

Approved, June 14, 2006

SENYLRC Continuing Education Committee

DATE: March 21, 2006

MINUTES AND ACTIONS

Attendees: Merribeth Advocate, Cheryl Felmlee, Rebecca Gerald, Barbara Liesenbein, Margie Menard, Barbara Petruzzelli, Wendy Swik, Judy Fischetti

Excused: Marilyn McIntosh, Vivian Milczarski, Mary Jo Russell, Maureen Spada, Pam Stocking

ISSUES DISCUSSED:

- ◆ CE Report (Judy):

Both of Robert Lackie's programs, on both days, were highly successful. Regina Clark's "Spice Up Your Speaking" program didn't work out, costs were prohibitive. Joanne Roukens will be contacted about speaking on this topic instead. Polly Farrington will conduct a workshop on presenting data via Excel on April 4. Working on getting someone from Metro region to hold a podcasting workshop. Will contact ALA about hosting a LITA Institute. Also considering a workshop on project management. Judy and Rebecca also know possible speakers on this topic.
- ◆ CE Planning (Judy & Cheryl)
 - Possible Robert Lackie programs for the fall include: Filamentality (web page creation), plagiarism, finding personal information on the web. (May be able to split his travel expenses with Dutchess BOCES.) Judy will talk with him.
 - Take advantage of SENYLRC's 60-day trial of Microsoft Office products by offering training in perhaps PowerPoint, Access, advanced Word functions. Will probably do three sessions in May.
- ◆ Program Evaluation (Cheryl & Judy)
 - What do we want to get out of our program evaluations and do we get that from the current form?
 - What we want from the evaluation:
 - Feedback for planners/administrators
 - Moment of reinforcement of learning
 - Opportunity to voice complaint/dissatisfaction
 - Level of satisfaction
 - Assessment of knowledge/need
 - Gathering suggestions for future programs
 - How did attendees learn about the program
 - Library type
 - Data must be easy to compile
 - Is facility conducive to learning?
 - One-page format is desirable.
 - Have fewer questions, coupled with immediate opportunity to explain answers
 - Judy will prepare a draft of a revised form and bring it to the next meeting.
- ◆ Next meeting we will use the committee's Blue Dot prioritization exercise to identify topics for next year's professional development programming. *Always a highlight of the year!*

ACTIONS/RECOMMENDATIONS:

- ◆ Minutes of the January 17, 2006 meeting were approved as written.

NEXT MEETING: Considering either May 30 or June 1 or June 14, at 1:30, Judy will check with full committee and confirm.

LOCATION: Southeastern New York Library Resources Council

RECORDER: Barbara Petruzzelli