Instruction and Outreach Committee Yearly Report 2003

Given by Fred Roecker, Chair
University Libraries Faculty Meeting
December 12, 2003

I. Members

Marti Alt	Jane Duffy	Karen Diaz (ex officio)
Anne Fields	Betty Hunlock	Travis McDade (ex officio)
Chuck Popovich	Fred Roecker (chair)	Carol Powell (ex officio)

II. Charge

“The Instruction and Outreach Committee is responsible for the development of resources and programs to promote teaching and outreach in the University Libraries. The scope of responsibilities includes but is not limited to professional development of instructors, orientation, assessment, outreach, and the communication of these programs to targeted audiences. The Committee is authorized to create subcommittees as needed.”

III. Web Site – (www.lib.ohio-state.edu/Staff/ioc/)

Karen Diaz created a Web site for the Instruction and Outreach Committee this year. The site lists the Committee charge, members and terms, mailing list, minutes of Committee meetings, information from Instruction In-Service Days as well as the Instruction Brown Bags, the Instruction Mission Statement, and resources for evaluation of instruction and teaching.

IV. Committee Interest Areas

The Committee divides major projects into four areas of interest. Each interest area is composed of two to three committee members who communicate with each other outside regular committee meetings to brainstorm ideas, gather data, and develop drafts to bring before the full committee for its input. The four interest areas and individual notable projects are:

1. Evaluation – (Chuck Popovich, Carol Powell)

Created the new “Evaluation of Library Presentation” form in conjunction with the Committee on Appointment, Promotion, and Tenure, as well as developed the method

of collection, compilation, and placement of this data in the instructor's HR files that is in compliance with Ohio State P & T procedures.

Currently, they are in the final stages of creating a form and guidelines for Peer Review of OSUL instructors. This process and final report will be voluntary and only included in the instructor's HR file at the instructor's own choice. More information about this process will be available Winter 2004.

2. Outreach – (Anne Fields, Betty Hunlock, Fred Roecker)

Updated and expanded the "Guide to Resources and Services" in Summer 2003 and reviewed many other brochures. This group also developed or assisted with orientation sessions for new faculty, new TAs, new graduate students, and new International students.

3. Professional Development – (Anne Fields, Carol Powell, Jane Duffy, Marti Alt)

This group developed two Brown Bag luncheons to discuss instructional issues as well as promoted two instructional book discussion groups in conjunction with Kathryn Plank of Faculty and TA Development. They are planning to continue with additional Brown Bags in 2004, as well as work with FTAD to develop more workshop opportunities for faculty to improve instructional skills. Upcoming workshops will be publicized in *News Notes* and LIBFAC.

The entire Committee will be involved with the planning and delivery of the annual Instruction In-Service Day. The next In-Service Day for faculty librarians will be held on Wednesday, September 8, 2004, at the OSU Longaberger Alumni House.

4. Awards – (Karen Diaz, Fred Roecker)

The Committee, working with Joe Branin and the Policy and Planning Committee, will create two awards to be given to University Librarians in recognition of their contributions to instruction in the Libraries. These awards align the Libraries with other OSU departments who offer rewards and recognition for quality teaching. The first award will be presented annually at the Instruction In-Service Day to the faculty librarian who has created and delivered innovative instruction programs over a single year. The second award will recognize one faculty librarian's contribution to instructional achievement to the Libraries over many years. This second award will be awarded when there is a successful nominee. The Committee will design the criteria for each award, publicize the procedures for submission, and evaluate the applications. Recommendations will be given to Joe Branin for his final decision. More information about these awards will be available in Winter 2004.

The Committee also will create and submit a portfolio of the Libraries instructional programs and achievements to apply for the OSU Department Teaching Excellence Award. There are two \$50,000 awards given annually by OSU in recognition of the department that offers quality, innovative, evaluated instruction to students. The Committee felt the Libraries should gather documentation from all librarians involved with instruction and submit a portfolio for consideration of the 2004 award. The deadline for submission is January (for the 2003 award), so we will compete for the award next year. There will be more information on this award and what each librarian can do to contribute to the portfolio in the coming months.