

**California Academic Reference Librarians Discussion Interest Group Meeting (CARLDIG-South)**

Conference Call & In-Person

Friday, September 22, 2017

10:00am – 12:00pm

**In attendance (in-person):** Kaela Casey (Ventura College), Christal Young (USC), Janet Pinkley (CSUCI), Yvonne Wilber (Cal Lutheran), Corrie Bott (Cal Lutheran) - notes

**In attendance (via conference call):** Michael Yonezawa (UCR)

- **Meeting called to order 10:10am**
- **Approval of Minutes**
  - Change made to non-CARL member registration price: Was listed as \$38; changed to \$42 to reflect suggested 50% increase (from IG Guidelines)
  - Minutes approved with change
- **Summer Field Trips - Feedback**
  - Western Foundation of Vertebrate Zoology: Good tour; information was shared regarding ongoing digitization projects
  - Art Center College of Design: Good turnout; tour was interesting; lunch with librarians was appreciated
- **Fall Program**
  - **Deadline** to submit is today (September 22). Four responses so far. Would like to see four (or more) additional by the end of the day.
    - If there are eight or fewer proposals by end of day September 22, the deadline will be extended until October 6. If there are at least eight strong proposals, the deadline will not be extended. Kaela will send out the announcement if date is extended.
      - Noted that fall back plan needed if less than eight proposals accepted
        - Plan: program will change to 6 total presenters; three before and three after the break; presenters will have add'l time
- **Budget**
  - Estimate 65 attendees with a total cost of ~\$1000
  - Estimate of incoming registration is ~\$1800
  - No AV fees
  - Housekeeping fees: Yvonne will cover and be reimbursed

- **Catering**
  - Yvonne (with Kaela) will coordinate catering
- **Registration**
  - Registration fees of \$14 (student), \$28 (CARL members), and \$42 (non-CARL members) approved
- **Program**
  - Schedule of program was approved
  - Lucy and Annette confirmed as timekeepers
  - Button activity: Annette has begun designing images – Yvonne offered to have Cal Lutheran print services print out the graphics sheets (if image sent to Yvonne)
    - Craft supplies will be available so attendees can make their own designs
    - Open for entirety of conference
- **Day-of handouts**
  - Christal will create schedule (Kaela will supply template)
  - Nametags – Corrie will bring
  - Yvonne will check for goodie-bag items
  - Yvonne will be the official program note-taker
  - Janet will create program survey (Kaela will print out and bring)
- **Registrar/Registration**
  - Yvonne will act as Registrar
  - Registration through RegOnline
    - The need to monitor # of attendees registering discussed – Yvonne will need login info to monitor as people are registering
      - A waitlist was suggested
      - Limiting registration to 65 was suggested
    - Deadline for registration was chosen: Nov. 17
    - Partial refunds will be offered for cancelled registrations until Nov. 17
- **Site visit** – layout confirmed
- **Presentations** can be uploaded the morning of if sent beforehand by

presenters

- **CARL conference proposal**
  - Two presenters will be selected to present an extended version of their presentations at the CARL 2018 Conference
  - Christal (as incoming Chair) will submit these through CARL conference website (deadline is October)
- **Officers**
  - Tim will continue as webmaster (Kaela will check to see if co-webmaster is needed)
  - Co-secretaries – Corrie will continue and Kaela will take open position
  - Vice-Chair – Yvonne will be vice-chair
  - Christal Young will be Chair
- **Reference topics discussion**
  - Christal created an augmented reality tour of library collections which visitors can interact with; this program will occur during the USC Trojan Family Weekend
  - Yvonne and Corrie have used the new ACRL Framework to expand freshman information literacy instruction. They designed information literacy modules which are embedded within the required freshman RLTH100 Blackboard courses. The modules went live this semester, with the anticipation that all modules will be incorporated into all RLTH100 courses in the spring
  - Kaela shared about her new position at Ventura Community College
  - A miniature golf-course in the stacks was shared as a potential activity for library programs
  - Michael shared about recent changes involving library departments and job descriptions at UCR. The methods of providing reference will change, with a tiered reference style (students assistants will staff the desks, research appointments and more online instruction will be implemented)
  - The ACRL's "Engaging with the ACRL Framework: A Catalyst for Exploring and Expanding Our Teaching Practices" workshop can be brought to a campus or group (Framework Roadshow)
- **January meeting**
  - Location: Ventura College
  - Date: January 12, from 10am-12pm
- **Meeting adjourned 11:30am**

Respectfully submitted,  
Corrie Bott, Co-Secretary, CARLDIG-S