CUNY Libraries Assessment Committee

Meeting Minutes April 7th, 2021

Attendees:

Derek Statler (LG) co-chair

Mark Monakey (OLS) co-chair

Shamiana Pond (OLS)—absent

Michael Hughes (BC)

Marta Bladek (JJ)

Anne O’Reilly (LG)—absent

Mark Eaton (KB)—absent

Q. Joan XU (QC)

Vikki Terrile (QBCC)

Emma Antobam-Ntekudzi (BCC)

Sarah Cohn (CCNY)

Jennifer Oates (QC)—absent

We approved the meeting minutes from February 11th, 2021.

We reviewed and planned the OLS Assessment Committee’s 2021 “Reassessment” Spring Fair (April 29).

We all sent Derek our CUNY First IDs for the Zoom call. Joan confirmed that we should all have access to the CUNY Zoom meeting for the event.

Marta completed the order of presentations.

Vikki collected the bios.

Emma and Sarah will monitor Q&A.

Mark E will be ready with the mute button.

Michael will be the timekeeper.

During our previous meeting on 2/11, Anne suggested that we set up a feedback form. As an example, Derek shared [a form](https://forms.office.com/Pages/ShareFormPage.aspx?id=s_BgbwZfCU6XFZiduozH2N_GrXyo0HxAqxJPuqTZZTlUQTdSRFdSVUNBQUtPT0RUNExVSVFQTkREMi4u&sharetoken=kBbZH77sKPoMZfiAuw9w) that Anne used. Derek will collect feedback from the group, and we will finalize the form by April 23rd.

Derek will send out another registration email today.

Vikki will follow up with presenters to notify them of the following:

* That the Zoom details are forthcoming
* To remind them to register if they haven’t done so already
* To sign in 15 minutes before their presentations
* To try to keep the presentations to 10 minutes in order to allow 5 minutes for questions.

For the Q&A sessions, Emma and Sarah will gather the chats during the presentations and read them out loud.

For the timekeeping, Michael will notify presenters in chat if presenters have exceeded 10 minutes and to remind the presenters to allow for 5 minutes of Q&A.

Derek will add Emma, Sarah, and Marta as Zoom presenters.

We will meet next as a group for the OLS Assessment Committee’s 2021 “Reassessment” Spring Fair (April 29).