

## Outreach & Engagement Committee

05/01/2024

### Minutes (Cindy Ingold)

**Attendees:** Janis Shearer, Rachel Miller-Haughton, Jessica Ballard-Lawrence, Cindy Ingold, Heather Murphy, Celenia Graves, Sara Berthier, Kirsten Feist, Siobhan McKissic

**Absent:** Atoma Batoma

**Guests:** María Emerson and David Ward

1. Approve minutes from April Meeting (notes taken by Rachel)  
<https://uofi.box.com/s/5cn6i8lcij8zu72cv1fk1j54foqqj698>  
April minutes approved.
2. Engaged Unit Program Rubric with guests: María Emerson & David Ward  
Maria, David and Janis all served on a library team for the Engaged Unit Program. This is a new initiative from the Provost's Office. See this note about the initiative  
<https://blogs.illinois.edu/view/7559/1435635387> The library team has worked on tracking a definition for outreach and engagement as well as piloting a program with Rantoul High School. The co-chairs of the current committee did a self-assessment of OEC activities at the library. Janis shared the matrix at  
<https://uofi.app.box.com/file/1518025239865?s=kryhjf1ucgiszo2ghsndx4h27j2gz8km> She asked for feedback from committee members by Thursday May 2 at 1 pm, since the final document is due on campus on Friday May 3. The OEC will continue to work on this project during the coming year, even though the initial pilot that the Library participated in is over.
3. Pre-semester event planning worksheet for Library Units (Sara B)  
Sara shared a draft of a web tools survey that she will use this summer to gather information about event planning. This will be sent first to unit heads with the intent to gather as much information as possible about events occurring in the Library during fall 2024. We are not sure how this information will be shared, but ideally, it should be shared with the OEC.
4. Voting for Chair/Co-Chair 2024-2025  
After some discussion, Cindy Ingold and Celenia Graves agreed to be co-chairs for 2024-2025. Siobhan McKissic will take over next summer for Cindy, since Cindy is retiring May 31, 2025.
5. Reading Groups & Skill Up Schedule
  - a. Spring 2024 - <https://uofi.box.com/s/squv9eby1nynpkog9qa6sqg8c2oxw6bq>
  - b. Fall 2024 - <https://uofi.box.com/s/nib9poiwps7v2jqgih40fie7u65pqxdw>

Committee members reviewed the schedule. Jessica Lawrence-Ballard has planned to do a reading group in May; she will now do it in September since she will likely get more attendance. She asked that the co-chairs send her a reminder about this in August.

6. Definition of quality engagement
  - a. Survey feedback

Celenia and Siobhan shared a brief power point with results from the survey that was done earlier this spring. See <https://uofi.app.box.com/file/1518793158356> There was a lot of feedback about the survey. OEC should continue looking at this information and plan next steps.

7. Other items

Committee members thanked Janis Shearer for her service on the committee, especially for co-chairing the committee last year. Several people are leaving the committee, so we will not be able to have our first meeting until September 2024. Janis, Celenia, and Cindy will meet over the summer to plan for next year.

8. Adjourn

