**BCLA Continuing Education Committee Meeting**
**October 15, 2013, 6-7:30pm**
**BCLA Office & Teleconference**

# Minutes

**In person participants:** Aleha McCauley, Anna Redman, Annette DeFaveri, Anthea Goffe, Barbara Kelly, Kevin Stranack, Sylvia Nurse
**Teleconference participants:** Ben Harrison, Cindy Ralph, Kathy Anderson, May Chan
**Regrets:** Susan Walters
**Recorders:** Adam Farrell, Anthea Goffe

The meeting was called to order at 6:00pm.

1. **Member update (Sylvia)**
   - 3 new committee members were introduced: Adam Farrell, Cindy Ralph and Kevin Stranack

2. **Discuss how CE Committee can best support the Association (Annette)**
   - **Annette** discussed how committees within BCLA support the whole organization/membership as a whole. The CE should be working with the Executive Board about best support for the membership at large.

     **Do an Association wide survey**
     o Through an association wide survey the CE can better understand: What do we need? What do we have? How do we get there? What have other organizations done?
     o Run this as an environmental scan. SLAIS, Libraries & Literacy are running a similar environmental scan.
     o We are a member driven organization. We need to look at what our members specifically need. We need information that is translatable. Not all the gaps can be met/filled by BCLA.
     o Through this survey, CE can put forward recommendations to the Board for BCLA to take on.
     o The CE challenge, how do we design/develop a strong survey (the content of the survey)?
     o The survey will likely be administered via Fluid Survey.

     **Investigate best practices for remote meeting and program attendance**
     o Look at what training topics and resources are available to us
     o Make recommendations of who can get out there
       - Need a policy & procedure developed for remote training
         - e.g. How do we make the training session available after the session?
         - Develop several policy options to present to the Board for consideration.
     o How do make interest groups comfortable with the available technologies to deliver virtual training for their respective sessions.
     o Establish a sound structure these groups can deliver their content within – create a consistent delivery method.
     o **Sylvia:** what is the timeline on this project?

o **Annette:** first define the steps to reach the goal of an environmental scan – devise a work plan. Acknowledge we are a volunteer group with regards to timelines.
o **May:** we need to connect with those interested in providing training to solicit input in the process.

3. **Review updated CE Committee Terms of Reference (Sylvia)**
   - **Annette:** focus more on the content of the TOR. The format will differ depending on whether the group is a committee, interest group, etc.
   - The Preconference Committee no longer exists. This has been removed from the TOR.
   - Board wants to know who the committee chair is.

4. **Review draft workshop planning checklist (Aleha/Anthea/May)**
   - Not a complete checklist yet.
   - Registration with Allie – work out budget and how much registration we need to cover expenses – the "drop dead date". Transparent process.
   - **Annette** prepares the budget – costs & registration rates.
   - **Kevin** will put the checklist on Google docs – **Sylvia** will update with section edits.
   - **Anna** will add the ad hoc checklist she went through with Allie.
   - **Annette:** include the rationale for the workshop.
   - Add waivers for participants if being filmed.
   - Need to work out permissions/develop form with BCLA Executive.
   - Evaluation forms – what should we do with these post-workshop? What's the purpose of the feedback?

5. **Discuss issues around filming BCLA workshops (Anna/Kathy)**
   - Concerns with low attendance/attendees paying and then it's posted for free.
   - Langara wanted waivers for every registrant – cancelled filming.
   - Presenter was willing (Guy Robertson).
   - BCLA needs to have a policy on filming. This committee could be developing these policies.

6. **Disaster Planning Workshop update (Anna)**
   - Evaluations positive, speaker was excellent
   - People wanted a longer workshop.
   - Requests to go to Vancouver Island.
   - 16 attendees.

7. **Federations update (Kathy)**
   - May have a disaster planning workshop on the island.
   - CMHA workshop "Responding with Respect" may go to Gibsons Nov. 25, may be livestreaming (not recorded)
   - Kootenay LF had their conference last weekend

8.  **BC Libraries Cooperative and Libraries and Literacy Projects update (Barbara/Cindy)**
    * Meeting last week re: training review.  CLTP and other seminars with partners.
    * Looking at how to continue throughout province.  CLTP and continuing ed.  Also looking at people not currently in libraries (current CLTP program is only for current employees and volunteers).
    * Learning Objects Repository – getting very close.  Discussing marketing/promotion/communications.  CE committee is part of that.

9.  **ALPS/BCCATS/YAACS/RAIG updates (emailed)**
    * ALPS **(Aleha)**
      The ALPS executive met recently on Oct 8th and has made some progress with our fall programming:
        * Our **Getting Hired in Higher Education panel** will be on Tuesday, October 29th from noon to 1:30pm at the Irving K. Barber Learning Centre at UBC with panelists committed from ELN, SFU, UBC, VCC and Emily Carr.  Details: http://www.bcla.bc.ca/alps/page/news/ezlist_item_49d96498-c965-4d0d-9f32-b1119d6d8c94.aspx_49d96498-c965-4d0d-9f32-b1119d6d8c94.aspx?_s=http%3a%2f%2fwww.bcla.bc.ca%2falps%2fdefault.aspx#.Ul2zLtKsNY4
        * The December ALPS business meeting is being planned for Friday, December 6th and details will be available soon.  The theme is not yet confirmed but the executive is Exploring the idea of emerging technologies and services to support the changing academic environment (MOOCs, video and online instruction, data management/curation/storage, etc.).
        * Our next ALPS meeting is scheduled for Oct 22, 2013.
    * BCCATS **(May)** - no update
    * YAACS **(Anna)** - no update
    * RAIG **(Anthea)** - no update

10. **Other:**
    * SPPD Disability Interest Group (Deb Thomas) is looking at a Vancouver Foundation grant for some training **(Annette)**. Don't need to duplicate.

**Next Meeting:**  Tuesday, November 12, 2013, 6-8:00pm @ BCLA office/teleconference.