Members present: Donna Daniels, Lora Lennertz Jetton, Necia Parker-Gibson, Luti Salisbury

Lora reported that there was no change in the availability of Camtasia updates for group members.

Lora reported that the video and transcript on “Registering for ILL” was now available on the library’s website (Research Help, Interlibrary Loan).

A spreadsheet with the topics and priorities given by a portion of the group was distributed to members. Unfortunately, some members’ e-mails did not arrive in time for calculations. The group discussed the general findings and agreed to work on the following main topics: Searching InfoLinks, Searching for Articles, Interlibrary Loan and Course Reserves. Several other subtopics (What is the flying pig? and What is InfoLinks?) were determined to be important enough to warrant inclusion in the center of the other main topics. The committee discussed the priority of subtopics within the main topics and agreed upon the order.

Action items:

Lora will talk to Tess Gibson, Steve Chism, and Tim Zou to determine possible participation in the scripting process and a timeline for their scripts. She would incorporate their contributions into a general Gantt chart indicating timelines for projects. The chart will be distributed for review by group members before it is turned in to Alberta Bailey for approval.