

## Outreach & Engagement Committee

10/26/2023

### Minutes (Kirsten Feist)

**Present:** Jessica Ballard-Lawrence, Atoma Batoma, Sara Berthier, Kirsten Feist, Celenia Graves, Cindy Ingold, Rachel Miller-Haughton, Janis Shearer

1. Approve minutes from September meeting  
<https://uofi.box.com/s/bslhejevumw9illf69evxe034ca93xrm>  
Minutes from previous meeting approved by OEC and will be posted to OEC committee page
2. Definition of quality engagement  
Review existing data on Library Outreach & Engagement  
Reviewed EUP document  
Celenia showed example of summary of definitions of quality engagement OEC members can model for their own divisions  
**Action Items:** Look at division annual report(s) by 11/10 and add brief summary here:  
<https://uofi.box.com/s/z4oa7nt40o11rjb8hldysjh6djhn5hf7>
3. Fall events/plans  
Conduct reading discussions and “Skill-Up” sessions each semester  
What would OEC most want to do in Spring? Same as the past, or re-envision training opportunities?
  - a. Reading groups preferred by some, but ultimately decided both can be facilitated
  - b. Reach out sooner than later to contacts for “Skill-Up” sessions
  - c. Poll will be sent to determine best scheduling options for OEC moving forward
    - i. Facilitators set dates for sessions themselves**Action Items:** Think about if you would like to host a session and when, and who you might recommend for a “Skill-Up” session. Brainstorm ideas in Box folder (Janis will let us know what’s been done in the past). More to come via email from Janis and Celenia
  - d. Past events: <https://uofi.box.com/s/0rykh3kgee424sqc2d0zg61evrry6t2l>
  - e. Brainstorming document: [“Brainstorming – Spring 2024” document](#)
4. OEC Grants  
Promotion & process questions  
[Constructing Kayfabe Event Summary](#)
  - a. Curious about communications strategy
  - b. Important to keep application and report simple and descriptive so folks encouraged to apply. Perhaps checklist or template

**Action Items:** Review report, if any remaining questions, let Celenia and Janis know. Cindy happy to look into report options

Other items

Can OEC members apply for OEC grants?

- c. Yes, but could not evaluate own application (rest of OEC would)
  - d. Primary applicant needs to change around over time if multiple grants
5. Volunteer notetaker for next meeting  
Jessica Ballard-Lawrence (tentative)
  6. Adjourn

